Updating PSEOA Students to Degree Seeking

Purpose: The following instructions describe how to update a PSEOA student's Program/Plan Stack (PPS) once they move from PSEOA to Degree Seeking. IMPORTANT: Always check the **Include History** option.

There are three steps:
- Run the UNI_AD_PSEOA_TO_DEGREE query to identify students that need to be discontinued
- Update student's PPS, discontinuing the original entry
- Inactivate the PSEOA Student Group

Step	Action
1.	Run the UNI_AD_ PSEOA_TO_DEGREE query to identify students that need to be discontinued. Navigation: **Main Menu › Reporting Tools › Query › Query Viewer.**
2.	Navigate to the **Student Program/Plan** page. Select **Main Menu › Records and Enrollment › Career and Program Information › Student Program/Plan** *Don't forget to select **Include History** each time!
3.	Enter appropriate search criteria. Click the **Search** button. ***Result:*** Multiple Program/Plan Stacks are returned. (*Example:* PPS 0 = 'NONUG' and PPS 1 = 'SPUG').

Step	Action
4.	Select the higher numbered PPS (e.g., PPS 1 = 'SPUG'), and review the *Admit Term*. **Search Results** View All <table><tr><td>ID</td><td>Academic Career</td><td>Student Career Nbr</td><td>Program Short Descr</td><td>Institution Short Descr</td><td>Name</td><td>Gender</td><td>Date of Birth</td><td>Campus ID</td></tr><tr><td>#####</td><td>Undergrad</td><td>1</td><td>SPUG</td><td>UNI</td><td>Pam Panther</td><td>Female</td><td>10/25</td><td>(blank)</td></tr><tr><td>#####</td><td>Undergrad</td><td>0</td><td>NONUG</td><td>UNI</td><td>Pam Panther</td><td>Female</td><td>10/25</td><td>(blank)</td></tr></table>
5.	Now select the lower numbered PPS (e.g., PPS 0 = 'NONUG'), and determine whether or not it is still in **active** status. Student Program / Student Plan / Student Sub-Plan / Student Attributes / Student Degrees Pam Panther ##### Student Career Nbr: 0 Academic Career: Undergraduate Career Requirement Term Find	View All First 1 of 1 Last Status: Active in Program *Effective Date: 08/23/2010 Effective Sequence: 1 *Program Action: ACTV Activate Action Date: 08/06/2011
6.	Navigate to **Term Activation.** Select **Main Menu › Records and Enrollment › Student Term Information › Term Activate a Student.** Change the *Student Career Nbr* on the appropriate* Term Activation Records (e.g., 2121 and 2122) to the new, degree-seeking PPS number (e.g., '1'). Click the **Save** button. Term Activation / Enrollment Limit / Student Session / Terms In Residence / Term Control Dates / External Study Pam Panther ##### Find	View All First 1 of 1 Last Academic Career: Undergraduate Find	View All First 1 of 4 Last *Academic Institution: UNICS University of Northern Iowa *Term: 2122 2012 FALL Semester Activation Date: 08/20/2012 Student Career Nbr: 1 Hum & Fine Arts & Nat Sci-Ugrd Override All Academic Levels: ☐ Academic Year: 2012 Override Projected Level: ☐ Load Determination: Units *appropriate Term Activation Records correspond with the Admit Term on the higher numbered PPS (i.e., If if Admit Term is 2121, then you would change the Student Career Nbr on the 2121 and 2122 Term Activation Records).

Step	Action
7.	Navigate back to the **Student Program/Plan** page. Select **Main Menu › Records and Enrollment › Career and Program Information › Student Program/Plan** Select the lower numbered PPS (e.g., PPS 0 = 'NONUG'). **Search Results** View All | ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus I[
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#####	Undergrad	1	SPUG	UNI	Pam Panther	Female	10/25	(blank)
#####	Undergrad	0	NONUG	UNI	Pam Panther	Female	10/25	(blank)	
8.	Click the **Add a New Row** button. Student Program · Student Plan · Student Sub-Plan · Student Attributes · Student Degrees Pam Panther ##### ⊘ **Academic Career:** Undergraduate Career Requirement Term **Student Career Nbr:** 0 Find | View All First ◄ 1 of 1 ► Last **Status:** Active in Program ***Effective Date:** 08/23/2010 **Effective Sequence:** 1 ***Program Action:** ACTV Activate **Action Date:** 08/06/2011 Enter Program Action = 'DISC'.
9.	Enter the following: • **Program Action:** DISC (Discontinuation) • **Effective Date:** Change the Effective Date to the End of Term Date + 1 (e.g., 2113 = '05/05/2012'). Note. When determining which Term/End of Term Date, it should be the term they are currently attending as a PSEOA student. Student Program · Student Plan · Student Sub-Plan · Student Attributes · Student Degrees Pam Panther ##### ⊘ **Academic Career:** Undergraduate Career Requirement Term **Student Career Nbr:** 1 Find | View All First ◄ 1 of 2 ► Last **Status:** Discontinued ***Effective Date:** 12/10/2012 **Effective Sequence:** 1 ***Program Action:** DISC Discontinuation **Action Date:** 06/11/2012 **Action Reason:** **Joint Prog Appr:** ☐ ***Academic Institution:** UNICS University of Northern Iowa
10.	Click the **Save** button. 🖫 Save
11.	Inactivate the student from the PSEOA Student Group (RPSC). Navigation: **Main Menu › Records and Enrollment › Career and Program Information › Student Groups**