

# How to Effective Date Change Graduate Status

## OBJECTIVE:

Explain steps taken to discontinue a graduate status and activate a new graduate status.

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### ***NEED ADDITIONAL INFORMATION?***

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.

## **STUDENT RECORDS**

# Lesson 1: Discontinuing a Career


**Navigation:** Home > Records and Enrollment > Career and Program Information > Student Program/Plan or **Search** on “Student Program”

## Introduction

This process is important when changing a student from one program to another when different fees are applicable. The example used in this instance is for a currently enrolled CRED-P student (Career 0) for Spring 2007 who will be moved into a CRED program (Career 1) for Fall 2007.

- Students taking summer classes will still be CRED-P for the summer.
- The status for Summer will **not** be changed.
- Changes will be made for Fall and Spring terms only.

Item	Action
1.	Enter the student's Empl_ID, National ID (Social Security Number), or name. Click “Search” or hit enter. (Fig. 1)

If at anytime you see this magnifying glass icon  click on it to view codes to enter.


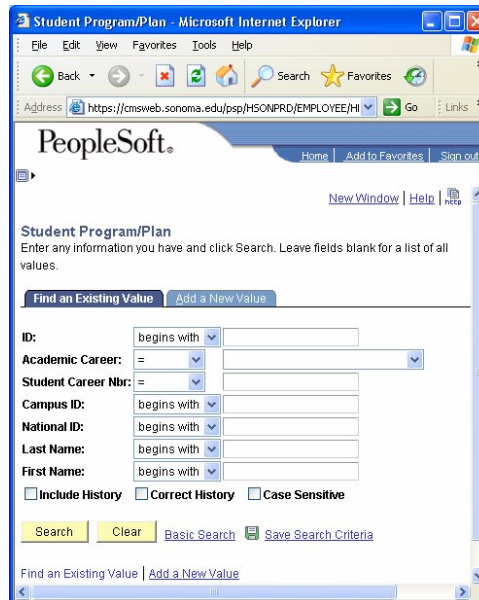
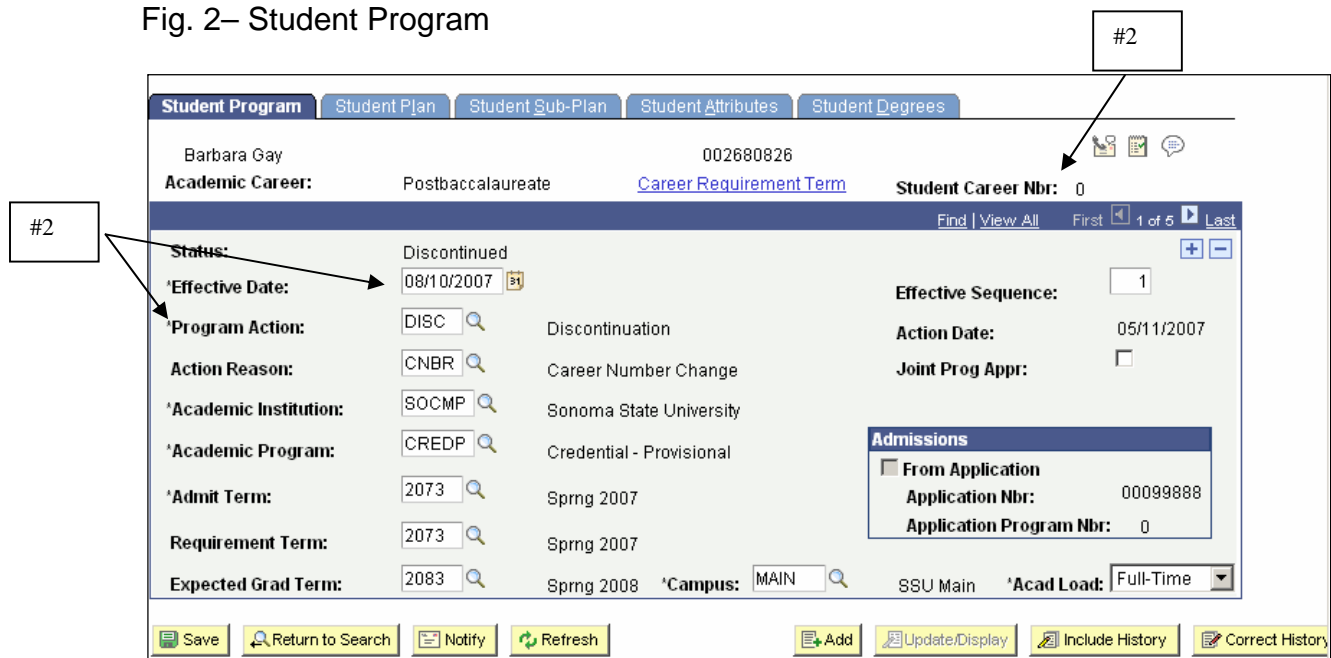


Fig. 1 – Student Program/Plan Page



Item	Action
2.	Make sure you are in <b>Student Career Nbr: 0</b> .
3.	Type DISC for (Discontinuation) in <b>Program Action</b> .
4.	The <b>Effective Date</b> should be the <i>day AFTER the last day of summer (for example, the last day of summer is August 9<sup>th</sup>. Therefore, the <b>Effective Date</b> for discontinuation should be August 10<sup>th</sup>).</i> (Fig. 2)
5.	Click Save.

Fig. 2– Student Program



The screenshot displays the 'Student Program' record for Barbara Gay (ID: 002680826). The record is in a 'Discontinued' status with an effective date of 08/10/2007. The program action is 'DISC' (Discontinuation) with an action reason of 'CNBR' (Career Number Change). The student career number is 0. The interface includes tabs for Student Program, Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees. A search bar at the top right contains '#2'. A box labeled '#2' points to the 'Effective Date' field. Another box labeled '#2' points to the 'Program Action' field. The 'Admissions' section shows 'From Application' with application number 00099888 and application program number 0. The bottom of the screen has buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

## STUDENT RECORDS

## Lesson 2: Activating a Career

**Navigation:** Home > Records and Enrollment > Career and Program Information > Student Program/Plan or **Search** on “Student Program”

Item	Action
1.	Navigate to Student Program/Plan (Fig. 1)
2.	Select <b>Add a New Value</b> . (Fig. 3)
3.	Enter the following information: <ul style="list-style-type: none"> <li>➤ Student’s ID number.</li> <li>➤ Academic Career</li> <li>➤ Student Career Nbr is 1.</li> </ul>
4.	Click <b>Add</b> .
5.	In the Student Program(Fig. 4) tab complete the following fields: <ul style="list-style-type: none"> <li>➤ <b>Program Action</b> is ACTV</li> <li>➤ <b>Effective Date</b> is the first day of the term the change applies to (in this example it is the first day of the fall semester (i.e. August 20, 2007).</li> <li>➤ <b>Academic Program</b> is CRED</li> <li>➤ <b>The Admit Term, Requirement Term and Expected Grad Term</b> are the same as the previous program stack (i.e. Student Career Nbr: 0).</li> </ul>
6.	Click Save

Fig. 3 – Add a New Value

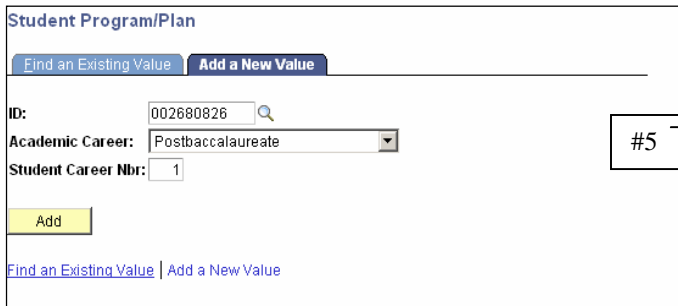
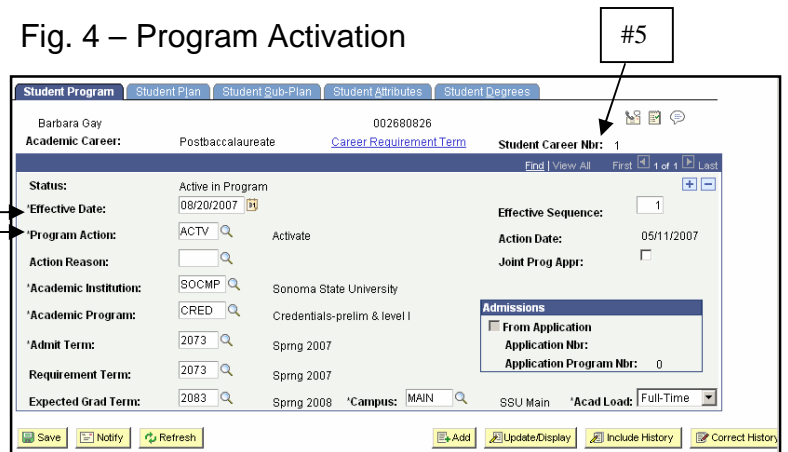
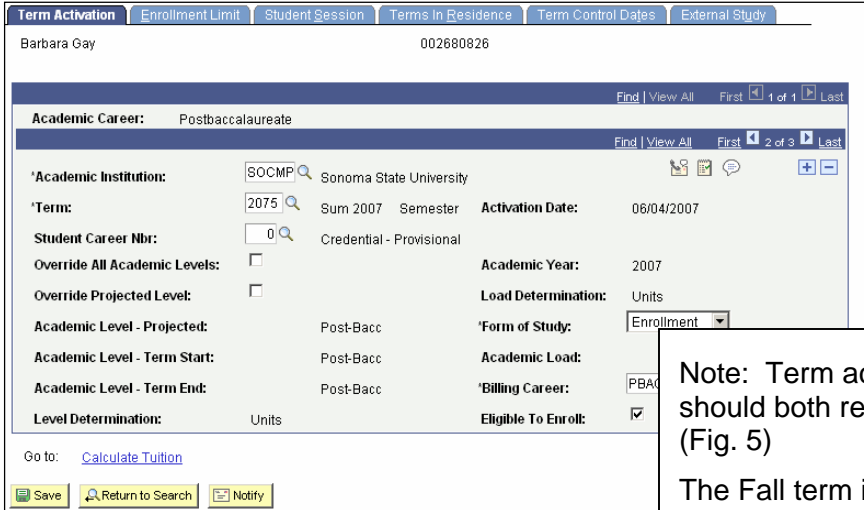


Fig. 4 – Program Activation



### STUDENT RECORDS

Fig. 5 – Term Activation for Summer 2007



Barbara Gay 002680826

Academic Career: Postbaccalaureate

Academic Institution: SOCOMP Sonoma State University

Term: 2075 Sum 2007 Semester Activation Date: 06/04/2007

Student Career Nbr: 0 Credential - Provisional

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: Post-Bacc Academic Year: 2007

Academic Level - Term Start: Post-Bacc Load Determination: Units

Academic Level - Term End: Post-Bacc Form of Study: Enrollment

Level Determination: Units Billing Career: PBAC Eligible To Enroll:

Go to: [Calculate Tuition](#)

Save Return to Search Notify

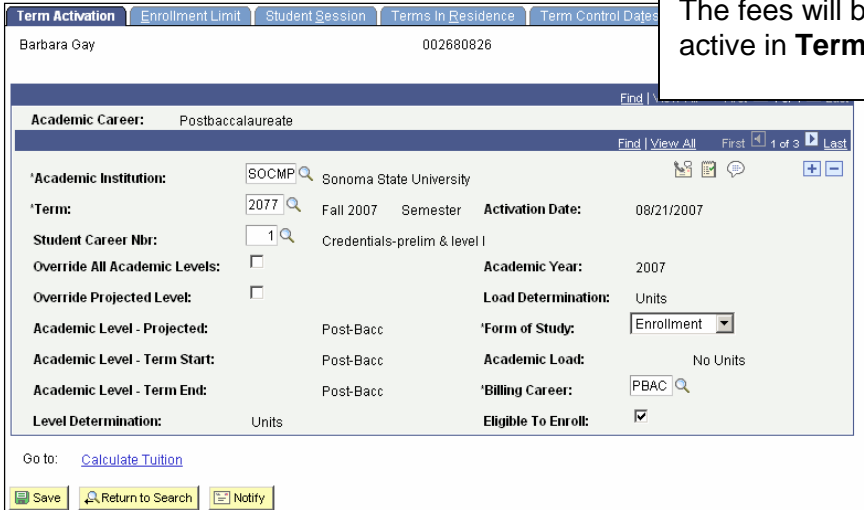
Note: Term activation for Spring AND Summer should both remain with Career 0, or CRED P. (Fig. 5)

The Fall term is now activated to CRED. (Fig. 6)

The Student **must be** term *activated* in Career 0 for Summer and Career 1 for Fall.

The fees will be triggered based on the career active in **Term Activation**.

Fig. 6 – Term Activation for Fall 2007



Barbara Gay 002680826

Academic Career: Postbaccalaureate

Academic Institution: SOCOMP Sonoma State University

Term: 2077 Fall 2007 Semester Activation Date: 08/21/2007

Student Career Nbr: 1 Credentials-prelim & level I

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: Post-Bacc Academic Year: 2007

Academic Level - Term Start: Post-Bacc Load Determination: Units

Academic Level - Term End: Post-Bacc Form of Study: Enrollment

Level Determination: Units Academic Load: No Units

Billing Career: PBAC Eligible To Enroll:

Go to: [Calculate Tuition](#)

Save Return to Search Notify

### Things to remember

When discontinuing the current program from Fall to Spring, use the last day after Winter Session ends. Winter Session as the **Effective Date** for the DISC, and the first day of the Spring as Effective Date for the new ACTV **Program Action**.

It is important to ALWAYS check the term activation screen after any changes are made to ensure the student is activated in the correct career.

## STUDENT RECORDS