

## ICT – PAGE 1

## STEP 1: ADD AN "ICT IN PROGRESS" ROW

*The student's home (original) college will add the ICT row.*

1. Navigate to: **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Enter the Student's **EmplId** or **Last Name** and **First Name**.
3. Select the **Include History** checkbox.
4. Click **Search**.
5. The **Student Program** page displays. The status **MUST** be "**Active in Program**".
6. Click the Add a Row **+** button.
7. A new row is added with today's date as the **Effective Date**.
8. Enter the **Program Action** of **DATA** (Data Change).
9. Enter the **Action Reason** of **ICT** (ICT in progress).

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joseph Student 1229982

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 05/21/2009

\*Program Action: DATA Data Change

Action Reason: ICT ICT in progress

\*Academic Institution: AKRON The University of Akron

\*Academic Program: BUSU Business Undergraduates

\*Admit Term: 4081 2008 Spring

Requirement Term: 4081 2008 Spring

Expected Grad Term:

\*Campus: AKRON Akron Main \*Acad Load: Full-Time

Admissions

- From Application
  - Application Nbr: 0
  - Application Program Nbr: 0

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

10. Either click the **Student Plan** tab or link.

11. Enter the **Academic Plan** or use the Lookup icon.
12. Click **Save**.

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joejob Student 2256919

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term:

Status: Active in Program Admit Term: 2008 Fall

Effective Date: 08/20/2008 Effective Sequence: 1

Program Action: Action Date: 07/28/2008

Action Reason: Requirement Term: 2008 Fall

Academic Program: Arts & Sci

Academic Plan: 330000BA English Major

\*Plan Sequence: 10 Degree: B.A.

\*Declare Date: 08/20/2008 Degree Checkout Stat:

\*Requirement Term: 4087 2008 Fall Student Degree Nbr:

\*Advisement Status: Include Completion Term:


Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

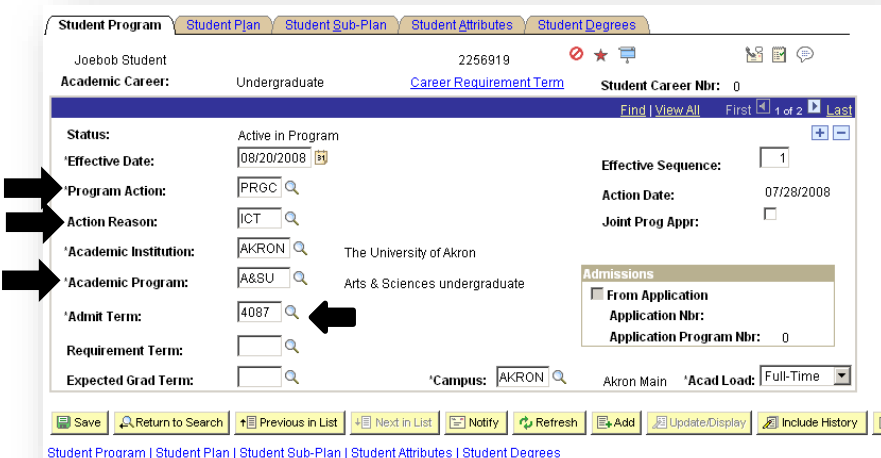
Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

## ICT – PAGE 2

**STEP 2A: IF THE ICT IS APPROVED BY THE RECEIVING COLLEGE – ADD THE ICT ROW**

*The receiving (accepting) college will add the ICT row.*

1. Navigate to: **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Enter the Student's **EmplId** or **Last Name** and **First Name**.
3. Select the **Include History** checkbox.
4. Click **Search**.
5. The **Student Program** page displays. The status **MUST** be "**Active in Program**".
6. Click the Add a Row  button.
7. A new row is added with today's date as the **Effective Date**.
8. Enter the **Program Action** of **PRGC** (Program Change).
9. Enter the **Action Reason** of **ICT** (Intercollege Transfer).
10. Enter the **Academic Program** (college) to which the student is transferring.
11. Select the **Admit Term** and **Requirement Term**.



Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joejob Student 2256919

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

Effective Date: 08/20/2008 Effective Sequence: 1

Program Action: PRGC Action Date: 07/28/2008

Action Reason: ICT Joint Prog Appr:

Academic Institution: AKRON The University of Akron

Academic Program: A&SU Arts & Sciences undergraduate

Admit Term: 4087

Requirement Term:

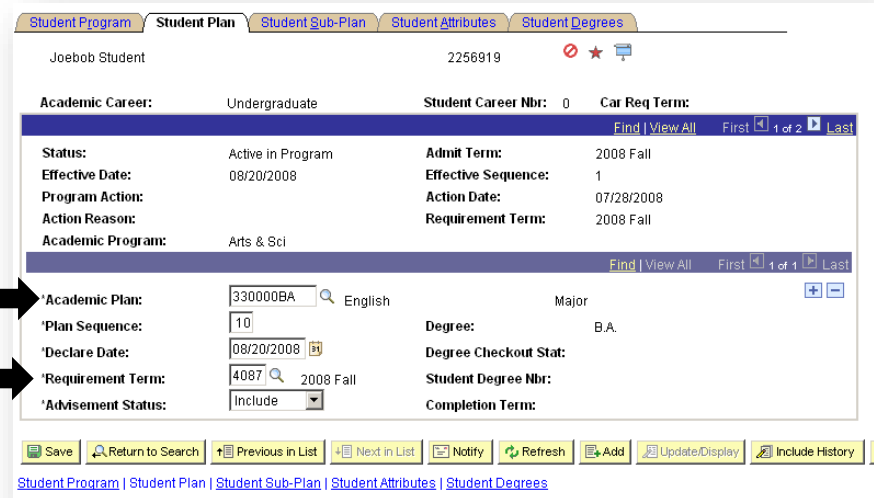
Expected Grad Term:

Campus: AKRON Akron Main Acad Load: Full-Time

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

12. Click the **Student Plan** tab or link.
13. Enter the **Academic Plan** or select using the Lookup icon.
14. Select the **Requirement Term**, if needed.



Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joejob Student 2256919

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term:

Status: Active in Program Admit Term: 2008 Fall

Effective Date: 08/20/2008 Effective Sequence: 1

Program Action: 07/28/2008

Action Reason: Requirement Term: 2008 Fall

Academic Program: Arts & Sci

Academic Plan: 330000BA English Major

Plan Sequence: 10 Degree: B.A.

Declare Date: 08/20/2008 Degree Checkout Stat:

Requirement Term: 4087 2008 Fall Student Degree Nbr:

Advisement Status: Include Completion Term:

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History


Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

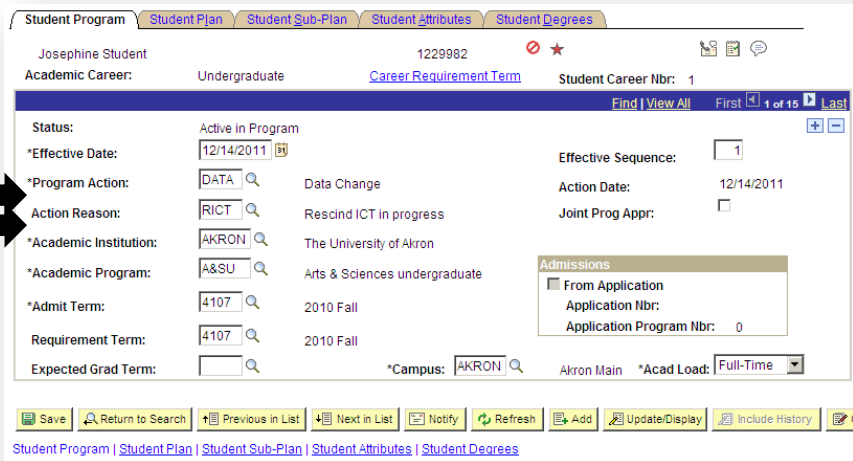
15. Click **Save**.

## ICT – PAGE 3

**STEP 2B: IF THE ICT IS DENIED – ADD THE ICT ROW**

*When the receiving college denies the ICT, they should contact the student's home (original) college. The student's home (original) college will add the Rescind ICT in Progress row.*

1. Navigate to: **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Enter the Student's **EmplId** or **Last Name** and **First Name**.
3. Select the **Include History** checkbox.
4. Click **Search**.
5. The **Student Program** page displays. Verify you are on the "ICT in Progress" row.
6. Click the Add a Row  button.
7. A new row is added with today's date as the **Effective Date**.
8. Enter the **Program Action** of **DATA** (Data Change).
9. Enter the **Action Reason** of **RICT** (Rescind ICT in Progress).



Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Josephine Student 1229982

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 12/14/2011 Effective Sequence: 1

\*Program Action: DATA Data Change Action Date: 12/14/2011

Action Reason: RICT Rescind ICT in progress Joint Prog Appr:

\*Academic Institution: AKRON The University of Akron

\*Academic Program: A&SU Arts & Sciences undergraduate

\*Admit Term: 4107 2010 Fall

Requirement Term: 4107 2010 Fall

Expected Grad Term: Campus: AKRON Akron Main \*Acad Load: Full-Time

Admissions

From Application

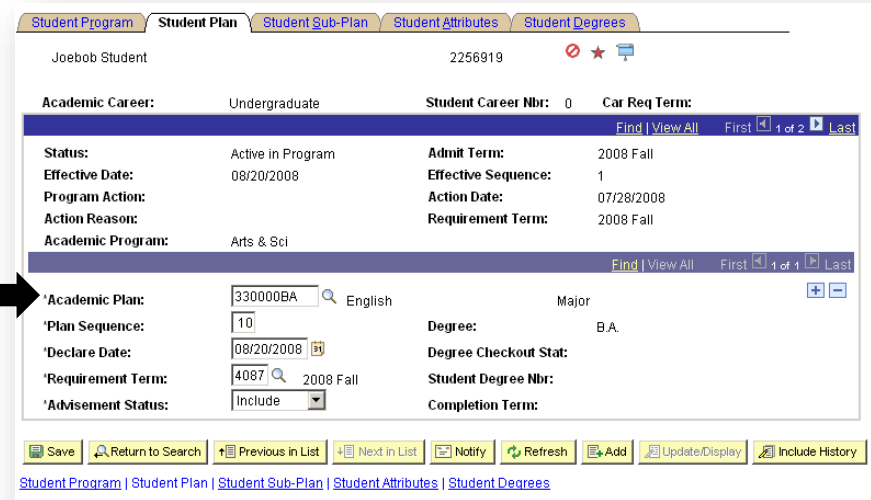
Application Nbr: 0

Application Program Nbr: 0

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

16. Click the **Student Plan** tab or link.
17. Verify the **Academic Plan**. If the plan needs updated, enter the **Academic Plan** or use the lookup icon.



Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Joebob Student 2256919

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term:

Status: Active in Program Admit Term: 2008 Fall

Effective Date: 08/20/2008 Effective Sequence: 1

Program Action: Action Date: 07/28/2008

Action Reason: Requirement Term: 2008 Fall

Academic Program: Arts & Sci

\*Academic Plan: 330000BA English Major

\*Plan Sequence: 10 Degree: B.A.

\*Declare Date: 08/20/2008 Degree Checkout Stat:

\*Requirement Term: 4087 2008 Fall Student Degree Nbr:

\*Advisement Status: Include Completion Term:

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

18. Click **Save**.