

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 Sprin

Requirement Term: 4081 2008 Sprin

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

Admissions

From Application

Application Nbr:

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

Effective Date: 08/20/2008

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 Fall

Requirement Term: 4081 2008 Fall

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

Admissions

From Application

Application Nbr:

Application Program Nbr: 0


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

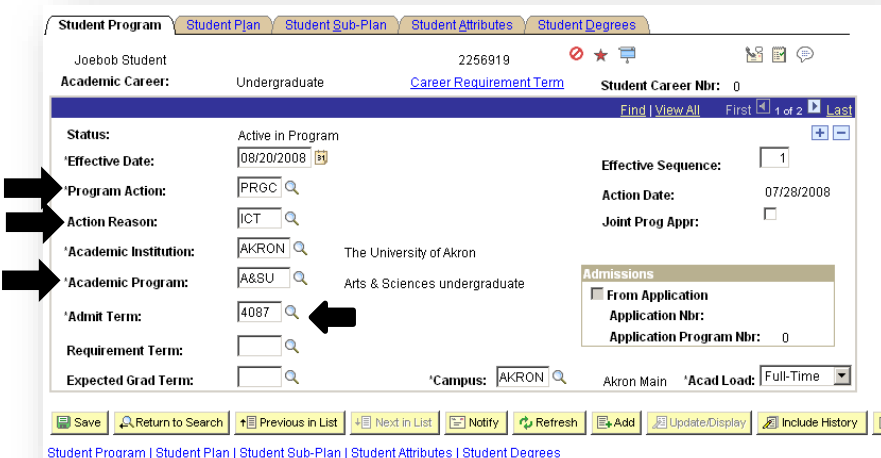
Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

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

Admissions

From Application

Application Nbr: 0

Application Program Nbr: 0

Admit Term: 4087

Requirement Term:

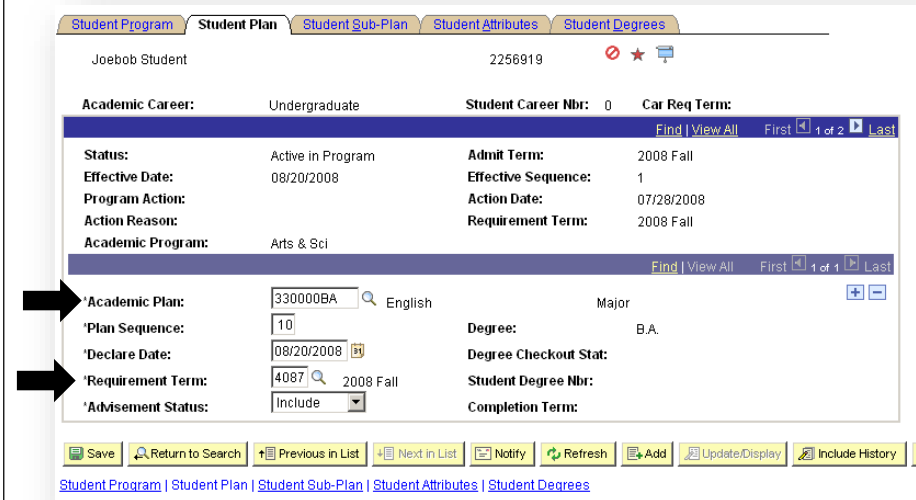
Expected Grad Term:

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](#)

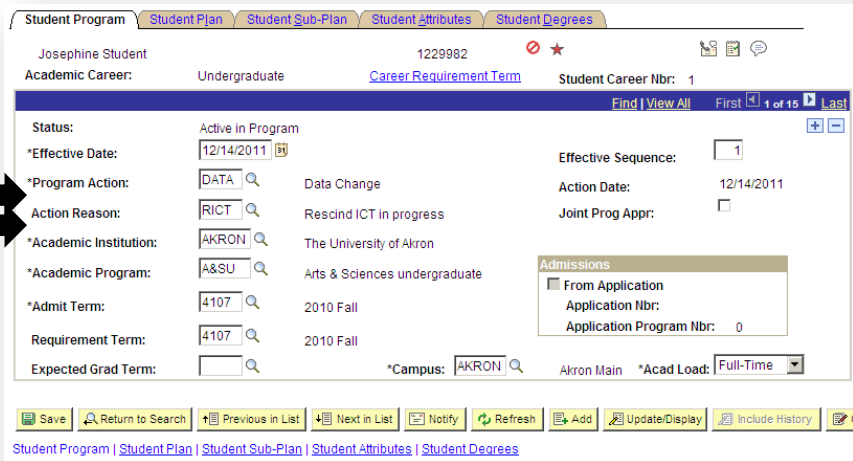
15. Click **Save**.

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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

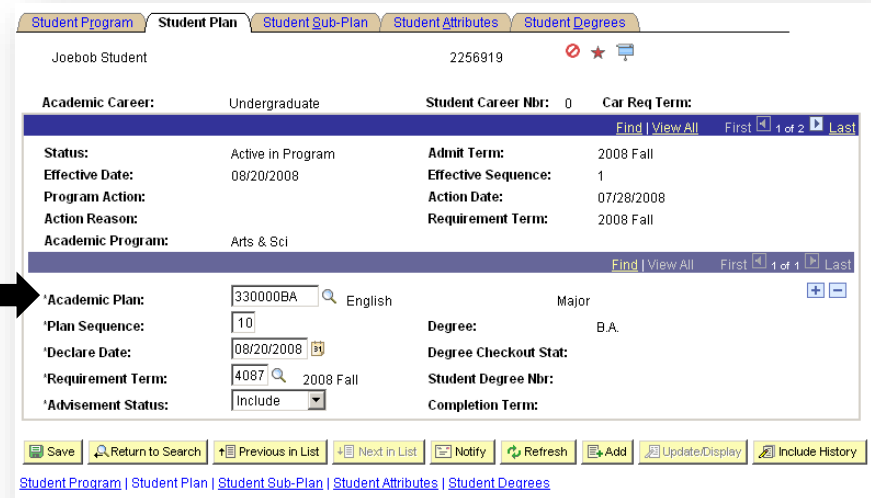
Application Nbr: 0

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**.