Student Request Undergraduate Certificate(s)

This guide will cover:

- The process for adding Undergraduate Certificates. Graduate Certificates will need to go through the formal admissions process through Radius.

**Step One**

Navigate to the Student Program/Plan page by using the following breadcrumb:

**Step Two**

On the search criteria page, enter search criteria for the student whom you want to review their information.

Be sure to have the “Include History” checkbox selected when entering the Student Program/Plan component. You may need to see the historical entries on the student’s CPP stack in order to make correct business decisions.

Click **Search**
**Step Three**

If multiple program plan stacks are returned review the results and write down the last student career number used for the undergraduate career.

**Click on the Add a New Value Tab**

**Step Four**

Click in the **ID** field and enter the student’s Catalyst ID.

Remember the Catalyst ID is not the student’s M#. If you don’t know the student’s Catalyst ID, click the ID Lookup icon ( ) and enter the student’s M#. The icon is located on the top right of the page. The system will provide you the student’s Catalyst ID.

**Step Five**

Click on the Academic Career drop down list and select the appropriate Academic Career.

Then click in the Student Career Nbr field and enter the next sequential student career number associated with the career.

**Step Six**

Click the **Add** button. The Student Program Tab will load.
Step Seven

Click in the Effective Date field and enter the effective date of the change. Use the following methodology to determine what effective date to use:

- If the student is being admitted in the certificate program for the following term leave the effective date as today's date.

- If the student is being admitted in the certificate program for the current term and the request is submitted before the census date then use the first day of the current term as the effective date.

- If the student is being admitted in the certificate program for the current term and the request is submitted after the census date then leave the effective date as today's date.
Step Eight

Click on the Program Action magnifying glass and select ACTV - Active.

Then click on the magnifying glass next to the Academic Program and select the appropriate Certificate Program from the list.

Step Nine

Click the magnifying glass next to Admit Term and select the desired admit term.

Notice that the requirement term field will automatically populate and match the Admit Term.

Step Ten

Click on the Student Plan tab to add the Academic Plan information.

Click on the magnifying glass next to Academic Plan to select the desired academic plan from the list of available values. If more than 300 rows are returned use the Academic Plan search parameters to reduce the number of rows returned.

Things to Keep in Mind:

The Requirement Term should default to the requirement term value from the Student Program tab. If it does not click on the Requirement Term magnifying glass and select the requirement term.

If a student had multiple certificate plans needing to be added click on the plus sign (+) to add a new academic plan row and enter the next certificate.
Step Ten

Click SAVE.