



COASTAL CAROLINA UNIVERSITY™

*Office of the Registrar*

# Datatel - Using SACP (Student Academic Program)

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**Document Area:** Academic Records

**Prepared By:** Office of the Registrar

Document Version Control

Version	Date	Author	Change Description
1.0	6/25/08	LD	Updated with new procedures format
1.1	08/10/10	SC	Updates

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# 1 OVERVIEW

Use SACP (Student Academic Program) to maintain a students' program(s), associated catalog year, additional majors / minors, etc and advising relationships.

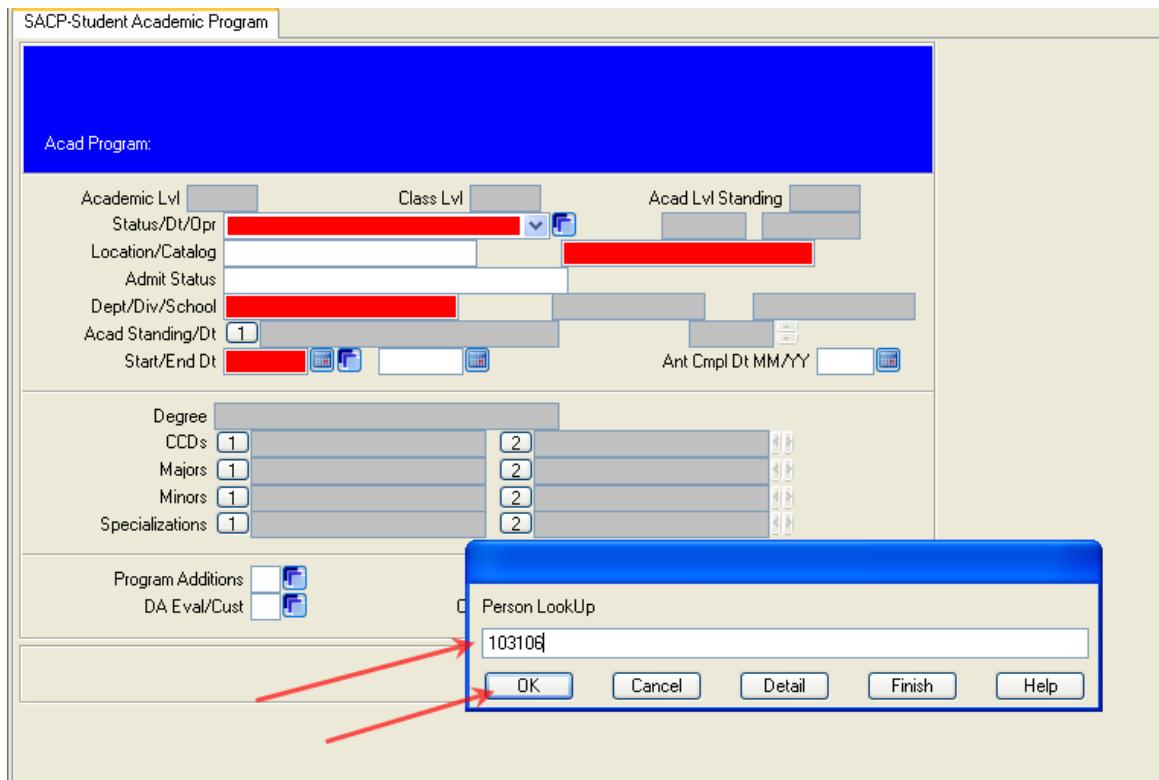
## 2 PROCEDURE DETAILS

### 2.1 General Tips

- In general, students should have only one active academic program. Double majors, minors, etc are added to the existing program.
- When changing majors, inactivate the existing major and then add the new major. You may have to copy exception and overrides from the old program to the new one.
- The catalog year is extremely important – please ensure that the accurate catalog year is reflected in SACP.
- Remember to add the associated requirements when adding additional majors, minors or specializations.

### 2.2 Ending an academic program

- Access SACP, enter the student id number and click 'Ok'.





→ Select the active program (one that will be ended) from the list.

SACP-Student Academic Program    SACP-Student Academic Program

Student Programs Resolution  
using STUDENT.PROGRAMS, View: STUDENT.PROGRAMS

<input type="checkbox"/>	Seq: Acad Program	Status	Title	Start Dt	End Dt	Ant Cmpl
<input type="checkbox"/>	1: GR_MBA_BA	Active	Master of Bus. Administration in Bus. Ad	06/07/10		
<input type="checkbox"/>	2: UG_BSB_MGT	Changed Mi	Management	08/19/09	05/08/10	05/13
<input type="checkbox"/>	3: UG_BU_UNUG	Changed Mi	Undeclared	03/27/09	08/17/09	
<input type="checkbox"/>	4: ND_NDS_UGND	Inactive	ND_NDS_UGND	08/22/07	03/26/09	
<input type="checkbox"/>	5: UG_NDS_UNUG	Inactive	UG_NDS_UNUG	05/20/99	07/15/02	
<input type="checkbox"/>						
<input type="checkbox"/>						

Controller LookUp Resolution    Page 1/1  
Seq Number, (F)lag, (S)ort/Select, (A)dd:   

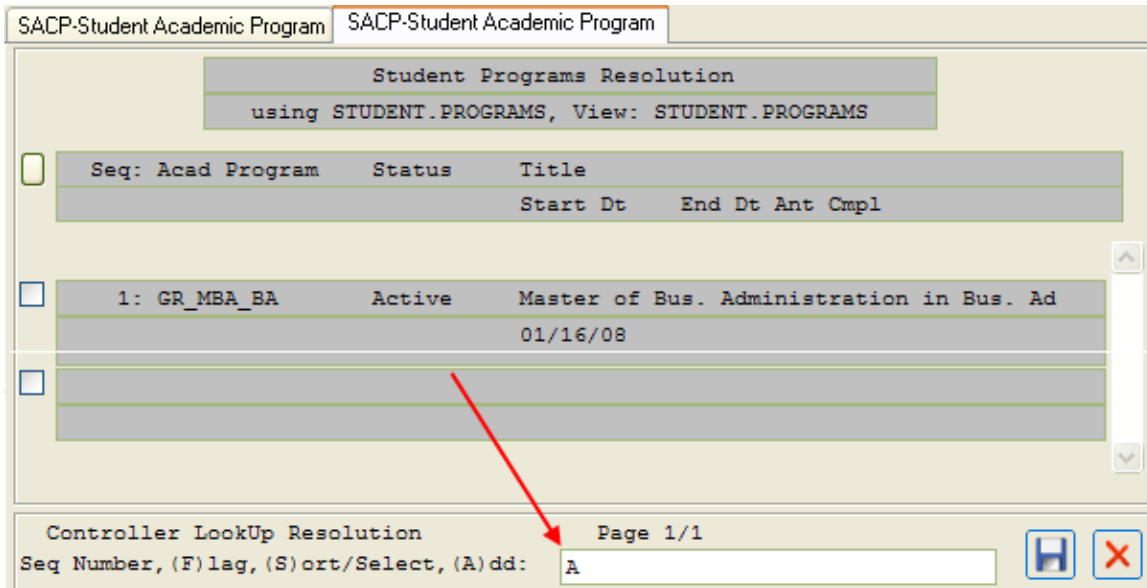
→ To end the program, change the status to 'C' (Changed mind) and hit enter. This will also automatically end date the program.

→ You can end date the advising relationship at this time or later (recommended) when adding the new program. To end date the advising relationship, see section below on 'Ending an advising relationship'.

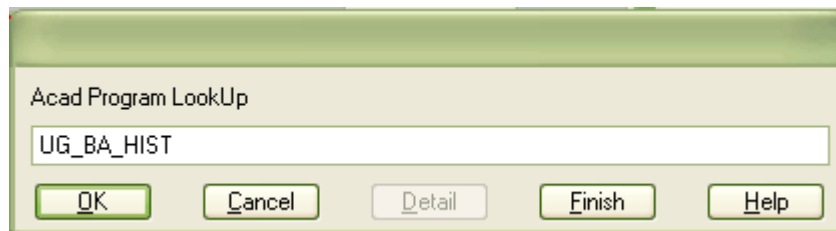
Academic Lvl	GR	Class Lvl	GR	Acad Lvl Standing	
Status/Dt/Opr	C Changed Mind			06/26/08	LDENT
Location/Catalog	CCU			2007 2007 Catalog	
Admit Status	GR Graduate student				
Dept/Div/School	CBAD Business Administ		Business Admin	Academic Affair	
Acad Standing/Dt	1				
Start/End Dt	01/16/08		06/26/08	Ant Cmpl Dt MM/YY	

### 2.3 Adding a New Academic Program

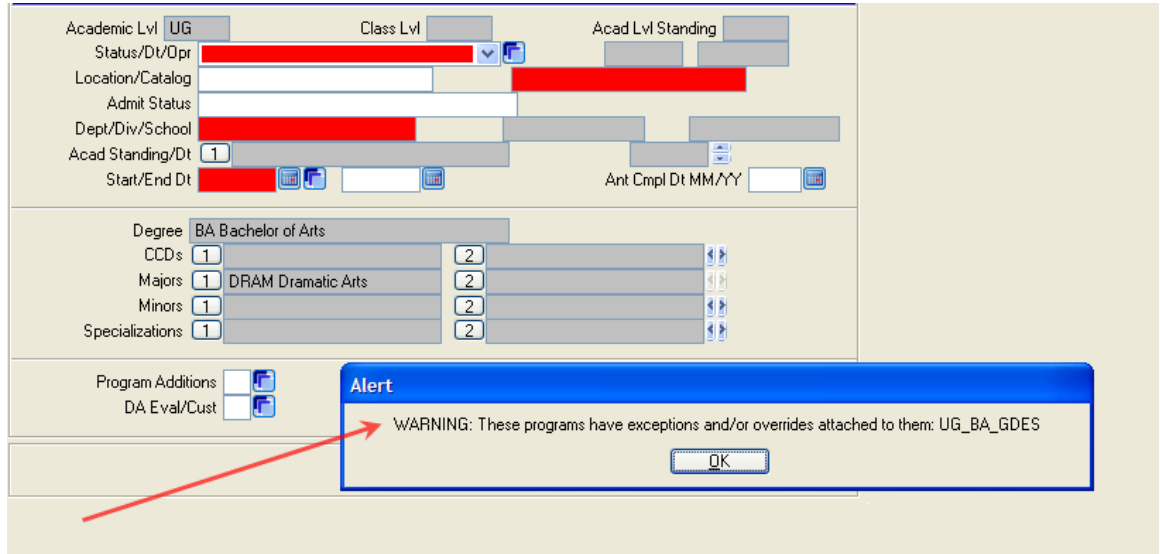
- Access SACP, enter the student id number and click 'OK'.
- Then enter 'A' (for add) in the lookup resolution screen.



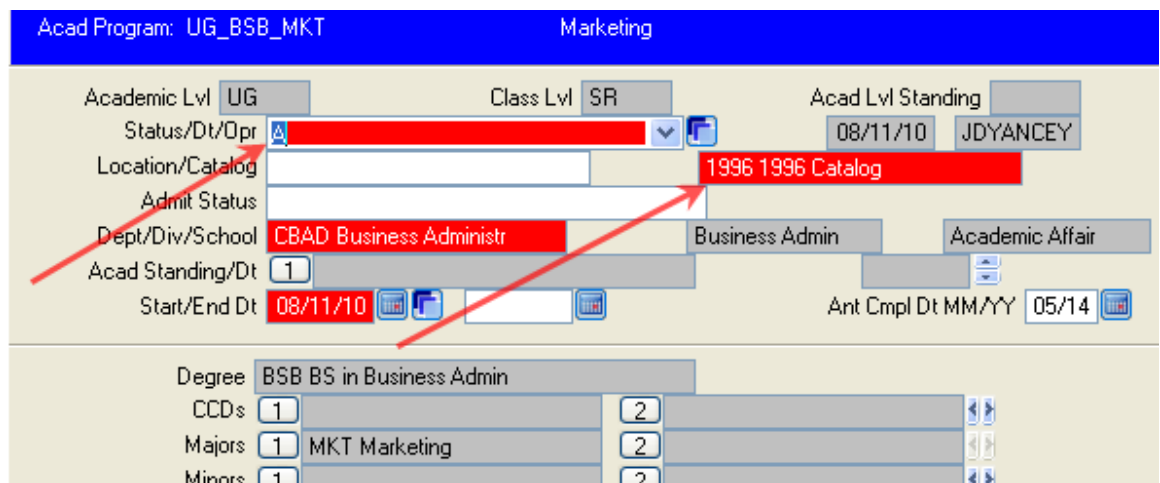
- Type the new major/program string and click OK (or type ... to view all possible Academic Programs).







- ➔ At this point, you may be prompted with a message that the students' previous program has exceptions and/or overrides attached to them. If you get this message, follow the instructions in the section 'Copying Exceptions and Overrides' after you are done with the following.



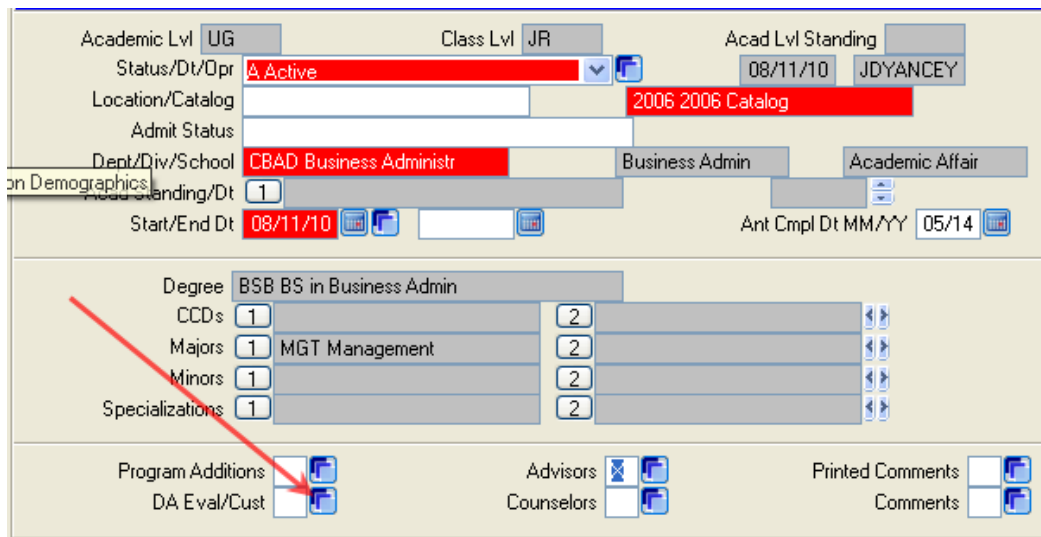
- ➔ If the student previously had this program, the program will come up with the last status (ex. 'C' (changed mind), 'I' (inactive), etc). If not, the new program will show an active status. Ensure that the status is active, if not type 'A' for status.
- ➔ The catalog year defaults from the students' academic level. Verify the accuracy of the catalog year; if incorrect enter the correct catalog year.



- ➔ To add a new adviser, detail on **Advisors**   to get to the STAD (Student Advisor Listing) screen. See the section 'Adding an Adviser' for more details.
- ➔ To end the previous adviser, detail on **Advisors**   to get to the STAD (Student Advisor Listing) screen. See the section 'Ending an Advising Relationship' for more details.

## 2.4 Copying Exceptions and Overrides

- ➔ From SACP, detail on 'DA Eval/Cust' to get to the **PGEC** (Pgm Evaluation / Customization) screen.



Academic Lvl UG Class Lvl JR Acad Lvl Standing 08/11/10 JDYANCEY

Status/Dt/Opr **Active**

Location/Catalog 2006 2006 Catalog

Admit Status

Dept/Div/School **CBAD Business Administr** Business Admin Academic Affair

on Demographics

Start/End Dt 08/11/10 Ant Cmpl Dt MM/YY 05/14


Degree BSB BS in Business Admin


CCDs 1 2



Majors 1 MGT Management 2



Minors 1 2


Specializations 1 2


Program Additions 

DA Eval/Cust 

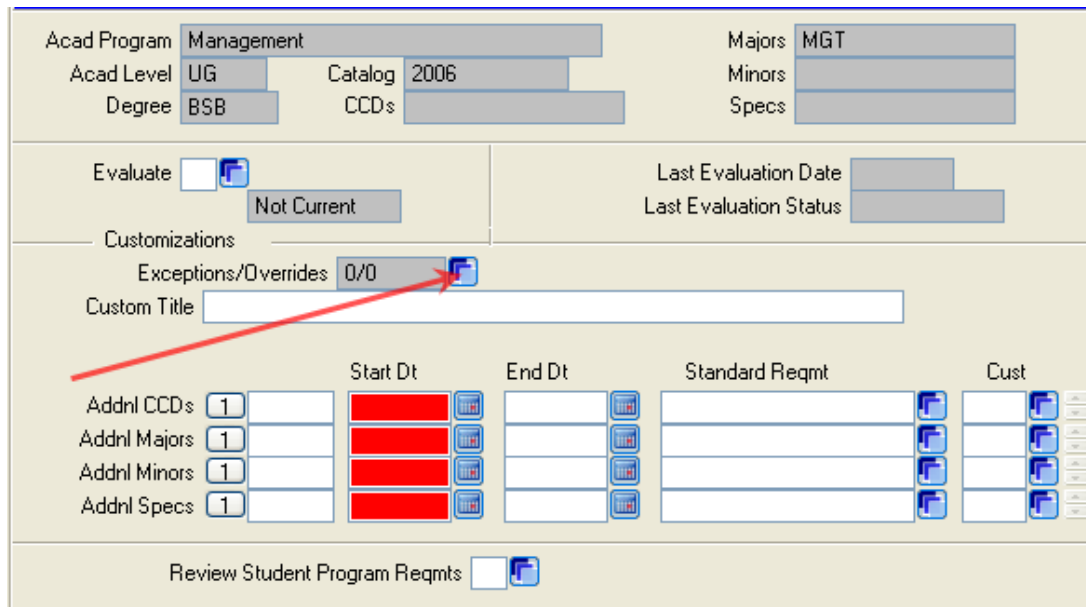
Advisors  

Counselors  

Printed Comments 

Comments 


- ➔ Detail on the 'Exceptions/Overrides' field.



Acad Program Management Majors MGT

Acad Level UG Catalog 2006 Minors


Degree BSB CCDs Specs

Evaluate   Not Current

















Last Evaluation Date


Last Evaluation Status

Customizations

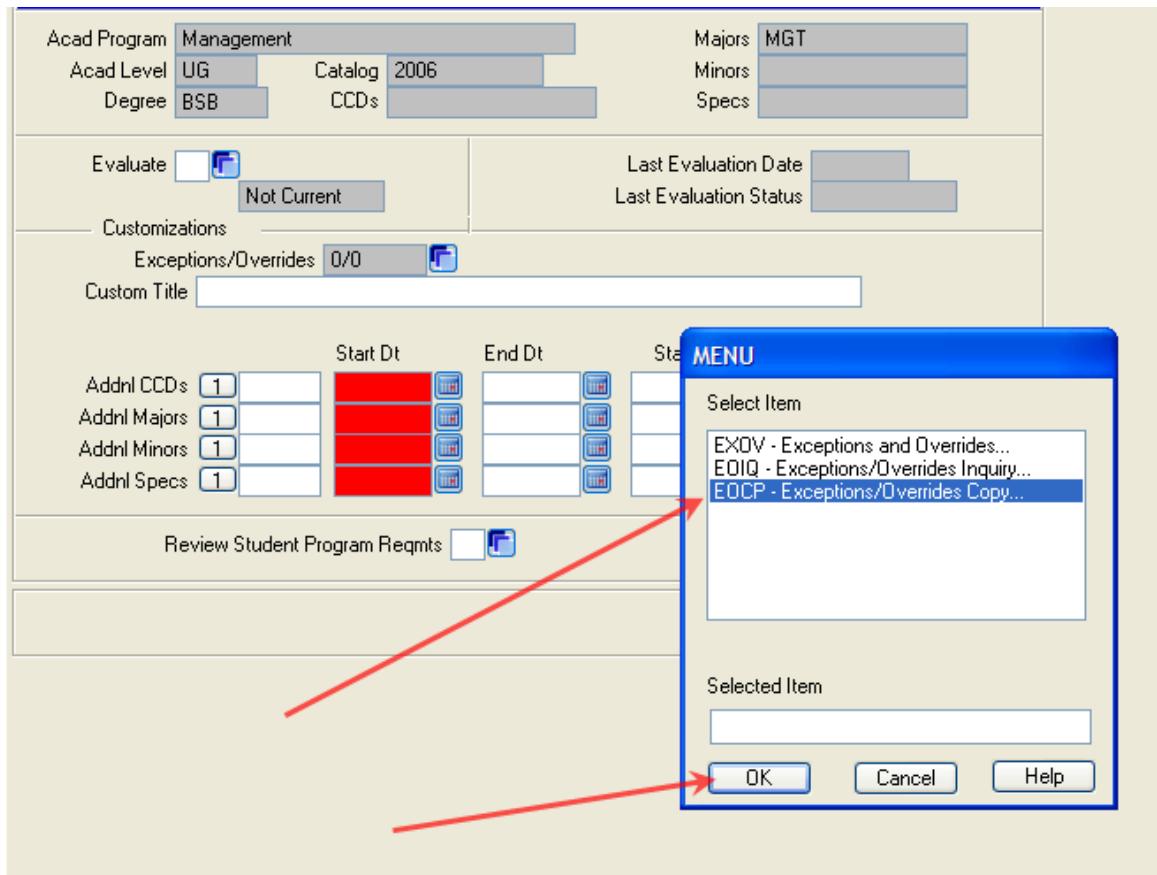
Exceptions/Overrides 0/0 

Custom Title

	Start Dt	End Dt	Standard Reqmt	Cust
Addnl CCDs 1				
Addnl Majors 1				
Addnl Minors 1				
Addnl Specs 1				

Review Student Program Reqmts  

→ Select 'EOCP – Exceptions/Overrides Copy...' and click 'OK'



→ Select the previous program from where the exceptions and overrides are being copied.

The screenshot shows a software interface with a table titled 'Student Programs Resolution' and subtitle 'using STUDENT.PROGRAMS, View: STUDENT.PROGRAMS'. The table has the following columns: Seq, Acad Program, Status, Title, Start Dt, End Dt, Ant, and Cmpl. The first row is selected, and a red arrow points to it.

Seq	Acad Program	Status	Title	Start Dt	End Dt	Ant	Cmpl
1:	UG_BSB_FIN	Active	Finance	08/13/09			
2:	UG_BU_UNUG	Inactive	Undeclared	08/19/09	08/19/09		

- ➔ Indicate 'Y' next to exceptions and overrides that should be copied over to the new program. They will have type "Eligible" and the requirement should be one that is present in the new program.

Active Program...: Management Copy from Program: Finance						
Exceptions						
Copy?	Type	Requirement	Subrequirement	Group		
1 Y	Eligible	09.CORE	Knowledge of Scienti	2		
2						
3						
4						
5						

Overrides			
Copy?	Requirement	Subrequirement	Group
1			

## 2.5 Adding additional majors, minors or specializations (or CCD's)

- ➔ Access SACP, enter the student id number and click 'Ok'.
- ➔ Select the active program from the list.
- ➔ From SACP, detail on 'DA Eval/Cust' to get to the **PGEC** (Pgm Evaluation / Customization) screen.

### 2.5.1 Adding additional majors

- ➔ To add an additional major, enter the code in the 'Addnl Majors' field. This will automatically assign the current date as the start date.

Acad Program	Finance	Majors	FIN
Acad Level	UG	Minors	
Degree	BSB	Specs	
Catalog	2009		
CCDs			
Evaluate	<input type="checkbox"/> Not Current	Last Evaluation Date	06/17/10
Customizations		Last Evaluation Status	Requirement
Exceptions/Overrides	1/0		
Custom Title			
Addnl CCDs	1	Start Dt	End Dt
Addnl Majors	1 SPAN	08/11/10	
Addnl Minors	1		
Addnl Specs	1		
Standard Reqmt			
Cust			
Review Student Program Reqmts	<input type="checkbox"/>		
Element Addnl Majors	Value 1/1		



- ➔ Next, you will need to add the requirements associated with this additional major. Since we can add only one requirement for a major on this row and most majors have multiple requirements, we will use the 'Addnl CCDs' column for adding the requirements.
- ➔ To determine the requirements that need to be added, please access the requirements listing excel documents (by catalog) by clicking on the links in the 'Additional Information' section of this document.
- ➔ For each requirement, add a CCD of type REQ such as REQ1, REQ2, REQ3, etc and add the actual requirement under the 'Standard Reqmt' field.

Addnl CCDs	Start Dt	End Dt	Standard Reqmt	Cust
1 REQ1	08/11/10		09.SPAN.FOUNDATION	No
1 SPAN	08/11/10			
1				
1				

Addnl CCDs	Start Dt	End Dt	Standard Reqmt	Cust
2 REQ2	08/11/10		09.SPAN.MAJOR	No
1 SPAN	08/11/10			
1				
1				

- ➔ Save and Update.

### 2.5.2 Adding additional minors or specializations

- ➔ To add an additional minor / spec, enter the code in the 'Addnl Minors' / 'Addnl Specs' field. This will automatically assign the current date as the start date.
- ➔ Next, you will need to add the requirements associated with this additional minor / spec. Determine the appropriate requirement for the minor / spec using the Requirements list for the appropriate catalog (see 'Additional Information' section).
- ➔ Enter the requirement under the 'Standard Reqmt' field in the same row as the minor or specialization.

Addnl CCDs	Start Dt	End Dt	Standard Reqmt	Cust
1				
1				
1 SPAN	08/11/10		09.SPAN.MINOR	No
1				

→ Save and Update.

**NOTE:** Additional Majors/Minors/Specializations/CCDs descriptions do not automatically appear in the program title. If you would like this information to appear, enter a custom title '**Custom Title**' field. See example below.

	Addnl CCDs	Addnl Majors	Addnl Minors	Addnl Specs	Start Dt	End Dt	Standard Reqmt	Cust
Exceptions/Overrides	1/0							
Custom Title	Finance (Spanish minor)							
Addnl CCDs	1							
Addnl Majors	1							
Addnl Minors	1	SPAN	08/11/10		09.SPAN.MINOR		No	
Addnl Specs	1							

## 2.6 Adding an Adviser

- From SACP, detail on **Advisors** to get to the STAD (Student Advisor Listing) screen.
- Detail on the next blank Advisor line.
- In the resulting Faculty LookUp box, enter the name of the new adviser.
- Enter the Academic Program associated with this advising relationship in the **Acad Program** field.

Acad Program  
UG\_BA\_HIST

1. Save and Update.

## 2.7 Ending an Advising Relationship

- From SACP, detail on **Advisors** to get to the STAD (Student Advisor Listing) screen.
- Detail on the Advisor to be end-dated.
- 0618007 J. Lox

- Enter an **End Date**.

Start Date 05/06/08

End Date

- Save and Update.

### **3 ADDITIONAL INFORMATION**

#### **3.1 Requirements Listing**

To determine the requirements for a major, please access the appropriate excel document for a listing of all requirements by program (for a particular catalog)

Please note that some judgment will have to be used in determining which requirements need to be added for additional majors. For example, if a student is a SPAN major and wants to add a second major or MKT, you will need to add the 09.BUS.FOUNDATION, 09.EMM.BUS.CORE, AND 09.MKT.MAJOR requirements. However, if a student is a MGT major and adds an additional major of MKT, only the 09.MKT.MAJOR requirement will need to be added.

##### **3.1.1 2009 Catalog**

[Requirements\\_2009.xlsx](#)

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