Datatel - Using SACP
(Student Academic Program)

Document Area: Academic Records
Prepared By: Office of the Registrar

Document Version Control

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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.

To end the program, change the status to ‘C’ (Changed mind) and hit enter. This will also automatically end 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’.
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 with 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.

Detail on the ‘Exceptions/Overrides’ field.
Select ‘EOCP – Exceptions/Overrides Copy…’ and click ‘OK’

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

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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.
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.

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.
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.

### 2.6 Adding an Adviser

- From SACP, detail on 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.

![Example of adding an adviser](image)

1. Save and Update.

### 2.7 Ending an Advising Relationship

- From SACP, detail on to get to the STAD (Student Advisor Listing) screen.
- Detail on the Advisor to be end-dated.
- Enter an **End Date**.

![Example of ending a relationship](image)

- 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