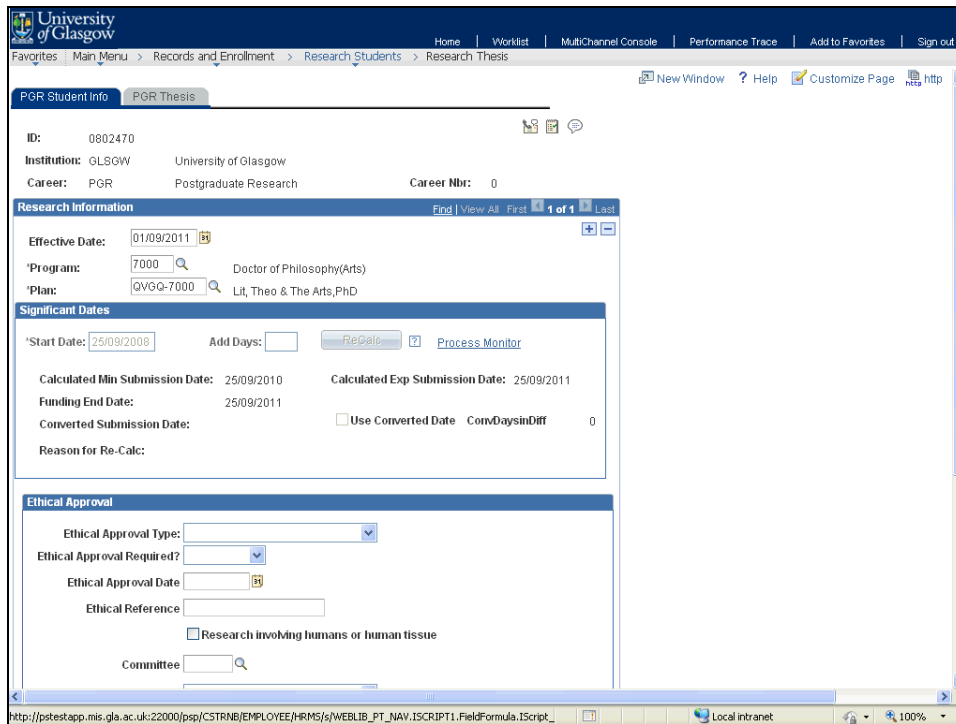




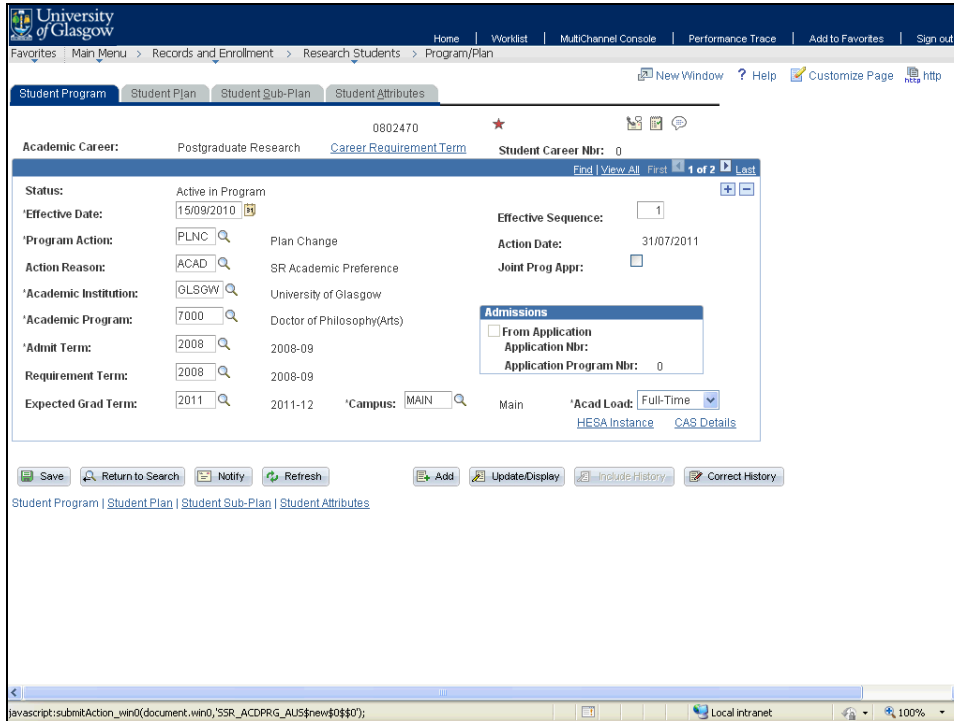
Changing a student to Thesis Pending




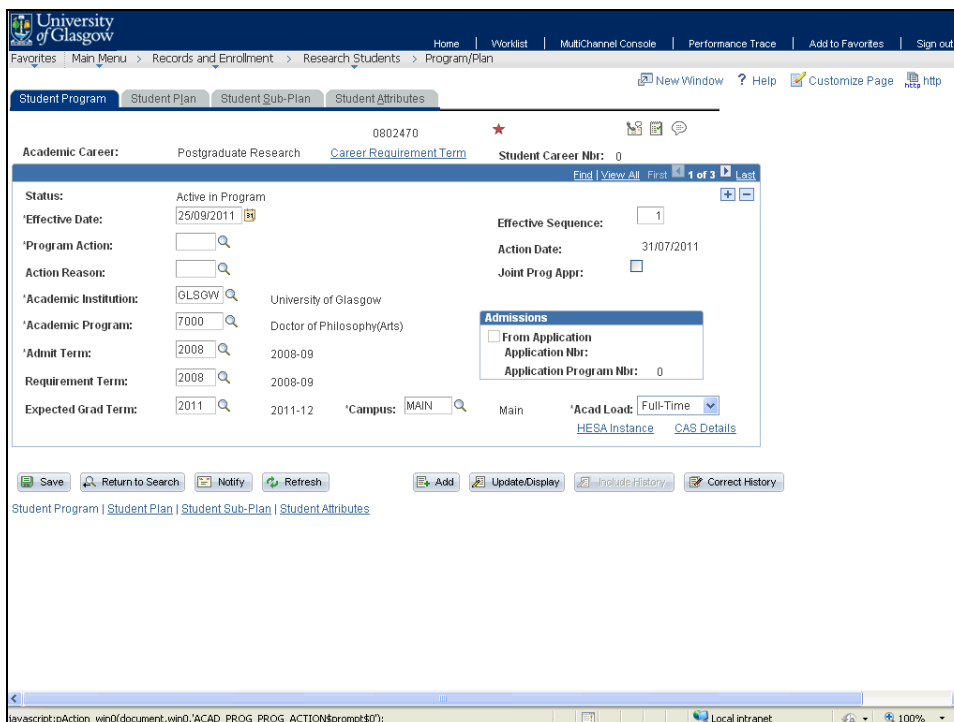
Step	Action
1.	<p>Overview</p> <p>In this demonstration we will change a student who has reached their <i>Calculated Expected Submission Date</i> to <i>Thesis Pending</i> status.</p> <p>When a student changes to <i>Thesis Pending</i> an additional default year will be added on to their <i>Calculated Expected Submission Date</i>. The Funding End Date will remain the same. The process to recalculate the submission date is an overnight automated process.</p> <p>Changing a student to <i>Thesis Pending</i> will drive other processes in MyCampus including adding the relevant fee to the student's account.</p> <p>Note that the actual submission date for a student would still be that agreed with their Supervisor(s). This actual date can be managed in MyCampus through Student Milestones.</p>


Step	Action
2.	<p>Note that this student has a <i>Calculated Expected Submission Date</i> of the 25/09/2011.</p> <p>Click the Research Students button.</p> 

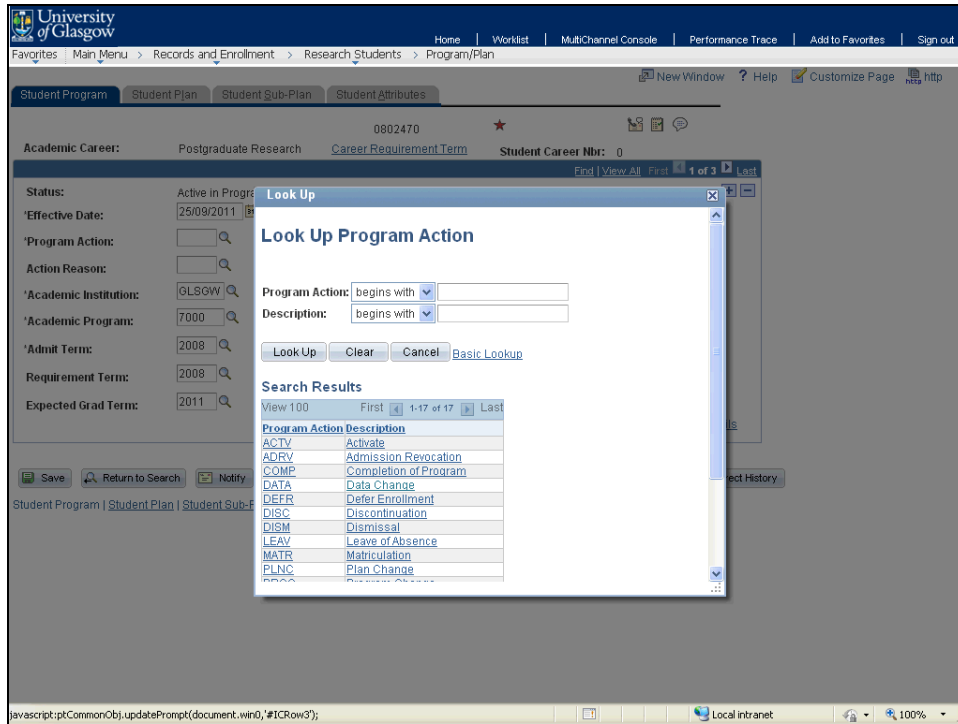
Step	Action
3.	Click the Program/Plan menu. 





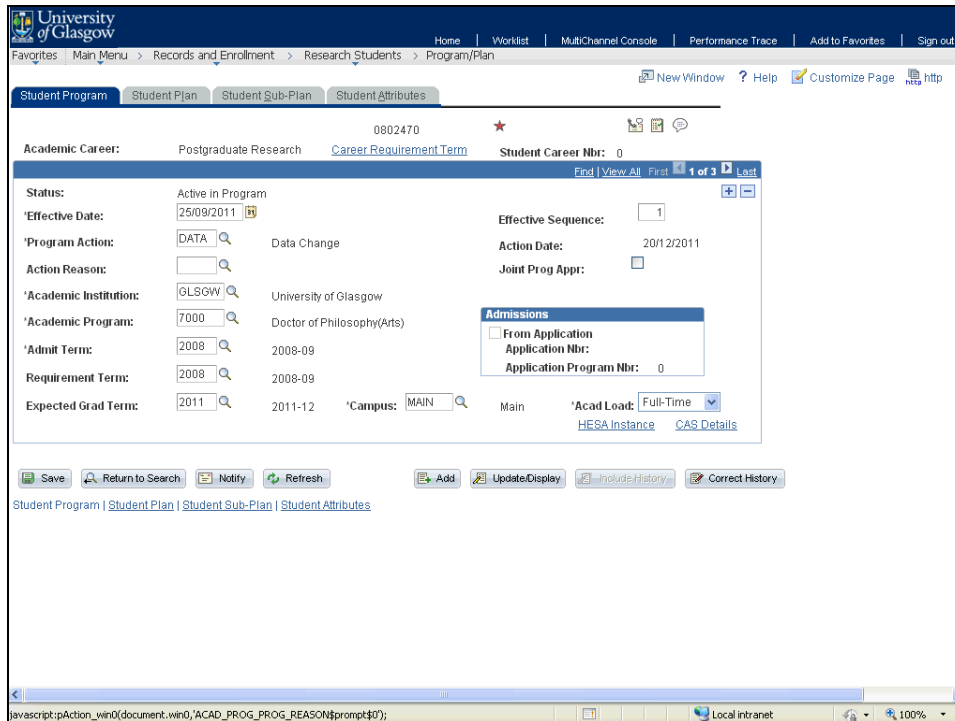
Step	Action
4.	Click the Add a new row button. 



Step	Action
5.	Note that the Effective Date should be the same date as the student's submission date. Click the Look up Program Action button. 



Step	Action
6.	Click the Data Change link.  



University of Glasgow
Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Program/Plan

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

0802470 ★

Academic Career: Postgraduate Research [Career Requirement Term](#) Student Career Nbr: 0

Status: Active in Program

'Effective Date: 25/09/2011

'Program Action: DATA Data Change

Action Reason: []

'Academic Institution: GLSGW University of Glasgow

'Academic Program: 7000 Doctor of Philosophy(Arts)

'Admit Term: 2008 2008-09

Requirement Term: 2008 2008-09

Expected Grad Term: 2011 2011-12

'Campus: MAIN Main

'Acad Load: Full-Time

Effective Sequence: 1

Action Date: 20/12/2011

Joint Prog Appr: []

Admissions

From Application


Application Nbr: []

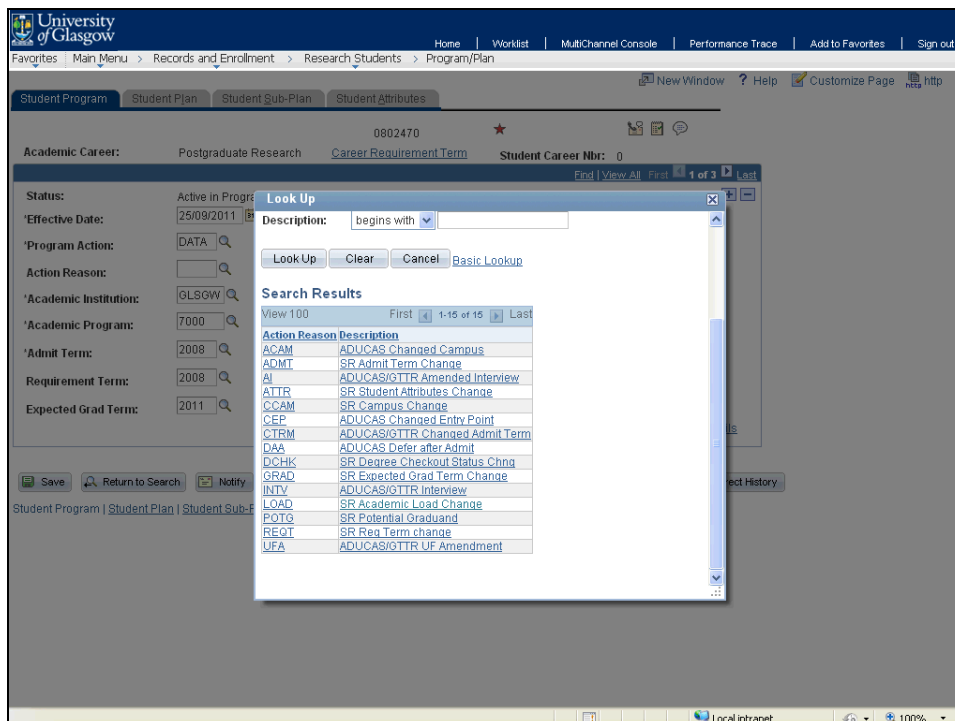
Application Program Nbr: 0

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

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

javascript:ppAction_win0(document.win0);ACAD_PROG_PROG_REASON\$prompt\$0;

Step	Action
7.	Click the Look up Action Reason button. 



University of Glasgow
Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Program/Plan

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

0802470 ★

Academic Career: Postgraduate Research [Career Requirement Term](#) Student Career Nbr: 0

Status: Active in Program

'Effective Date: 25/09/2011

'Program Action: DATA

Action Reason: []

'Academic Institution: GLSGW

'Academic Program: 7000

'Admit Term: 2008 2008-09

Requirement Term: 2008 2008-09

Expected Grad Term: 2011 2011-12

'Campus: MAIN Main

'Acad Load: Full-Time

Effective Sequence: 1

Action Date: 20/12/2011

Joint Prog Appr: []

Look Up

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results


View 100 First 1-15 of 15 Last

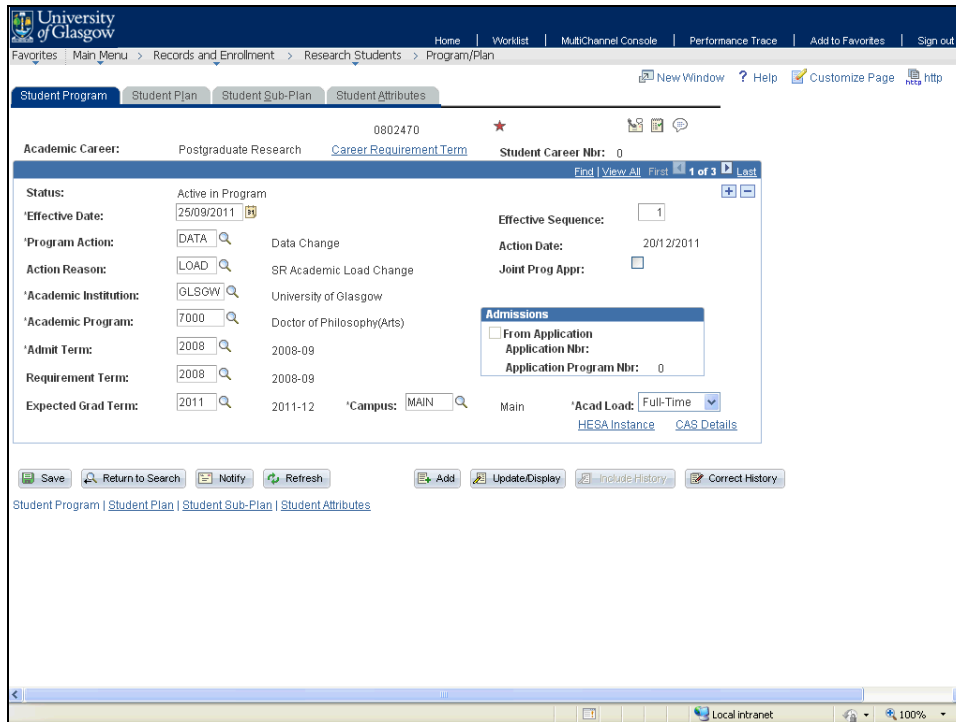
Action Reason	Description
ACAM	ADUCAS Changed Campus
ADMT	SR Admit Term Change
AI	ADUCAS/GTTR Amended Interview
ATTR	SR Student Attributes Change
CCAM	SR Campus Change
CEP	ADUCAS Changed Entry Point
CTRM	ADUCAS/GTTR Changed Admit Term
DAA	ADUCAS Defer after Admit
DCHK	SR Degree Checkout Status Chng
GRAD	SR Expected Grad Term Change
INTV	ADUCAS/GTTR Interview
LOAD	SR Academic Load Change
POTG	SR Potential Graduated
REGT	SR Reg Term change
UFA	ADUCAS/GTTR UF Amendment


Save Return to Search Notify

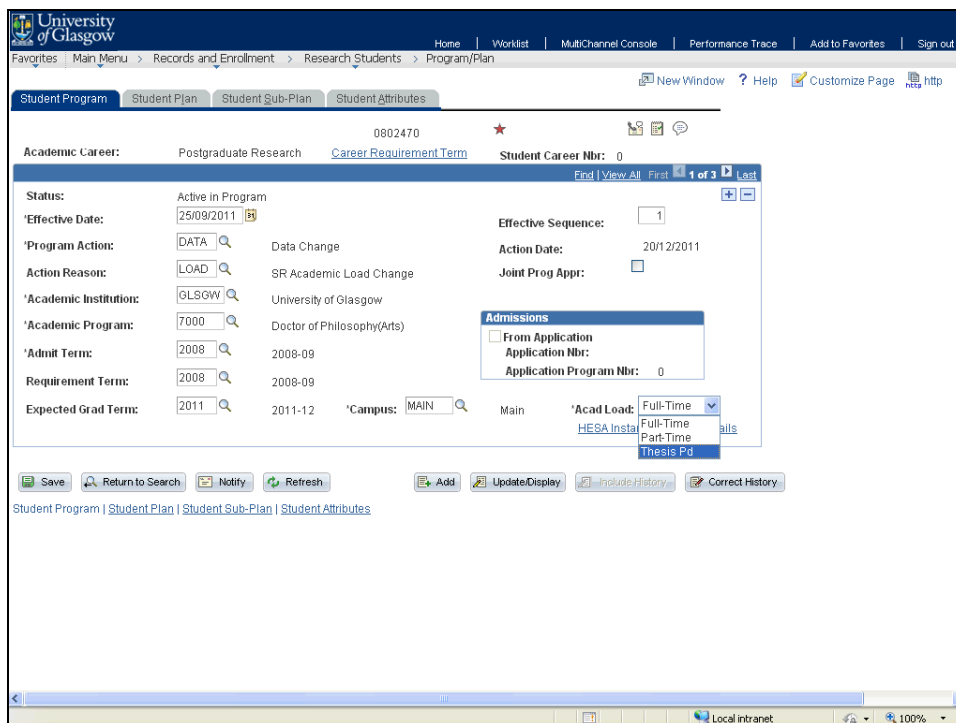
Student Program | Student Plan | Student Sub-Plan | Student Attributes


Local intranet

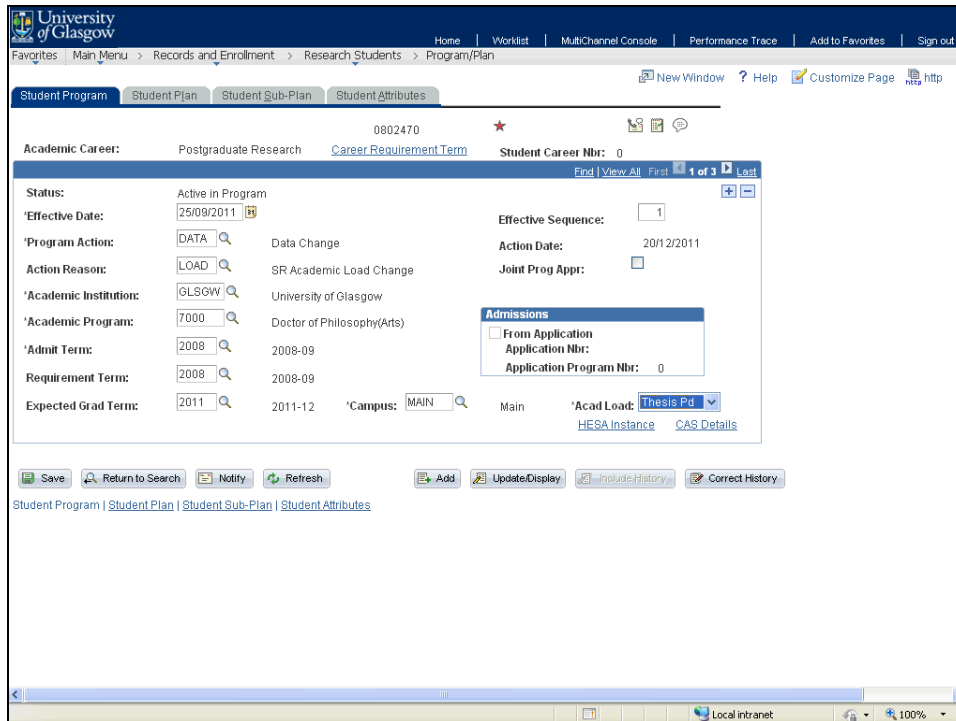
Step	Action
8.	Click the SR Academic Load Change link. 



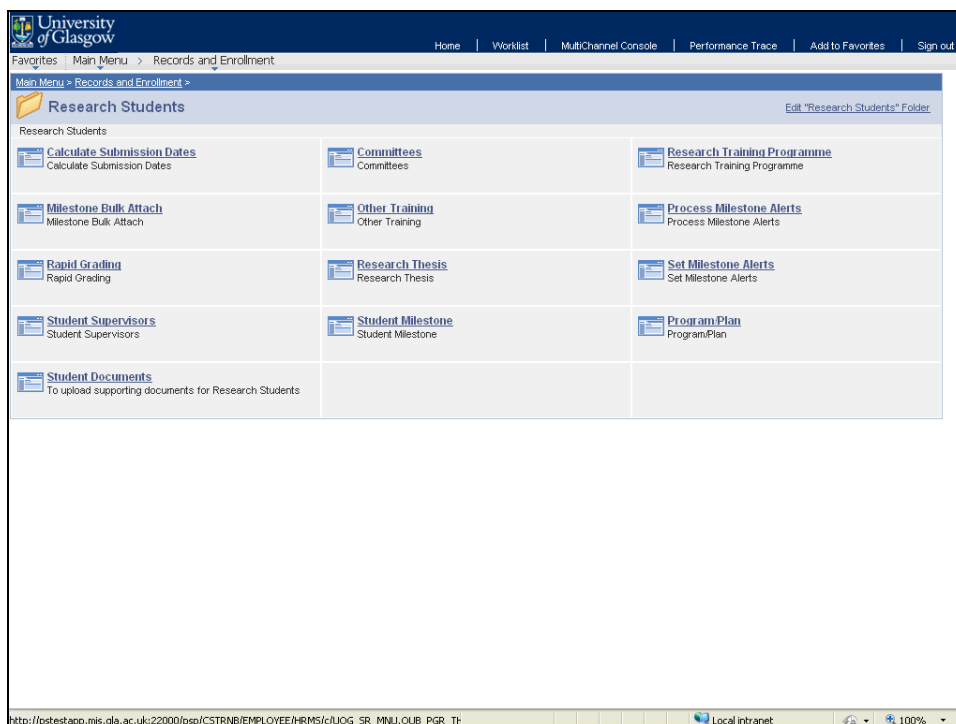
Step	Action
9.	Click the Acad Load dropdown list. 



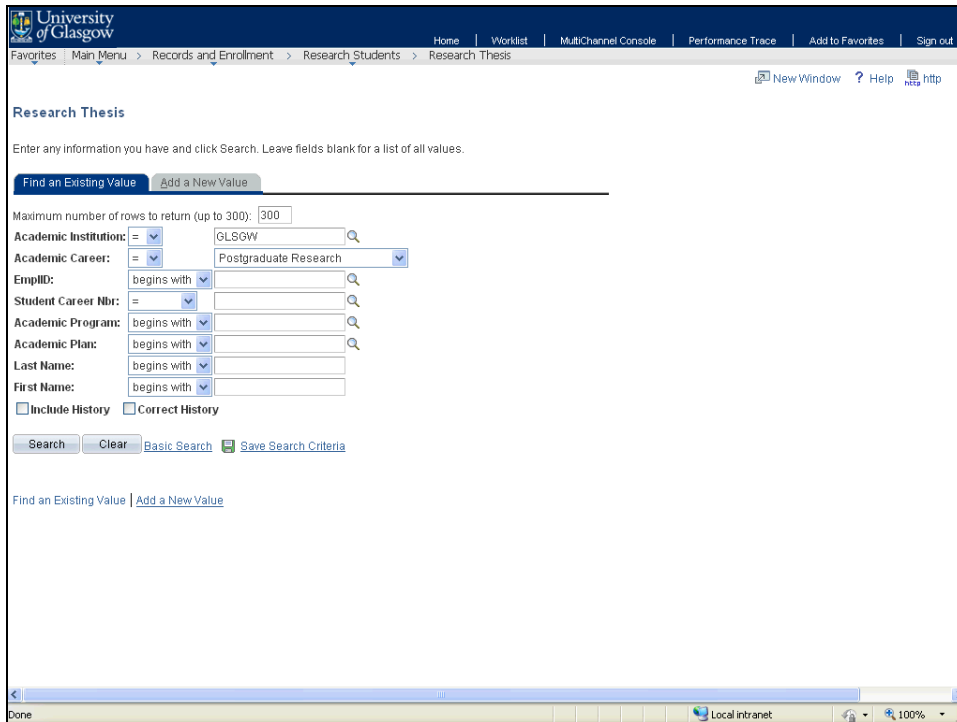
Step	Action
10.	Change the Academic Load to Thesis Pd 



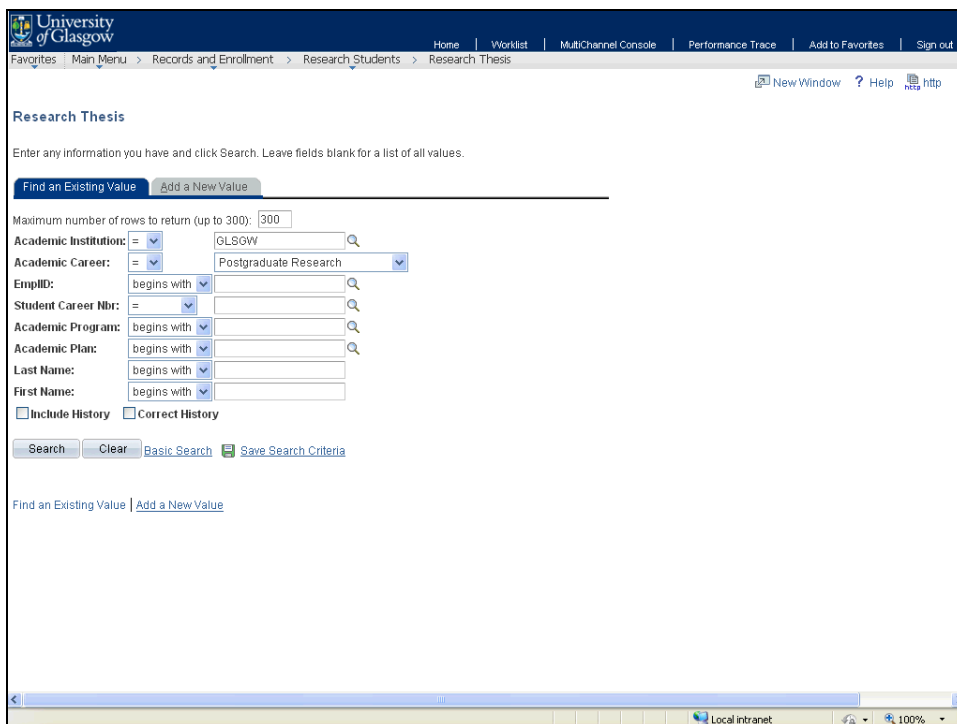
Step	Action
11.	When saved, this change will be applied to the student's account in the daily, overnight batch processing.



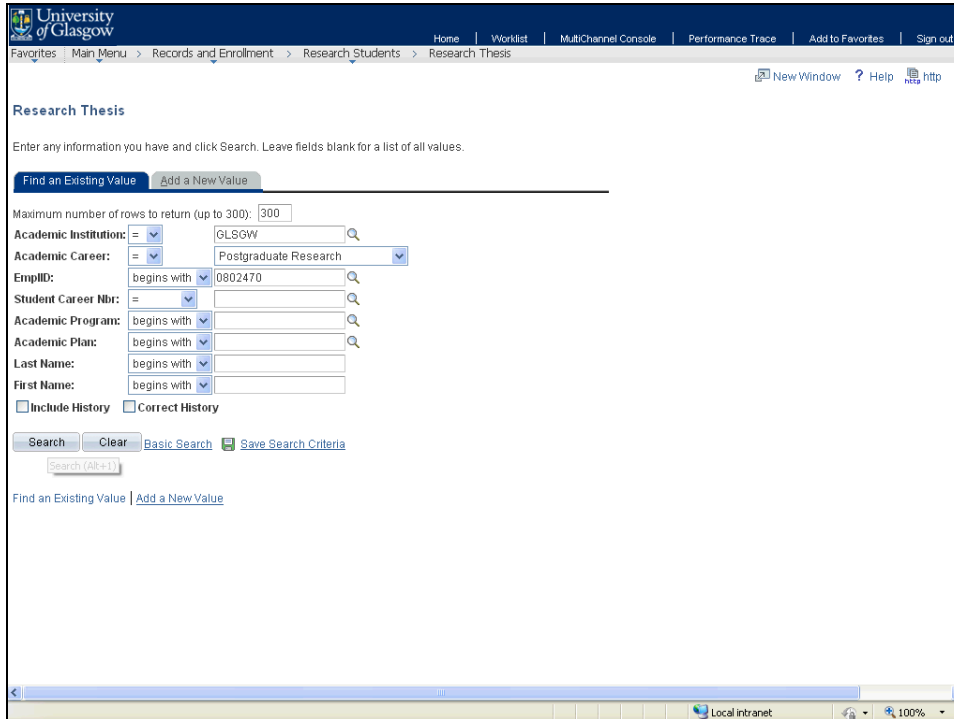
Step	Action
12.	Click the Research Thesis link. Research Thesis

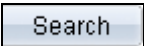


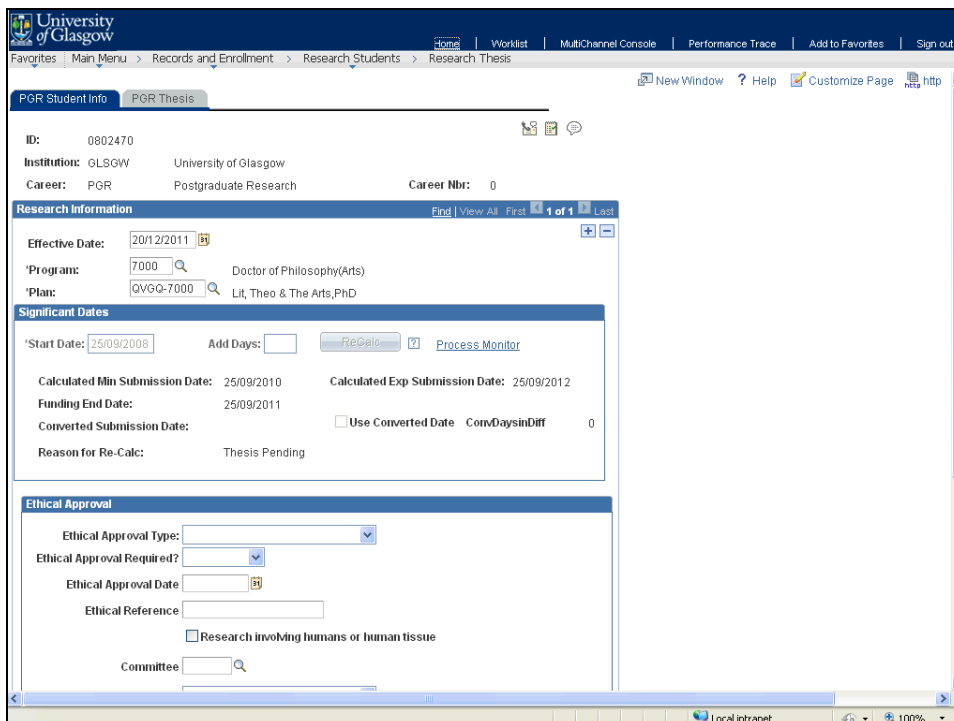
Step	Action
13.	Click in the EmplID field. <div style="border: 1px solid black; width: 150px; height: 15px; margin: 5px 0;"></div>




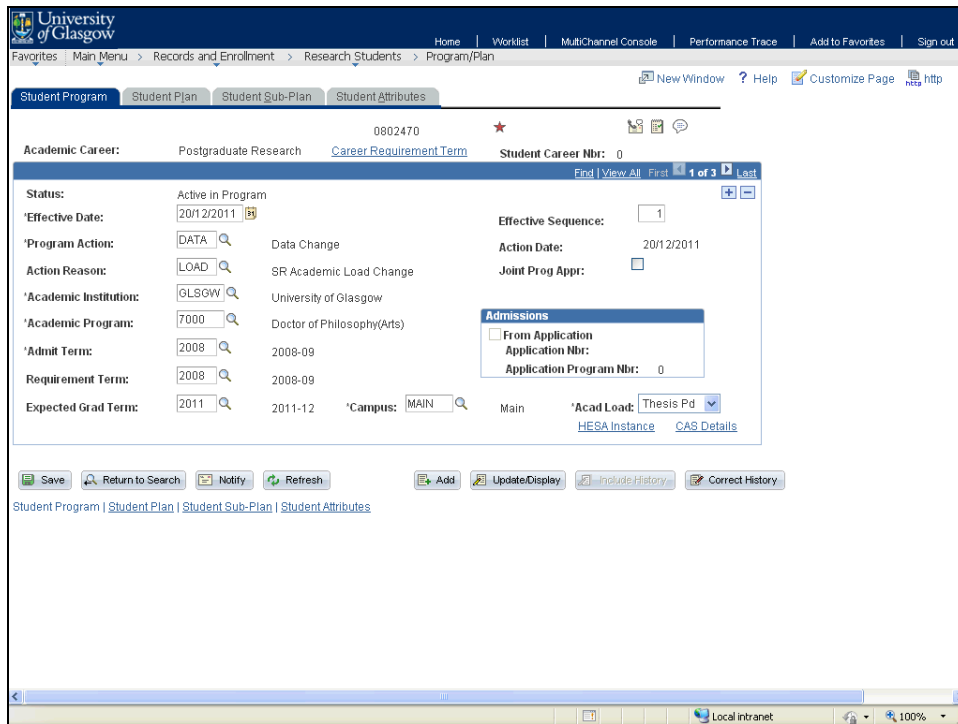
Step	Action
14.	Enter the Student ID number "0802470" .



Step	Action
15.	Click the Search button. 



Step	Action
16.	<p>The Calculated Expected Submission Date has now updated to the 25/09/2012, however the Funding End Date has remained 25/09/2011.</p> <p>Click the Home link.</p> 



Step	Action
17.	<p>Thank you for completing this MyCampus demonstration.</p> <p>End of Procedure.</p>