NCSEAA Training
Academic Status Reporting (ASR)

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• What is Academic Status Reporting (ASR)
• Steps to complete the ASR process
Certifying Official will access their NCSEAA MyPortal account.

Once logged in click Rosters.
**Recommendation:**

**Program:** Select All Programs  
**Term:** Select All Terms

*This will ensure you capture all the correct students.*

**Select Academic Status Report & Online**
Detail into the student by selecting the (+) next to the SSN of the student.
For FELS verify that the student truly graduated from Approved Program, Career Path, and Degree Level. (Note: For other programs this is not necessary).

*For TFP you will want to select either Bachelors or Masters.
*PFP it is just masters.
• If the student has graduated and no issues, then the CO will put in the official graduation date for the student & the degree awarded. Be sure to check the “Report Academic Status” box. Then click save.

• If the student didn’t graduate but withdrew from the institution or the FELS program the CO will want to put in the official withdraw date for the student. Be sure to check the “Report Academic Status” box. Then click save.

* The anticipated graduation date (inside the purple circle) will need to be removed once you put in either the official graduation date or the withdraw date.

*Repeat these steps until there are no longer students on the roster.
Thank You!

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