

NCSEAA Training

Academic Status Reporting (ASR)

Michelle Hemmer, NCSEAA

Agenda

- What is Academic Status Reporting (ASR)
- Steps to complete the ASR process

The screenshot shows the NCSEAA MyPortal dashboard. At the top, there is a navigation bar with a search field, a 'Go' button, and dropdown menus for '2023-2024' and 'Financial Summary'. On the right side of the navigation bar are links for 'Help' and 'Logout'. Below the navigation bar, the user is identified as 'Hello [redacted] Institutional'. The main content area is organized into several sections: 'Taskpad' with a 'View Tasks' link; 'School' with a 'School Information' link; 'Recipients' with a 'Search For Recipient' link and a highlighted 'Rosters' link; 'Reports' with a 'Standard Reports' link; 'Payments' with a 'Disbursements / Refunds' link; 'Data File Transfer' with 'Send Roster File' and 'File Transfer Results' links; and 'Options' with a 'My Profile' link.

Certifying Official will access their NCSEAA MyPortal account.

Once logged in click Rosters.

MENU Search: Go 2023-2024 Financial Summary Help

Hello, James Pendergrass

HOME > Roster Selection

You are currently working with the 2023-2024 Academic Year.

Program: All Programs
Term: All Terms

Rosters - Action Required

	View and Print (PDF)	Update Online	Download File (CSV)
Certification	PDF	Online	Download
Academic Status Report	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
<input checked="" type="checkbox"/> Offered and Certified	PDF	Online	Download
Certified and Not Paid	PDF	Online	Download
Paid	PDF	Online	Download
Refund Due	PDF	Online	Download
<input checked="" type="checkbox"/> Academic Status Report - Reported	PDF	Online	Download

Recommendation:

Program: Select All Programs
Term: Select All Terms

*This will ensure you capture all the correct students.

Select Academic Status Report & Online

MENU Search: Go 2023-2024 Financial Summary Help Logout

Hello, James Pendergrass - Institutional

HOME > Roster Selection > Roster

Roster: Academic Status
Report Roster

Campus: North Carolina State
University

Program: All Programs

Academic Year: 2023-2024

Term: All Terms

Previous Page 1 Next (expand all) (contract all)

	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)
	Spring Term 2	(view)

Save All

Previous Page 1 Next (expand all) (contract all)

Detail into the student by selecting the (+) next to the SSN of the student.

[HOME](#) > [Roster Selection](#) > [Roster](#)

Roster: Academic Status
Report Roster

Campus: All Campuses

Program: All Programs

Academic Year: 2022-2023

Term: All Terms

Previous Page 1 Next [\(expand all\)](#) [\(contract all\)](#)

Fayetteville State University (Spring Term 2) [\(view\)](#)

ASR Reporting Term: Spring Term 2

Program FELS	Approved Program Nursing	Career Path Nursing – RN to BSN	Degree Level Bachelors	Enrollment Status Full-time
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If you have a different Approved Program, Degree Level, Career Path, or Enrollment Status for this student's term, please contact SEAA.

Please update the following information:

Anticipated Graduation Date 05/12/2023	If Graduated Actual Graduation Date	Degree Awarded <Choose One>	If Withdrawn Last Day of Enrollment
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Notes:

Report Academic Status

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.**

HOME > Roster Selection > Roster

Roster: Academic Status
Report Roster

Campus: All Campuses

Program: All Programs

Academic Year: 2022-2023

Term: All Terms

Previous Page 1 Next (expand all) (contract all)

Fayetteville State University (Spring Term 2) (view)

Program	Approved Program	Career Path	Degree Level	ASR Reporting Term	Enrollment Status
FELS	Nursing	Nursing – RN to BSN	Bachelors	Spring Term 2	Full-time

If you have a different Approved Program, Degree Level, Career Path, or Enrollment Status for this student’s term, please contact SEAA.

Please update the following information:

Anticipated Graduation Date	Actual Graduation Date	If Graduated Degree Awarded	If Withdrawn Last Day of Enrollment
05/12/2023		<Choose One>	

Notes:

Save

Report Academic Status

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



Thank You!

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