## Academic Status Report (ASR) Roster from the Institution View

**Step 1:** The institution will login into MyPortal.

**Step 2**: Once the Certifying Official is in MyPortal the individual will select Rosters.

**Step 3:** Select the academic year they are inputting the information in.

MENU	Search:	Go	2022-2023 🗸	Financial Summary 🔻	🕑 Help 🖉 Logout
~					Hello, Michelle Hemmer - Agency

**Step 4:** The Certifying Official (CO) will ensure they elect the correct information. It is recommended that the CO selects the below information to ensure they are capturing all the students.

V	u are currently working with the 2022-2023 Academic	Vear			
	a are carrently working with the 2022 2025 Academic	icui.			
R	ategory: Institutional V				
s	hool: Alamance Community College	×			
P	ogram: All Programs				
	- granne				
Те	rm: All Terms V				
л   	Rosters - Action Required	View and Print (PDF)	Update Online	Download File (CSV)	
77       	All Terms   Rosters - Action Required   Oracle Control   Certification	View and Print (PDF) <u>PDF</u>	Update Online <u>Online</u>	Download File (CSV) Download	

Step 5: Select Online under the Academic Status Report (ASR).

HOME > Roster Selection				
You a Roste Categ Schoo Progr Term: <b>Ros</b>	re currently working with the 2022-2023 Acar gory: Institutional l: Alamance Community College am: All Programs : All Terms : All Terms : Action Required	demic Year.		
		View and Prir (PDI	v Update t Online	Download File (CSV)
0	Certification	PDI	Online	Download
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Info	ormational Rosters			

Step 6: Detail into the student by selecting the (+) next to the SSN of the student.

MENU	Search:	2 Go	2023-2024 🛛	Financial Summary 🛛	@ Help	Logout
					Hello, James Pendergra	ss - Institutional
<u> 10ME</u> > <u>Roster</u>	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 T	erm 2		(view)
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				Save All		
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**Step 7:** 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 Maters.
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IOME > Roster	<u>Selection</u> > Roster				
Roster:	Academic Status Report Roster				
Campus:	All Campuses				
Program:	All Programs				
Academic Year:	2022-2023				
Term:	All Terms				
Previous Page	1 V Next (expand all) (contract all	1).			
		Fayetteville Sta	ate University (Spring	Term 2)	<u>.(</u>
Program FELS	Approved Program Nursing	Career Path Nursing - RN to BSN	Degree Level Bachelors	ASR Reporting T Enrollment Status Full-time	erm: Spring Term 2
If you ha	ave a different Approved Program, De	gree Level, Career Path, or Enr	ollment Status for this	s student's term, pl	ease contact SEAA.
Bloace u	ndate the following information:				
Anticipat	ed Graduation	If Gradu	ated		If Withdrawn
Date 05/12/20	23	Actual Graduation Date	Degree Awarded		Last Day of Enrollment
Notes:				1.	Report Academic Status
Sa	ve				

**Step 8:** 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

**Step 9:** 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 <u>removed</u> once you put in either the official graduation date or the withdraw date.

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		Fayetteville Sta	ate University (Sprin	g Term 2)	
Program Program Program Program	Approved Program Nurse and the second s	Fayetteville Sta Career Path Nursing – RN to BSN	ate University (Spring Degree Level Bachelors	g Term 2) ASR Reporting Enrollment Statu Full-time	Term: Spring Term 2 <u>IS</u>
Program FELS	Approved Program Nursing	Fayetteville Sta Career Path Nursing – RN to BSN Degree Level, Career Path, or Enri	ate University (Spring Degree Level Bachelors ollment Status for th	g Term 2) ASR Reporting Enrollment Statu Full-time is student's term, p	Term: Spring Term 2 IS please contact SEAA.
Program FELS If you ha	Approved Program Nursing ave a different Approved Program, pdate the following information:	Fayetteville Sta Career Path Nursing – RN to BSN Degree Level, Career Path, or Enr	ate University (Spring Degree Level Bachelors ollment Status for th	g Term 2) ASR Reporting Enrollment Statu Full-time is student's term, p	Term: Spring Term 2 IS please contact SEAA.
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Program FELS If you ha Please u Anticipal Date 05/12/20	Approved Program Nursing ave a different Approved Program, pdate the following information: ted Graduation	Fayetteville Sta Career Path Nursing – RN to BSN Degree Level, Career Path, or Enn If Gradua Actual Graduation Date	ate University (Spring Degree Level Bachelors ollment Status for th ated Degree Awardee <a href="https://www.communi-communication-communi-communication-communi-commu-communi-communi-commu-communi-commu-com commu-c	g Term 2) ASR Reporting Enrollment Statu Full-time is student's term, p	Term: Spring Term 2 IS please contact SEAA. If Withdrawn Last Day of Enrollment

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

\*If there are any issues contact information@ncseaa.edu.