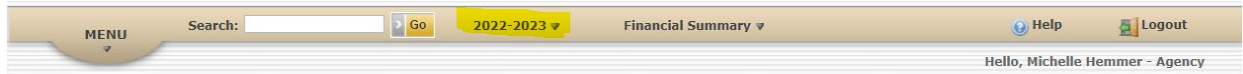


# Academic Status Report (ASR) Roster from the Institution View

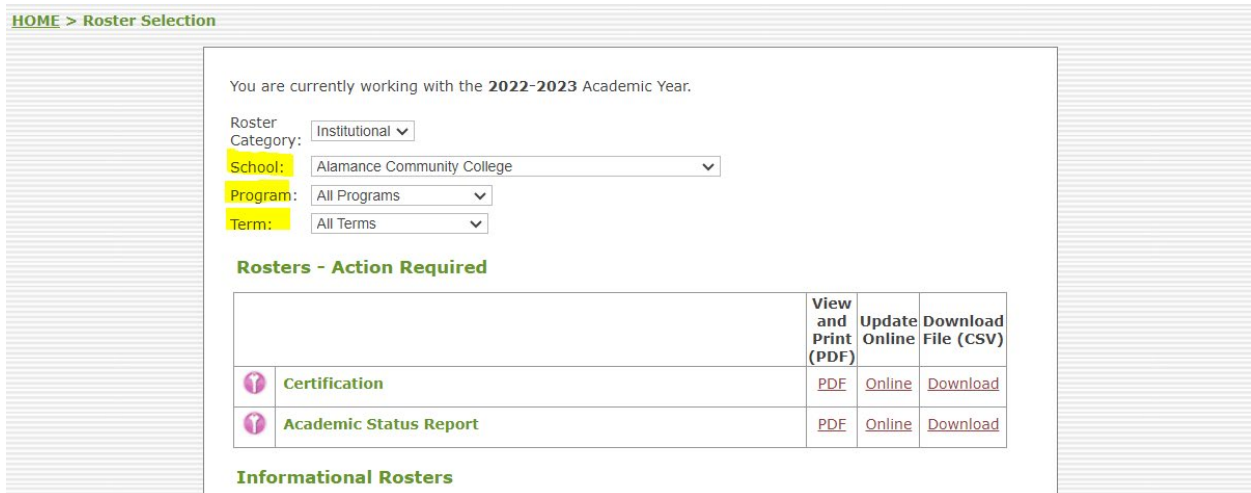
**Step 1:** The institution will login into MyPortal.

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

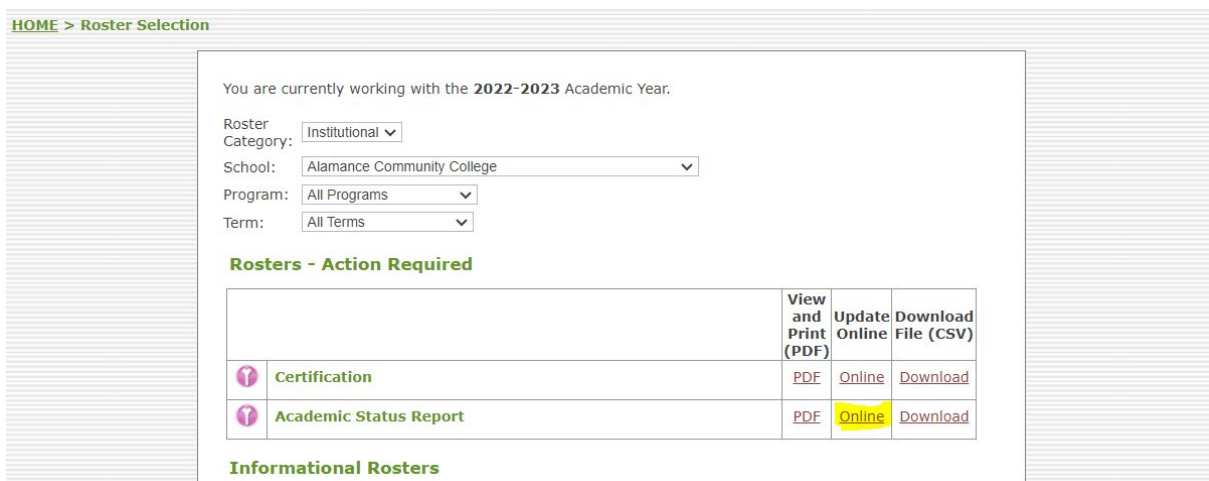
**Step 3:** Select the academic year they are inputting the information in.



**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.



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



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

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)

SSN (+)	Term	(view)
[Red Circle]	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)
(+)	Spring Term 2	(view)

Save All

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

**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.**

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	If Graduated	Degree Awarded	If Withdrawn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

Notes: Report Academic Status

Save

**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 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)

ASR Reporting Term: Spring Term 2

Program	Approved Program	Career Path	Degree Level	Enrollment Status
FELS	Nursing	Nursing – RN to BSN	Bachelors	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	If Graduated Actual Graduation Date	Degree Awarded	If Withdrawn Last Day of Enrollment
05/12/2023		<Choose One>	

Notes:  Report Academic Status

Save

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

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