

Eligible for Suspension

Process: Academic Standing is determined at the end of each academic session through a progression run after the grading window has closed. The result, Eligible for Suspension, needs intervention by the college to determine the student’s status. The decision to put the student on suspension or good standing must be made and then manually changed on the student’s record on the Progression tab in the Student File. Eligible for Suspension reports are generated after each academic session and placed in each college’s folder. The Registrar’s Office will follow up with each college to validate that all students have been adjusted.

If a student is placed on Suspension, there are additional steps to be completed in the following order after the academic standing has been changed.

- 1) Cancel Student’s Future Bookings via the Portal
- 2) Withdraw Student from his/her Program Registration(s)
- 3) Verify that all Majors and Minors are End Dated
- 4) Apply Suspension Hold

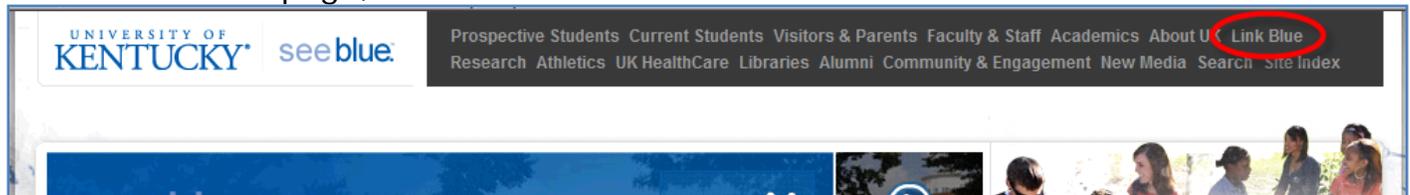
Please note: When a grade change is made, progression automatically follows and the result “Eligible for Suspension” could result again.

Role: Authorized Users

Frequency: End of Term

Enter the myUK Portal

From UK’s home page, click on **Link Blue**



Click **myUK**



Quick Reference Card – Student Lifecycle Management Eligible for Suspension



<p>Enter your link blue User ID and Password</p>	
<p>Click Sign On</p>	
<p>The myUK welcome page will display</p> <p>Note: Your login screen may look different than this screenshot, depending on your access.</p>	
<p>Click the IRIS beach ball icon</p>	
<p>Enter the Transaction Code</p>	
<p>Enter the transaction code</p>	<p>PIQST00 <- Two zeros on the end</p>
<p>Find the Student's Records</p>	
<p>Student Number</p>	<p>Enter the Student Number Press Enter to pull up the student's records</p>

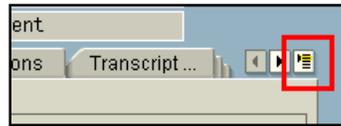
Quick Reference Card – Student Lifecycle Management

Eligible for Suspension

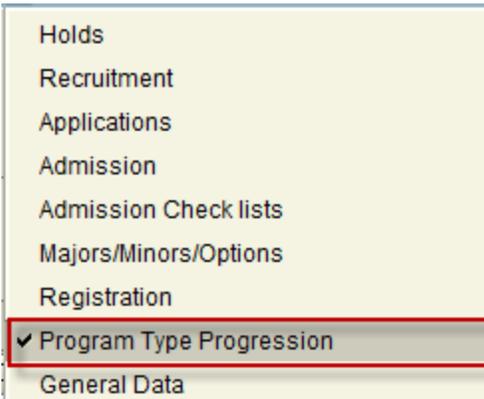


Open the Progression Tab

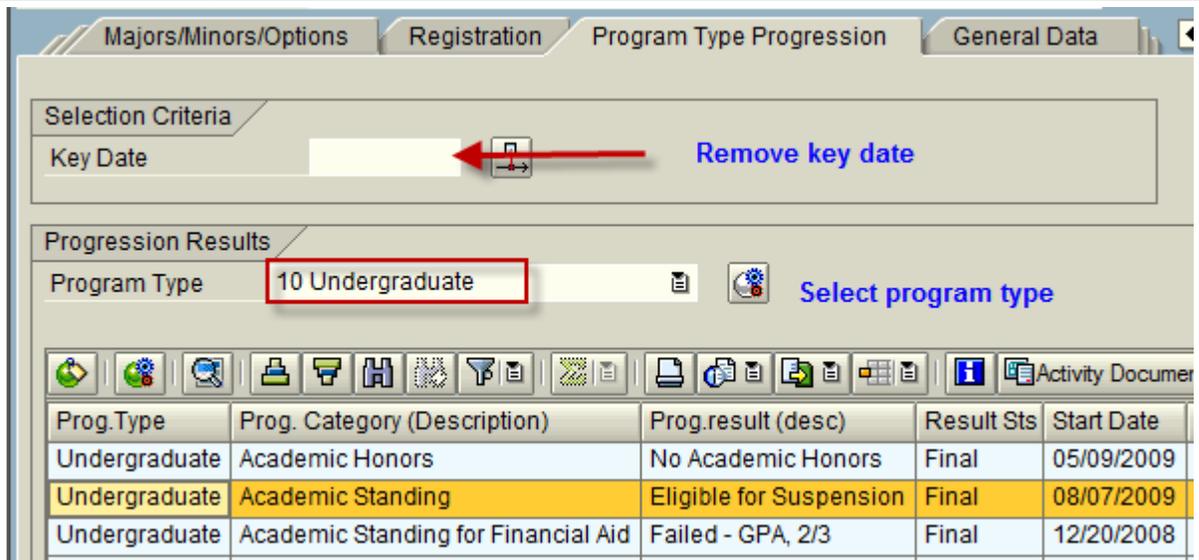
Click on the **Tab List** located to the right of the tabs



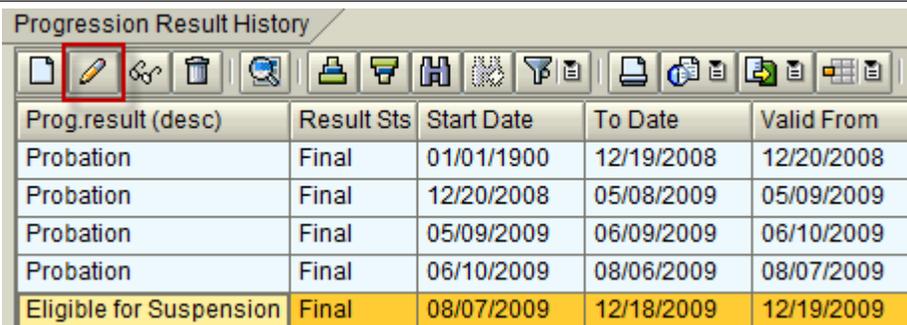
Select **Progression**



Remove key date; select program type; then double click **Academic Standing Category**



Select the **Eligible for Suspension** result and click the pencil icon



Change the result to the college's decision and click **SAVE**

Progression

Check-To Date: 12/18/2009 Academic Year: 2010 Acad Year 2009-2010

Valid From: 12/19/2009 Academic Session: 10 Fall Semester

Prog. result: 05 Academic Suspension

Result Status: 1 Final

Progression Results (System)

Prog.result (desc): Eligible for Suspension Final

Prereq. Fulfilled

✓ 📄 ✗

Verify the result

Progression Result History

Prog.result (desc)	Result Sts	Year	Acad. Year (Desc.)	Session	Acad. Session	
Probation	Final	0	1	1	0	1	2009	Acad Year 2008-2009	10	Fall Semester
Probation	Final	1	0	0	0	0	2009	Acad Year 2008-2009	30	Spring Semester
Probation	Final	0	0	0	0	0	2009	Acad Year 2008-2009	51	Summer Session 1
Probation	Final	0	0	0	1	0	2009	Acad Year 2008-2009	52	Summer Session 2
Academic Suspension	Final	0	1	1	1	1	2010	Acad Year 2009-2010	10	Fall Semester

If the student is placed on **Probation**, the process is complete. If the student is placed on **Academic Suspension**, there are four additional steps to complete the process.

Step 1: Cancel Student's Future Bookings (Portal)

Select the Student Administration tab	<div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p style="text-align: center; margin: 0;">Student Administration</p> </div>
Select the Advising Services tab	<div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p style="text-align: center; margin: 0;">Advising Services</p> </div>
Select the Registration link under the Detailed Navigation menu	<div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p>Detailed Navigation</p> <ul style="list-style-type: none"> ▪ Advising Services Overview ▪ Advisee Record ▪ Historical Course Changes ▪ Unofficial Transcript ▪ Print Student Schedule <li style="background-color: yellow;">▶ Registration ▶ Degree Planner (APEX) ▪ Appointment Manager ▪ Appointment Scheduler </div>

Quick Reference Card – Student Lifecycle Management

Eligible for Suspension



Select Admin Booking

- ▾ Registration
 - Admin Booking**
 - Course Catalog
 - Assign Student Overrides

Open the Student's Record

Enter the student's number or search by user ID or name; then click **Search**

Search for a student

Username:

Last Name:

First Name:

Student Number:

Select the year and session using the dropdown menu

Select a Year / Term. Acad Year 2009-2010, Spring Semester Jan-201

Cancellation of the courses

Flag the courses to be cancelled and click "Drop"

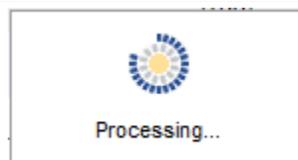
██████████ is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input checked="" type="checkbox"/>	A-S 521 Section 001 PRINTMAKING IV	3.0	Normal (Change)	MW 1:00 pm - 3:50 pm (Reynolds Building-Rm.120-RB) TBD (TBD)	Enrolled 11/09/2009 12:42 pm
<input checked="" type="checkbox"/>	A-S 395 Section 004 INDEP WORK: ART STUDIO	3.0	Normal (Change)	TBD (TBD)	Enrolled 11/24/2009 1:28 pm
<input type="button" value="Drop"/>		6.0			<input type="button" value="Show History"/>

Print Schedule

Buy Books

System message during execution of drop



Verify that courses have been cancelled from the student's account

Course

- A-S 521 Section 001 drop complete.
- A-S 395 Section 004 drop complete.

(11.13 seconds)

Verify that all courses have been cancelled for the term

██████████ is not registered for any courses this semester.

Step 2: Withdraw Student from Registration

Enter the Transaction Code

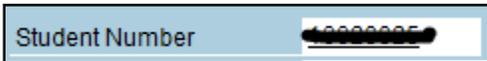
Enter the transaction code



PIQST00 <- Two zeros on the end

Find the Student's Records

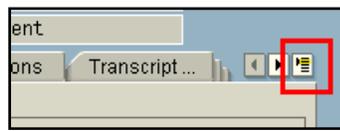
Student Number



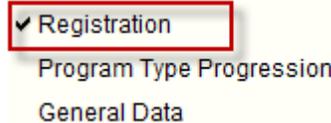
Enter the **Student Number**
 Press **Enter** to pull up the student's records

Open the Registration Tab

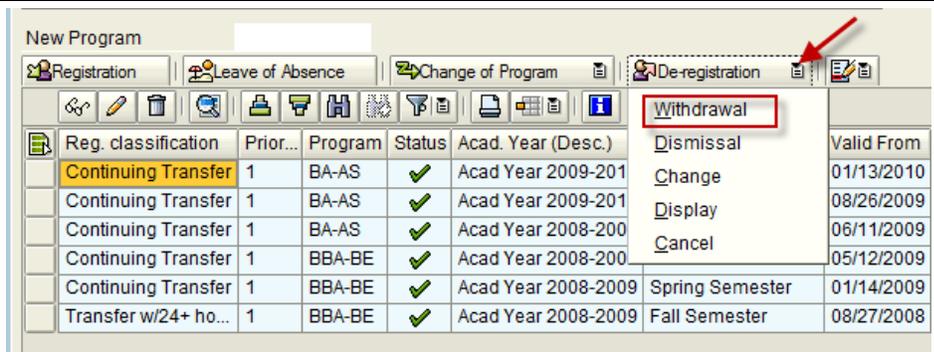
Click on the **Tab List** located to the right of the tabs



Select **Registration**



Using the drop-down menu under **De-registration**, select **Withdrawal**



Quick Reference Card – Student Lifecycle Management

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Change **Registered Until** date to last day of term completed.

Select De-registration reason, **Suspension**.

Do **NOT** flag the Cancel Module Bookings box.

Click **SAVE**

Withdrawal from Program

De-registration for

Student: 10574339 Maytan, Zachary
 Program of study: BA-AS Bachelor of Arts

De-registration data

Registered Until: 12/18/2009
 Cancel Study Segment
 De-reg. Activity: Withdrawal from Program
 De-reg. Reason: 1000 First Suspensio...
 De-reg. On: 04/26/2010
 Alumnus at De-regis.
 Cancel Module Bookings

Verify the program has been ended.

Reg. From	06/11/2009	Activity	Change of Program	Reason	Change of Progr...
Reg. Until	12/18/2009	Activity	Withdrawal from Program	Reason	First Suspensio...

Be aware that some students may have a second program. Communicate with the other college to complete the De-registration process.

Step 3: Verify all Majors and Minors are End Dated

Verify that the major/minor has the same end date that was selected in Step 2.

Admission Check lists | Majors/Minors/Options | Registration | Program Type Prog...

Selection Criteria

All programs
 Program: 99300025 BA-AS; Bachelor of Arts

Key Date

Acad. Specializations

Program	Group Cat.	Prio.	Module Group	Start date	End Date	Mod. Group
BA-AS	Major	1	Economics	06/11/2009	12/18/2009	EASC-BA

Step 4: Apply Suspension Hold

Enter the Transaction Code

Enter the transaction code

PIQST00

SAP Easy Access

PIQST00 <- Two zeros on the end

Find the Student's Records

Student Number

Student Number

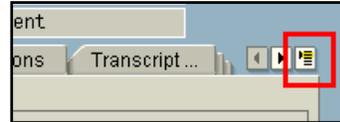
XXXXXXXXXX

Enter the **Student Number**

Press **Enter** to pull up the student's records

Open the Progression Tab

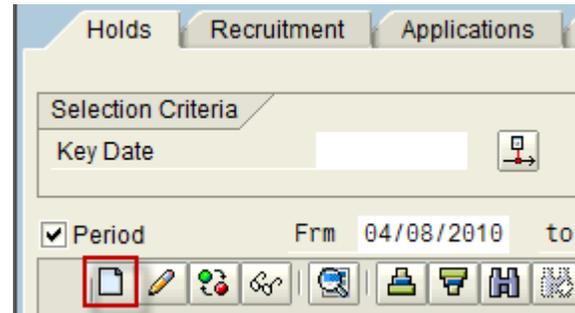
Click on the **Tab List** located to the right of the tabs



Select **Holds**



Click the **Create** icon



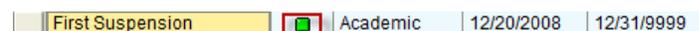
Select the appropriate Suspension or Probation hold using the dropdown button. The status "Active" will populate automatically. The valid from date should be the day after the term ended.



Click the **SAVE** icon



Verify the result. The green square represents "Active".



Sign Off the Portal

To exit **myUK** portal, click on **Sign Off** in the upper-right corner of the portal screen

