

Academic Advising

Add an Academic Standing Message

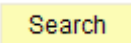
Overview

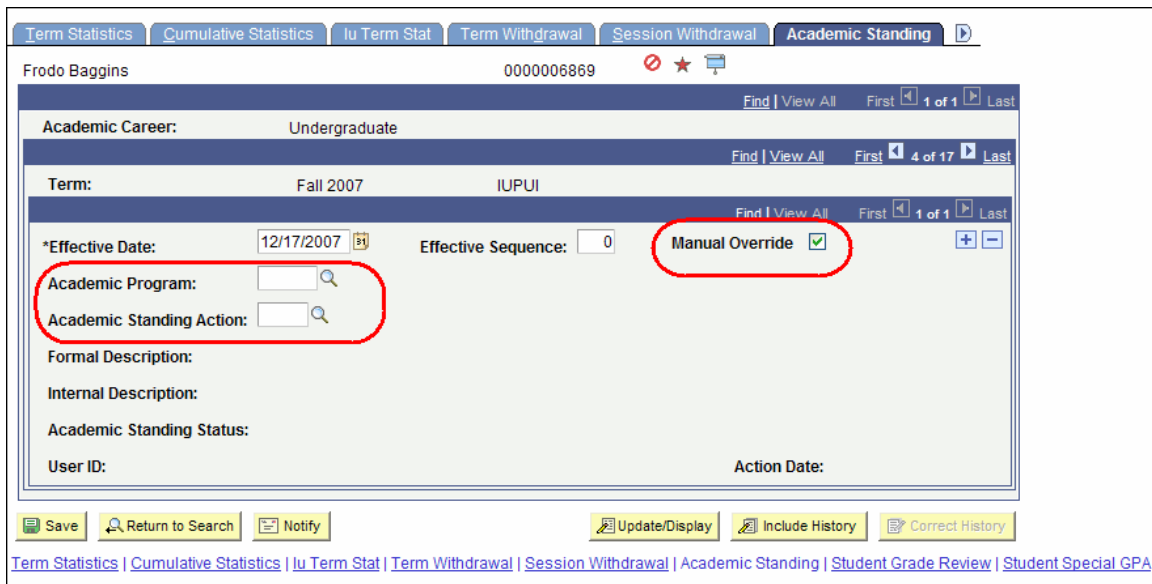
This procedure will show you how to add an academic standing message to a student's record.

- If a student is no longer in "Good Standing" academically, an academic standing condition of "Probation", "Warning" or "Dismissal" needs to be added to the student's record.
- If a student has been placed on the Dean's List, a Dean's List message needs to be added to the student's record.



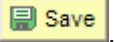
Steps

Academic Standing Message

1. Navigate to: **Records and Enrollment > Student Term Information > Term History.**
2. Enter the student's **ID** or **Last Name** and **First Name**.
3. Select the **Correct History** checkbox.
4. Click .
5. Select the **Academic Standing** tab.



The screenshot shows the 'Academic Standing' tab selected in a web application. The student's name is Frodo Baggins and the ID is 000006869. The academic career is Undergraduate. The term is Fall 2007 at IUPUI. The 'Effective Date' is 12/17/2007 and the 'Effective Sequence' is 0. The 'Manual Override' checkbox is checked. The 'Academic Program' and 'Academic Standing Action' fields are highlighted with red circles. The form includes buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.

6. Click "View All" in the **Term** area and navigate to the appropriate **Term** or use the arrow buttons to navigate to the appropriate **Term**.
7. Click the **Manual Override** checkbox.
8. Enter or click  to select an **Academic Program**.
9. Enter or click  to select an **Academic Standing Action**. The remainder of the fields will be automatically populated.
10. Click .