

How to Guide: ASU Specializations

What are ASU Specializations?

ASU Specializations are specific areas of focus of an approved degree program that allow students to cater their elective coursework to a specialized area. Academic units can create and update specializations during the catalog review cycle.

Creating ASU Specializations

ASU specializations are created in Peoplesoft via the Supplemental Applications tab. See <u>SAM-Supplemental Applications Manager Guide for Departments.</u>

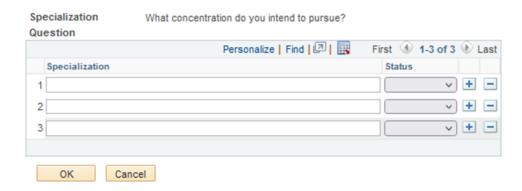


To enter specialization information, Under the ASU Specializations box, click on the blue hyperlink titled "Specializations".

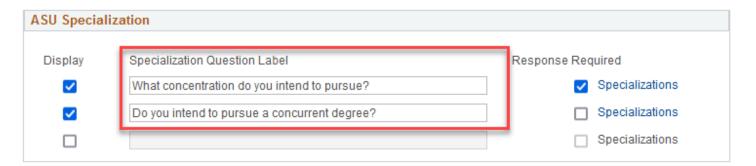


A new screen will populate where specific specialization information can be added or removed. Units can create the name of their specializations by typing them into the label box. These will appear in a dropdown list when a student applies to the program, allowing them to select their desired specialization(s).

Enter Academic Plan Specializations

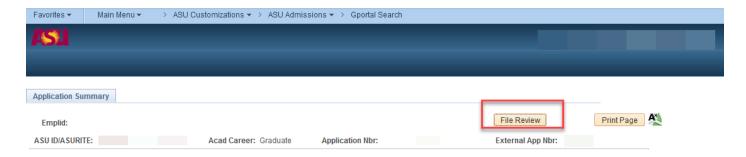


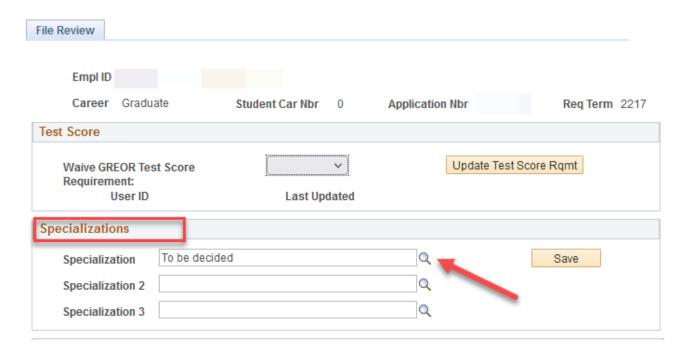
Units can add specific questions to display for applicants and also choose if they require a response.



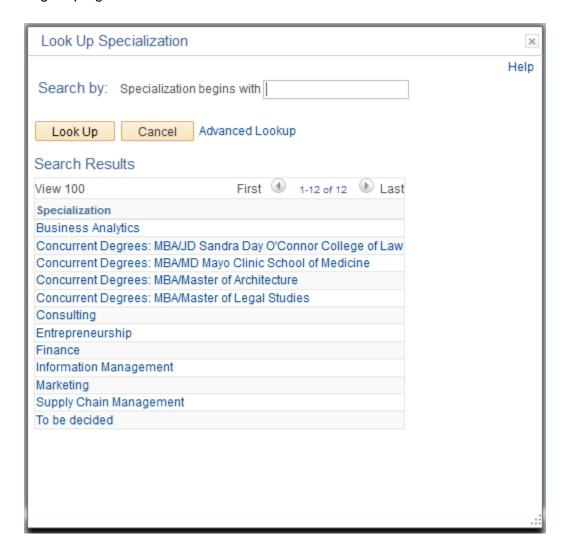
ASU Specializations in Gportal

Once applicants apply and choose a specialization, they will display in Gportal. If a student's application is "In Progress" status (needing additional application materials for Graduate Admission Services), staff can go into Gportal and click on File Review to see the specialization(s) selected.

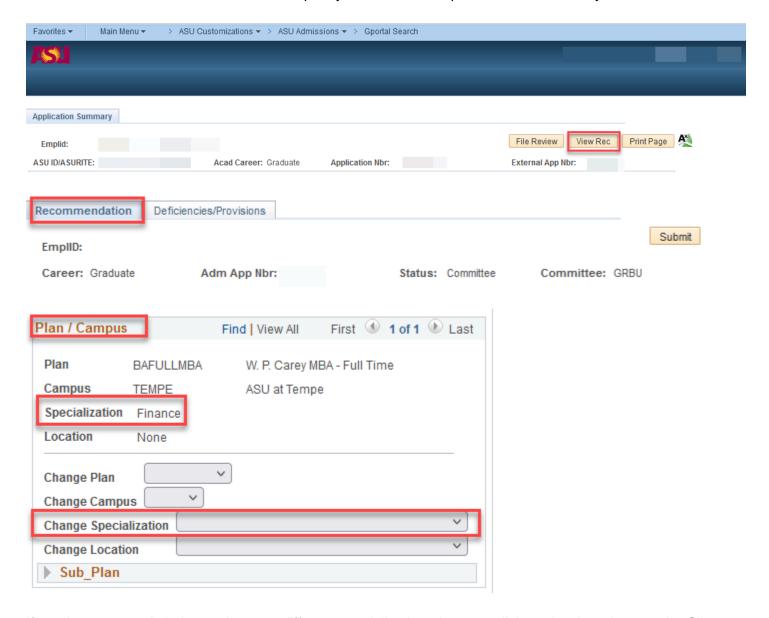




Clicking on the magnifying glass icon will populate a dropdown list of ASU specializations associated with the degree program.



If a student's application status in Gportal is in "Final/Matriculate", click on the View Rec button. Under the Recommendation tab and under Plan/Campus, you can see the specialization chosen by the student.



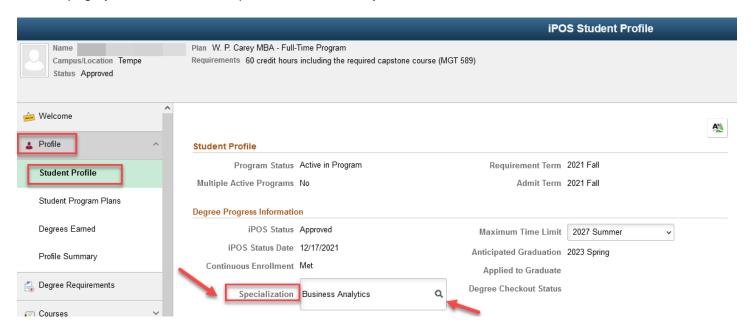
If a unit wants to admit the student to a different specialization, they can click on the drop down under Change Specialization to select it.

ASU Specializations in iPOS

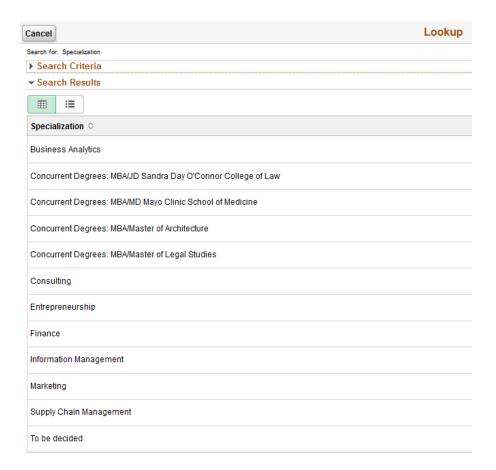
Once a student has been matriculated, their specialization is displayed on the iPOS and Manage Student Search page.



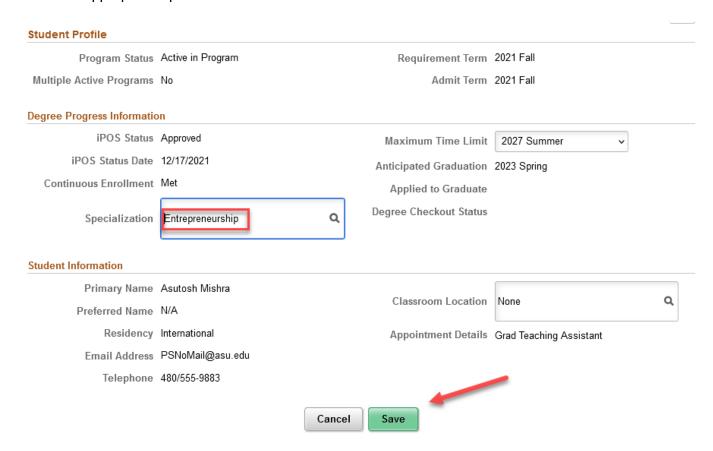
If a specialization needs to be updated on the student iPOS, go to the Profile Tab, then click Student Profile. On this page you should see the specialization currently selected.



To make an update, click on the magnifying glass icon, a list of ASU specializations associated with this degree program will appear for review.



Make the appropriate specialization selection and click Save.



If you refresh the search for the student, the iPOS will now reflect the updated ASU specialization.



Questions? Email grad-gps@asu.edu