ASU Graduate College — Arizona State University

PeopleSoft Access Role

Staff with appropriate PeopleSoft access can maintain and update academic program contacts and deadlines from the Academic Plan Extension pages in PeopleSoft. To gain access, submit a PeopleSoft Role Request for the following role: Dept Supv GR Admissions Vw.

Update Academic Plan Extensions Process

1. In PeopleSoft, access Main Menu/ASU Customizations/ASU Admissions/Academic Plan Extensions/Academic Plan Extensions.
2. Enter search criteria and click search to locate the desired academic plan to be updated.

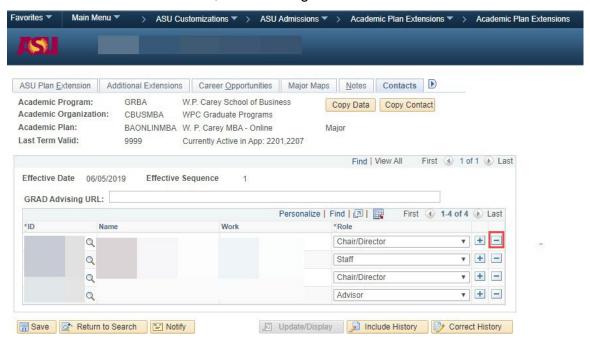
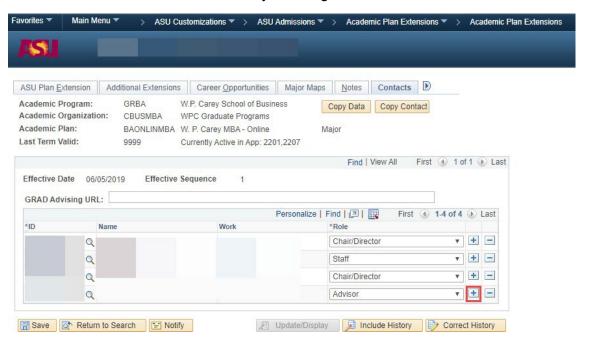3. Click the + sign on the first tab to add a new effective date.

Updating Contacts

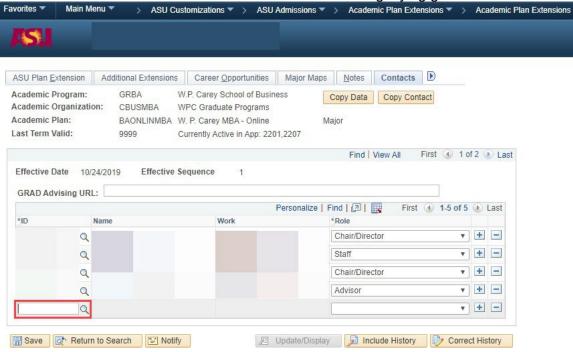   1. To remove a staff member, click the – sign.

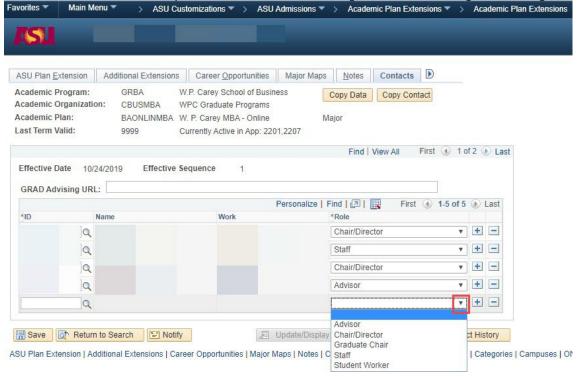   2. To add a staff member, click the + symbol to generate a new row.

3. Enter the staff member's ID number or click on the magnifying glass to locate them.

ASU Plan Extension | Additional Extensions | Career Opportunities | Major Maps | Notes | Contacts ▷

Academic Program:	GRBA	W.P. Carey School of Business	Copy Data	Copy Contact
Academic Organization:	CBUSMBA	WPC Graduate Programs		
Academic Plan:	BAONLINMBA	W. P. Carey MBA - Online	Major	
Last Term Valid:	9999	Currently Active in App: 2201,2207		

Find | View All   First ◀ 1 of 2 ▶ Last

Effective Date   10/24/2019   Effective Sequence   1

GRAD Advising URL: [_____]

Personalize | Find | 🖻 | 🏢   First ◀ 1-5 of 5 ▶ Last

*ID	Name	Work	*Role		
🔍			Chair/Director ▼	+	−
🔍			Staff ▼	+	−
🔍			Chair/Director ▼	+	−
🔍			Advisor ▼	+	−
[ ] 🔍			▼	+	−

🖫 Save   ⟳ Return to Search   🗒 Notify   📲 Update/Display   📲 Include History   📝 Correct History
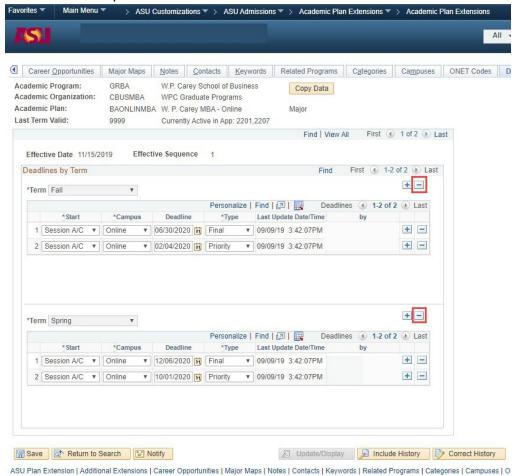
4. Click the dropdown arrow to choose the appropriate role for the staff member being added. Note that when you add a staff member as an Advisor, they will be listed as a staff advisor on the iPOS for all students in that academic plan until students are assigned to them using the Manage Staff Advisor tile.
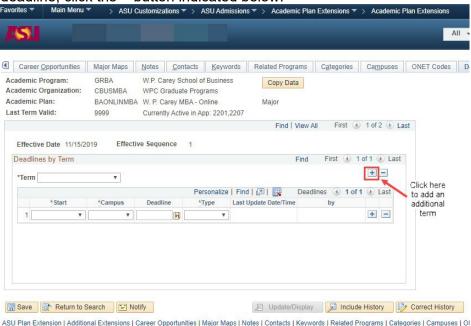
ASU Plan Extension | Additional Extensions | Career Opportunities | Major Maps | Notes | Contacts ▷

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*ID	Name	Work	*Role		
🔍			Chair/Director ▼	+	−
🔍			Staff ▼	+	−
🔍			Chair/Director ▼	+	−
🔍			Advisor ▼	+	−
[ ] 🔍			▼	+	−

Advisor
Chair/Director
Graduate Chair
Staff
Student Worker

🖫 Save   ⟳ Return to Search   🗒 Notify   📲 Update/Display   ct History

ASU Plan Extension | Additional Extensions | Career Opportunities | Major Maps | Notes | C | Categories | Campuses | O

Updating Deadlines

1. To update deadlines, delete the information listed in the Deadlines by Term boxes. Click the – button to delete the terms that require corrections.

2. Enter the term, Start, Campus, Deadline, and Type to reflect the necessary deadline changes. To add a second deadline, click the + button indicated below.

5/15/2024

- **Additional Tab information**
    - ASU Plan Extension, Additional Extensions, Career Opportunities, Keywords, Categories, Campuses, and ONET Codes cannot be updated by graduate support staff. Changes to Degree Search content can be submitted via Kuali Build Curricular Actions (select Degree Search Text Changes). Curricular change forms can be found here: https://provost.asu.edu/curriculum-development/curricular-forms

5/15/2024