Information

From the Academic Plan Extension pages in PeopleSoft, staff with appropriate PeopleSoft access can maintain and update academic program information that appears in the degree search online tool.

Requesting Access to Academic Plan Extensions

To gain access to Academic Plan Extensions, submit a PeopleSoft Role Request from MyASU requesting access to the following role: Dept Supv GR Admission Vw. This role allows users to update information in Academic Plan Extensions.

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. To update information in Academic Plan Extensions, click the + symbol found on the ASU Plan Extensions tab to add a row.

4. Once a new data row has been added, make all necessary updates on all of the various tabs and click save.
Fields to be updated by Graduate Support Staff

Areas that can be updated by Graduate Support Staff area as follows:

- **Academic Plan Extensions**
  - Email, Location, Phone, Plan URL, and ASU Mail Code can be updated by Graduate Support Staff.
- Long Descr cannot be updated by Graduate Support Staff, but information appearing in this field should be verified to be current and correct. If updates are needed, reach out to College/School Catalog Coordinator.
- **Additional Extensions**
  - Additional Extensions cannot be updated by Graduate Support Staff, but information appearing in this field should be verified to be current and correct. If updates are needed, reach out to College/School Catalog Coordinator.
• **Contacts**
  - To remove a staff member, click the – sign.
  
  - To add a staff member:
    - Click the + symbol to generate a new row.
 Enter the new staff member’s ID number or click the magnifying glass button to locate the new staff member to be added.

 Click the dropdown arrow to display the role list. Select the appropriate role for the staff member being added. When in doubt about what role to choose, select Staff role. Note: If selecting to add a staff member as an advisor, the staff member will be listed as staff advisor on the iPOS for all students in the academic plan the staff member is being added to.
**Deadlines**

- To update an existing deadline, the information listed in the Deadlines by Term boxes must be deleted. Click the – button to delete the terms that require corrections.

- Enter the term, Start, Campus, Deadline, and Type to reflect the necessary changes to the deadlines. To add a second deadline, click the + button indicated below.
• **Keywords**
  o If updates are needed to this tab, contact Graduate Education representative to request updates.

• **Additional Tab information**
  o Career Opportunities, Major Map, Notes, Related Programs, Categories, Campuses, and ONET Codes are not maintained or used by graduate support staff.