

# **Accelerated Application Tracking Tool**

The tool is used to track students admitted into eligible 4+1 programs and those being recruited into the programs. To obtain access to the tool, submit a PS security role request for the Accelerate App Tracking role.

Student and Administration (SA) - Grad Acad Advising & Financial (AA)	
Acad Unit GPortal Financial Acad Unit POS Supervisor	Acad Unit POS View Only  Accelerated App Tracking

To locate the Accelerated Application Tracking tool, follow the PeopleSoft pathway below:

ASU Customizations>ASU Academic Advising>Accelerated Applicant Tracking>Accelerated App Tracking

# **Tracking Tool Terminology**

During the 4+1 pathway an undergraduate student can be placed into any one of the different types of statuses listed below.

• \*Prospect: Undergraduate student that has expressed interest or graduate advisor has identified the student as a potential candidate for an accelerated program.

#### Indicators:

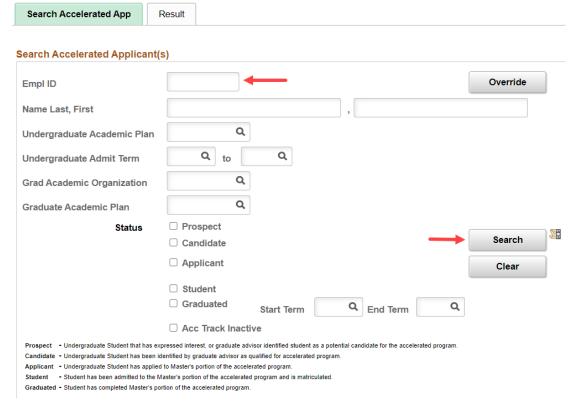
- High achieving student (minimum of a 3.0 GPA)
- On track to complete bachelor's degree on time or early
- o Expressed interest in the 4+1 program
- \*Candidate: Undergraduate student has been identified by undergraduate/graduate advisor as qualified for an accelerated program.
   Indicators:
  - Has a minimum GPA of a 3.0 and has completed at least 75 credits
  - o Has been reviewed by the Academic unit and is meeting admissions requirements
  - Can be provided course overrides for appropriate graduate courses (no more than 12 credits can be used towards the graduate program)
- **Applicant:** Undergraduate student applied to the term that they will start the Master's portion of the accelerated program.
- **Student:** Undergraduate student has been admitted to the Master's portion of the accelerated program.

1

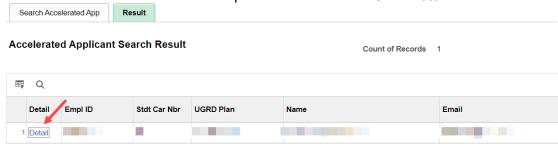
- \*Withdraw: Units can change the student status to "withdrawn" in the Accelerated Tracking Tool at any time for the following reasons:
  - Student opts to no longer pursue the program
  - Student is no longer eligible for program (low gpa, etc.)
  - Student changes their undergraduate degree program to a non-approved 4+1 program
- **Inactive:** Student is no longer an active student or graduated with the Bachelor's and did not continue into the Master's portion of the 4+1 program.
- **Graduate:** Student has graduated from the Master's program.
- \*Advisors can only manually place students into these status areas

## Looking Up a Student

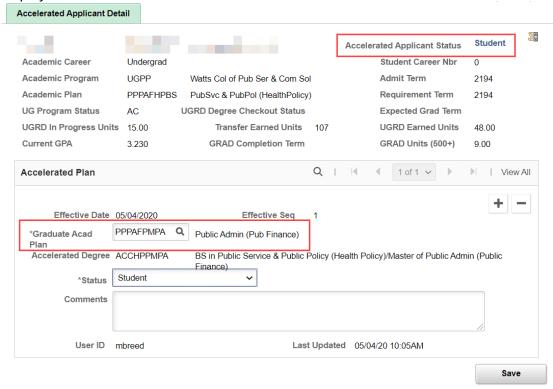
1. In the Accelerated Application Tracking tool, enter the student id in the Empl ID field and click **Search**.



The student information will show up on the Results tab. Click **Detail**.

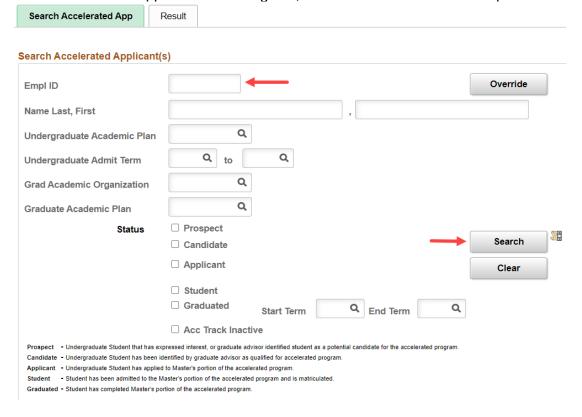


On the Details page, the student Graduate Academic Plan, Accelerated Degree and Student status will display for review.



## Adding a Student in the Tool

1. In the Accelerated Application Tracking tool, enter the student id in the Empl ID field and click **Search**.



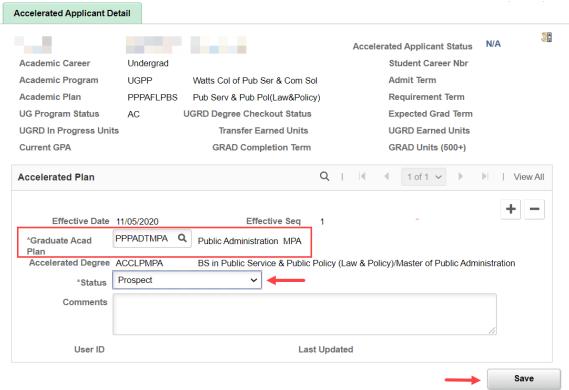
3

11/05/2020

2. The student information will show up on the Results tab. Click **Detail**.



3. Enter the Graduate Acad Plan, choose Prospect from the drop-down menu as the status, enter comments and click **Save.** 

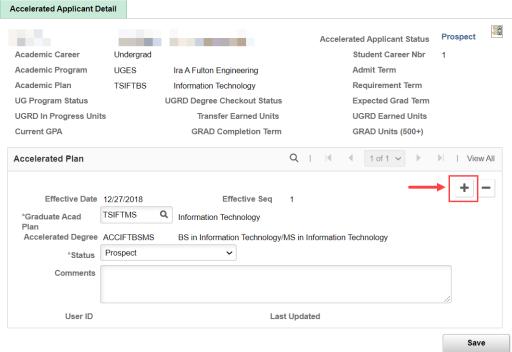


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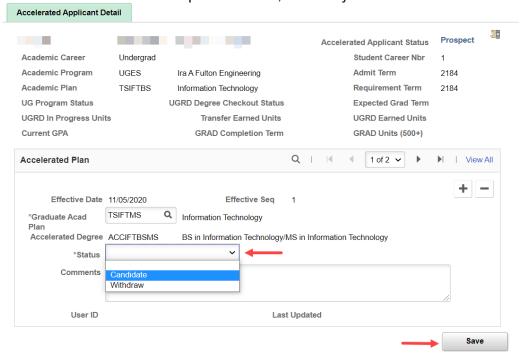
## **Updating a Student Status in the Tool**

Once a prospective student has completed a minimum of 75 credits, the unit can evaluate the student based on unit's internal review criteria. Once that review is completed, the student can be changed to be a Candidate in the tracking tool.

1. To do this, go to the student's Accelerated applicant details page and click on the + sign to add a row.



2. Choose Candidate in the drop-down menu, make any new comments and click on Save.



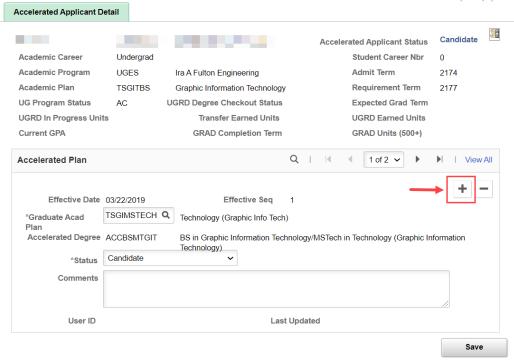
Please be aware that students who are not designated as Candidate cannot be admitted to the Master's program as a 4+1 student.

5 11/05/2020

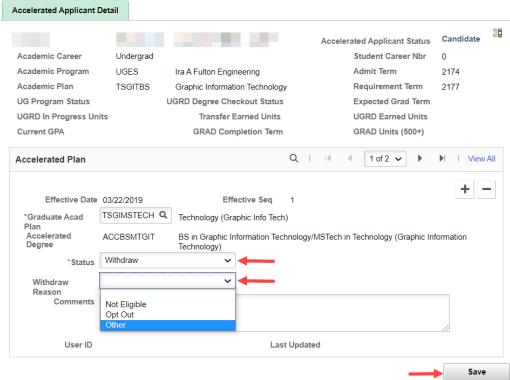
# Withdrawing a Student in the Tool

If students are no longer interested in pursuing the accelerated program, they can be withdrawn from it using the tool.

1. To do this, go to the students' Accelerated Applicant Detail page and click on the + sign to add a row.



2. Next, change the status to Withdraw from the drop-down menu, select the Withdrawal Reason, make any new comments and click **Save**.



6

11/05/2020

## Pulling a Report in the Tool

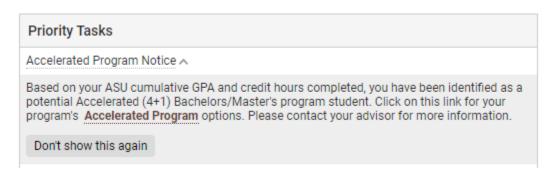
To generate a list of students in a specific 4+1 program, enter at least three different search criteria and click on Search. (Please review steps provided in "Looking up a Student" for additional assistance). The results can be downloaded to an Excel spreadsheet by selecting the grid in the upper left corner. Student emails are included so they can be used for advisor outreach.



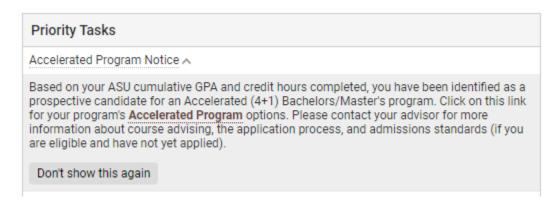
## My ASU Messaging from the Tool

Once students have completed a specific number of credits and have been input into the tool, an automatic message will populate as a priority task on their MyASU home page. Please see the messaging examples below.

### **Prospect Status & 60 Credit Hours Completed:**



#### **Prospect or Candidate Status & 75 Credit Hours Completed:**



7 11/05/2020

### **Candidate Status & 90 Credit Hours Completed:**

## **Priority Tasks**

Accelerated Program Notice A

You have met the 90-credit hour minimum requirement and now may be eligible to submit an application for an Accelerated (4+1) Bachelors/Master's program. Click on this link for your program's **Accelerated Program** options. Please contact your academic advisor for course advising and an application (if you are eligible and have not yet applied).

Don't show this again

Questions: Please contact your Graduate Support Coordinator if you have further questions about how to use the Accelerated Application Tracking tool.

8 11/05/2020