

Step-by-Step Instructions on how to change program required credits using SMASPRG

1. Type **SMASPRG** to access Student Program Adjustment Form in the Direct Access field and press **Enter**.
2. Your cursor is now flashing in the **ID** field.
 - If you know the **ID**, enter it in the ID field.
 - If you don't know the **ID**, click on the **flashlight** and do a person search in the Person Search Form (SOAIDEN /GYASINS).
 - **Press Tab**.

Note: When you search by name, it is recommended that you surround your criteria with the wildcard “%” (i.e. **%Flintstone%**). This form is case sensitive, so be sure to capitalize the first letter of the name.

3. Enter the effective term in the **Term** field. This will be the term for which the program adjustment will begin. **Press tab**.

Note: The **Term** should be 200209 for all converted students. For newly admitted students, it should be the term that they were admitted to.

4. Enter the program you wish to adjust in the **Program** field, or double click the field to search for the program name. When you double click in the **Program** field, you are presented with three options:
 - If you click on **Access Program Rules** you will be brought to the Program Definition Rules form (SMAPRLE). You can search the program name by typing criteria with the wildcard % in the Description or Program fields. Enter the query by **pressing PF7 or the appropriate icon**, enter your search criteria, then **press PF8 or the appropriate icon** to execute the query). Double click to select and return to SMASPRG.

- If you click on **View Existing Programs** you will be brought to the Existing Program Query Form (SMIPROG) which lists all the programs that have been entered in CAPP. Enter the query by **pressing PF7 or the appropriate icon**. Enter your search criteria and **press PF8 or the appropriate icon** to execute the query. Double-click to select and return to SMASPRG.
 - If you click on **Programs in Student Adjustment** you can view a list of program names if there are previous program adjustments made for this student. If there are no other program adjustments for this student, there will be no response when you click it. You can pick a program from the list to access the previous adjustment or to modify it by clicking on it.
5. Click on **Default All Information** if it is accessible (i.e. not “grayed out”). Otherwise click **next block** and go to step 9. If the student does not exist in the Student Adjustment Library, a message will pop up by saying: **ID must exist in Student Library. Select Add to access library.**
- **Save (F10)**. The student is now added to the Student Adjustment Library.
 - Click on the **Return** button.
 - Click **Exit** to return to the program adjustment form (SMASPRG).
 - Click on **Default All Information**.
6. Enter the program name in the **Default from Program** field or use the flashlight to search for the program name in necessary.
7. **Press tab.**
8. Enter the effective term from which you want to copy the standard program requirements in the **Program Rule Terms** field.
9. Click on **Process Default**. (**Default All Information** copies the standard requirements for the entire program and allows you to make adjustments on it for that student only.)

10. Click on the **Next Block** icon.
11. Click on the **General Requirements** icon.
12. Verify that the **Active** status is selected. If not, check off the **Active** button.
13. To ADJUST A PROGRAM'S CREDITS: Enter a new numerical value in the **Total Required Credits** field.
14. **Save.**
15. Click on **Text Track** from the navigation bar. Type in reason for change or other notes in the Tracking Text field for audit trail purposes.
16. **Save.**
17. Click on **Return**
18. Click **Previous Block** or **select Navigation from the options menu to return to the main page.**
19. Click **Text**. Type in program requirements comments or an 'X' in the text field. For CAPP processing purposes **this field must not be left blank.**
20. Click **Save.**

For more information see form documentation