Processing a Dual Degree Applicant

The following details the process that you will use to switch a student from one program to another for fee calculation (controls monies received by your school), academic history, etc.

NOTE: Law School must also use this to switch their internal programs because it impacts Financial Aid.

RECOMMENDATION: We suggest that you contact dual degree students before registration starts in April to determine which school/program they will be in for the majority of their classes for the next academic year.

This will give plenty of time to create the admissions record and re-admit the student before registration starts. If the student wants to change to another school's program, please contact the other school.

1. To enter a student into another Dual Degree Program, they must be admitted via Admissions.
    - If this is a brand new application for the program, then enter the student as a new student via SAAADMS.
    - Otherwise, create a new **Admissions** record with the *Student Type* as "D" (for Dual Degree Returning). Be sure to use the original Catalog Year that was used when the student was first admitted in the program (if applicable) and **delete** the *Communication Plan* when the window pops up. Then admit the student in order to create the new General Student record and notify the Registrar's Office via email so that the residency can be changed accordingly.

2. If you get an error that a "Registration Already Exists":
    - Make note of the registrations for the student for the term in the SFAREGS form.
    - Delete each registered course by changing the *Status Code* to a "DD" then select **Delete** for that course.
    - Once all courses are removed, you must now **delete** the middle block in SFAREGS (the "EL" record).

3. Once the above steps are done, you can admit the student, which will create the General Student record. (If you get an error that a General Student Record already exists, you must **delete** the SGASTDN record, along with the Cohort and Attribute from SGASADD, before you can admit the student.)
    - Re-register the student for the courses that you just removed for that term.
    - Please note that the *Level Code* of the newly created General Student record will be the default level of these re-registered courses. You may need to adjust the *Level Code* for some of these courses in order for them to appear correctly in academic history.

This process will help the Financial Aid department in packaging and awarding students. If the student changes programs between terms within the academic year, you MUST contact Financial Aid.