

CTE Program Assignment

09/04/2024 7:27 am EDT

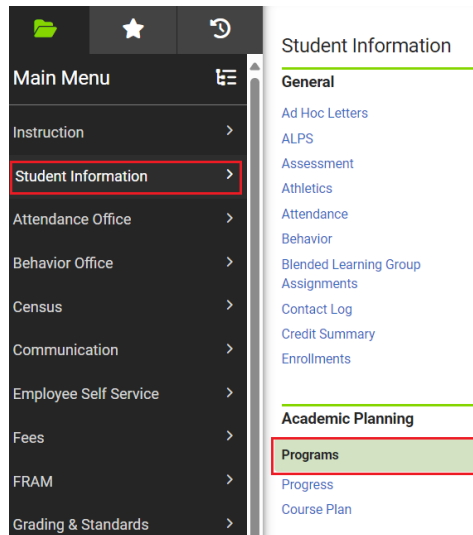
Students must have CTE programs assigned to determine program status. The CTE Program assignment and status update will be an automated process.



Only use the process below only if a request is made to include a CTE program concentrator on the transcript before the automated process begins.

Individual CTE Program Assignment

Navigation: Menu > Student Information > Academic Planning > Programs



Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the academic programs tool. If a student was already selected, the academic programs tool will open automatically for that student when you follow the navigation above.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

1. Click **New Academic Program**.
2. Select the appropriate **CTE Academic Program Type** from the **Program** dropdown.
3. Enter a **Start Date**. This date should be the first day of the instructional year.
4. Enter an **End Date**. This date should be the last day of the instructional year.
5. Select the Student Status of **2: Concentrator**.
6. Click **Save**.
7. Repeat steps 1-6 for any CTE Program a student has a concentration in.

Save + New Graduation Program + New Academic Program Documents

Academic Plan Editor

Program	Start Date	End Date	Program Type	Flag

Academic Program Detail

*Program
CTE-C: CCP Finance-WCFN/FINA (CTE)

CTE Concentrator Override
No

*Start Date: 8/28/2024 End Date: 6/12/2025 Student Status: 2: Concentrator Non-Traditional Participation:

Teaching Method
Select Values

Once programs are saved, they will be listed in the Academic Plan Editor.

+ New Graduation Program + New Academic Program Documents

Academic Plan Editor

Program	Start Date	End Date	Program Type	Flag
CTE-C: CCP Finance-WCFN/FINA	08/28/2024	06/12/2025	CTE	

Once the Concentrator Status has been added, it will be listed in the CTE Programs area of the NC Official Transcript.

CTE Programs	
<u>Academic Program</u>	<u>Student Status</u>
CTE-C: CCP Finance-WCFN/FINA	Concentrator
