

### Academic Amnesty

1. Form is available online; student prints it off.
2. Student's advisor signs the form
3. Financial Aid Office signs the form
4. Form comes to the Records Office
5. After the drop/add period of the subsequent semester in which the student is applying for amnesty, Dale will make the appropriate entries on a student's record.

6. Go to: Records and Enrollment → Enroll Students → Quick Enroll a Student  
Enter NUID  
Enter Academic Career  
Academic Institution=CSC01  
Enter appropriate term

Action=Norm Maint  
Pull up ALL courses taken that semester

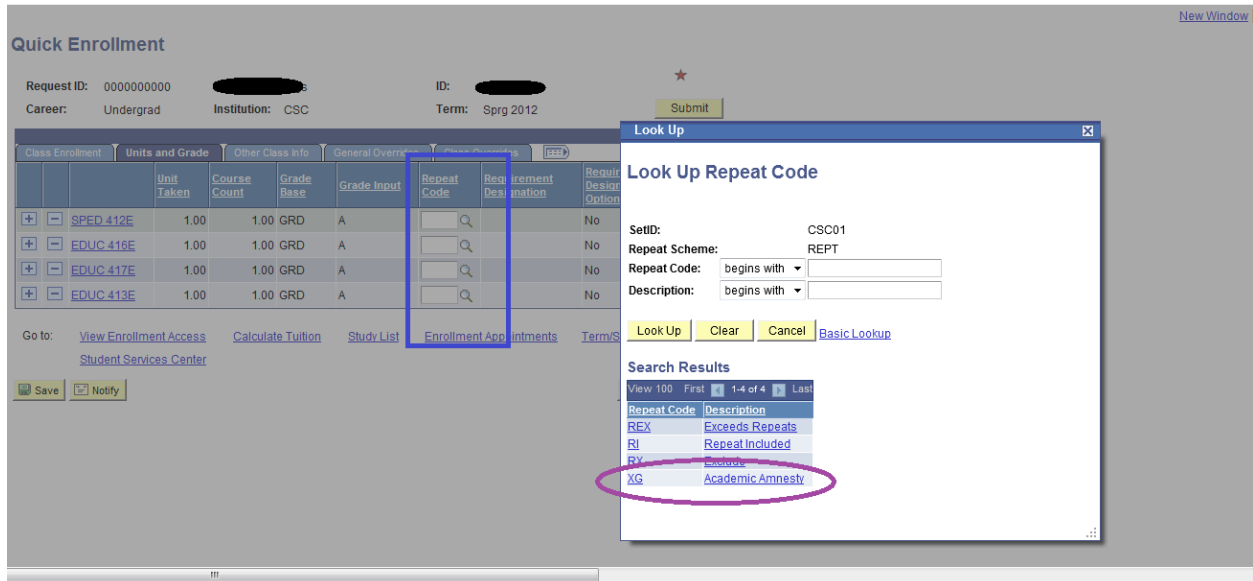
#### Quick Enrollment

Request ID: 0000000000  ID:   
Career: Undergrad Institution: CSC Term: Sprg 2012

		*Action	Class Nbr		Section		Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	Norm Maint	1081E	Q	SPED 412E	0001	Pending	
<input type="button" value="+"/>	<input type="button" value="-"/>	Norm Maint	1082E	Q	EDUC 416E	0001	Pending	
<input type="button" value="+"/>	<input type="button" value="-"/>	Norm Maint	1082E	Q	EDUC 417E	0001	Pending	
<input type="button" value="+"/>	<input type="button" value="-"/>	Norm Maint	10827	Q	EDUC 413E	0001	Pending	

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)  
[Student Services Center](#)

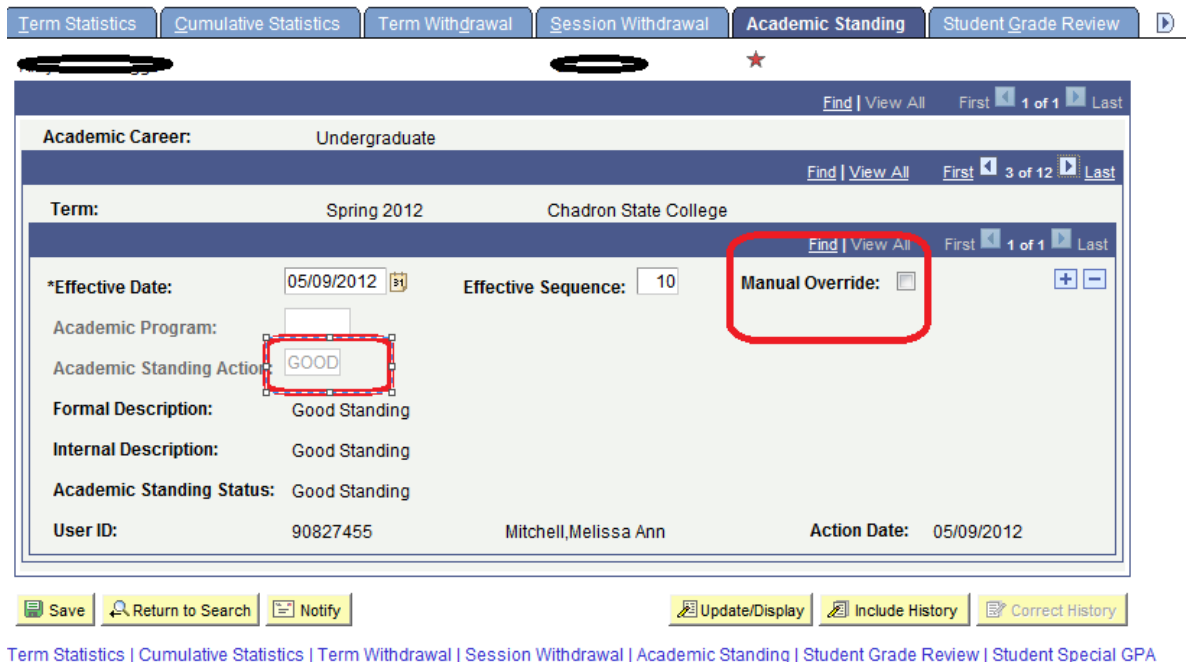
7. Go to Units and Grade Tab:  
Under Repeat Code, Enter XG (for Academic Amnesty)



8. Click Submit

9. When message reads Success, continue.

10. Check the student's academic standing prior to the term of amnesty. The status needs to be the same. If changes are necessary, go to Records and Enrollment → Student Term Information → Term History → Academic Standing Tab → Correct History → Arrow over to the correct term



Click Manual Override

Revised 2-01-13

Enter correct Academic Standing Action  
Uncheck Manual Override  
SAVE

11. Dale gives the amnesty form to Michele. She sends an email notifying the student that the amnesty has been granted to the Eaglemail account.

12. Amnesty form is filed in student's vertical or on the R-drive.