UMSL | Advanced Credit Program

ONLINE REGISTRATION and APPROVAL SYSTEM

Step one:
Click the link in the email and log in using your
SSO ID and newly created password

Log In

Advanced Credit Counselor Page : Login

SSO

[SSO]

Password

[Password]

[Login]

Log in using your SSO ID and password

Contact UMSL ACP   Log Out

This is an overview of the counselor approval page. The rest of the slides will cover this page in greater detail

Advanced Credit Counselor Page : Counselor Approval

Your high school here Representative: Please review each of the below student's high schools and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

List Type

Students Needing Approval

Student's name (as entered on application)

Student's UMSL ACP courses (as entered on application)

Hardcopy parent approval form (try to avoid using this)

Counselor approval

Student's date of registration

Parental approval

Link to send parent REMINDER permission email

application #

Search

parent email address (as entered on application)

APP #	Name	Counselor Approved	Parent Approved	Courses	Entry date	Email Parent Link	Create Approval Form	Parent Email
87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send Email	Create Form	fake.person@gmail.com
87518	Jones, Sue	Not Approved	Y	FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzz rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

Advanced Credit Counselor Page : Counselor Approval

Your high school here   Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

List Type

Students Needing Approval

1. When you click on the APP#

Search

2. When you click a Counselor Approved line item

APP #	Name	Counselor Approved	Parent Approved	Courses	Entry date	Email Parent Link	Create Approval Form	Parent Email
87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send	Create	fake.person@gmail.com
87518	Jones, Sue	Not Approved	Y	FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzzrod	Not Approved	Y	ENGL 1170, FRENCH 1002 SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

Click forward arrow to advance

Need help

UMSL | Information Technology Services

When you click on the App#

Contact UMSL ACP   Log Out

Advanced Credit Counselor Page : Transaction Detail

Details of Registration Transaction 122270
Student Student Last, Student First as entered on application   UMSL Student NO.
School High School - selected by student on application   Birthdate: MM/DD/YYYY - student's date of birth, as entered on application

Transaction 122270 - Fall 2016 ACP Course Registrations for **Last name, First name**

ACP Crs trankey	UM Curr	UM course	UM refno	HS course	Date	UM ID	Feed date
139019	SPANISH	1002	10957	SPANISH 4	2016/09/06 05:16 PM		2016/09/22 07:53 AM

An itemized course list will appear in a separate window

When you click on a "counselor approved" line item

A dropdown menu will appear

APP #	Name	Counselor Approved	Parent Approved

Choose:
- **Approved** - if the student is a sophomore with a GPA of 3.0 or higher OR if the student is a Jr. or Sr. with a GPA of 2.5 or higher
- **Denied FRSHMN** - if the student is a freshman
- **Denied GPA** - if the student does not meet GPA requirements
- **Ignore** - if the student has chosen not to participate, but already created an online application

Not Approved

- Approved
- Not Approved
- Denied FRSHMN
- Denied GPA
- Ignore

N

Y

87497   Ramirezebra, Bettezzzrod   Not Approved   Y

Advanced Credit Counselor Page : Counselor Approval

Your high school here   Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

List Type

When students register online, a parent/ legal guardian approval email is auto generated and emailed to the parent email address listed on the application

In the link in the email, parents can click:
- *"agree and submit electronic signature"*
  OR
- *"do NOT agree - my student CANNOT ENROLL"*

The Parent Approved column will list:
- *N - if they have not yet agreed or disagreed*
- *Y - if they have agreed*
- *D - if they disagreed (said "NO" their student cannot participate in the UMSL ACProgram)*

APP #	Name	Counselor Approved	Parent Approved	Courses	Entry date	Email Parent Link	Create Form	Parent Email
87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send Email	Create Form	fake.person@gmail.com
87518	Jones, Sue	Not Approved	Y	FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzz rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

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Advanced Credit Counselor Page : Counselor Approval

Your high school here   Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

Students Needing Approval

- *If the Parent Approved column lists an "N" (they have not yet approved or disapproved) and you want to send them a reminder email...*
- *simply click "Send Email" in the Email Parent Link column and it will auto-generate and auto-send the parent permission email to the parent/legal guardian's email address, as entered on the student's application and listed in the Parent Email column on this page*

APP #	Name	Counselor Approved	Parent Approved	Courses	Entry date	Email Parent Link	Create Approval Form	Parent Email
87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send Email	Create Form	fake.person@gmail.com
87518	Jones, Sue	Not Approved	Y	FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzz rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

Advanced Credit Counselor Page : Counselor Approval

Your high school here　Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

If the parent/legal guardian is not tech savvy and is unable to open the email and/or approve or disapprove, you can click "Create Form" to print an old fashioned hard copy permission form that will need to be signed and returned to our office prior to the registration close date.
PLEASE ONLY DO THIS AS A LAST RESORT

Students

Search

APP #	Name	Approved	Approved	Courses	Entry date	Email Parent Link	Create Approval Form	Parent Email
87557	Fake, Person A	Not Approved		FRENCH 1002	10/17/2016	Send Email	Create Form	fake.person@gmail.com
87518	Jones, Sue	Not		FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzz rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

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Example hard copy permission form
ONLY USE AS A LAST RESORT

Advanced Credit Program (ACP)
Parental Approval Form
University of Missouri-St. Louis (UMSL) Dual Credit College Courses

THIS PAGE MUST BE COMPLETED, PRINTED OUT AND MAILED OR FAXED TO:
Mailing Address :　UMSL Advanced Credit Program　　FAX Number: 314-516-7004
　　　　　　　　598 Lucas Hall
　　　　　　　　1 University Blvd
　　　　　　　　St. Louis, MO 63121-4400　　　　Online Application:87579

Student Name : Bonner	Connor
Last Name	**First Name**

Dear Parent/Legal Guardian:

By signing this Permission Form, you are recommending that your student be permitted to register in a UMSL college course. If your student is accepted and enrolled in the course, a fee will be assessed and you, as parent or guardian, agree to accept responsibility for payment. No payment is due at the time of registration. Your student will be invoiced by the University. **Please note:** According to FERPA, at the secondary school level, parents have a right to review student records but that right is transferred to the student at the post-secondary school level. Your signature signifies you understand the necessity to obtain your student's permission for UMSL to discuss your student's records with you.

Parent/Legal Guardian Signature: _____

Name of High School　　　　　Current Semester

UM Department/Course No.	UM Course Title	High School Teacher	Refno	Credits	Cost
1. ENGL 1100	First-Year Writing	Brown, Bob	10569	3	$192.00
2. MATH 1800	Anal Geom & Calculus I	Sue, Sally	10848	5	$320.00
3. MATH 1030	College Algebra	Lamb, Mary	11409	3	$192.00
4.					
			Estimated Total Cost*		$704.00

*This is an estimated total cost. You will receive a bill in the mail, and the cost may be more or less than listed here.

Advanced Credit Counselor Page : Counselor Approval

Your high school here   Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

If the parent fails to complete the online approval, and they sign the hard copy permission form instead, YOU, as the counselor, still have to approve them in the online system.

List Type

Students Needing Approval

Search

APP #	Name	Counselor Approved	Parent Approved	Courses	Entry date	Email Parent Link	Create Approval Form	Parent Email
87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send Email	Create Form	fake.person@gmail.com
87518	Jones, Sue	Not Approved	Y	FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzz rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

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Contact UMSL ACP   Log Out

Click here to filter the students who appear on your list

Advanced Credit Counselor Page : Counselor Approval

Your high school here   Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

List Type

Students Needing Approval
Students Needing Approval
Approved Students
All Students

As online student applications upload and you and parents electronically approve their UMSL ACP participation, you may want to sort your list by:
• Students Needing Approval,
• Approved Students, or
• All students

Search

APP #	Name	Counselor Approved	Parent Approved	Courses	Entry date	Email Parent Link	Create Approval Form	Parent Email
87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send Email	Create Form	fake.person@gmail.com
87518	Jones, Sue	Not Approved	Y	FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzz rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

Advanced Credit Counselor Page : Counselor Approval

Your high school here   Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

List Type

Students Needing Approval

- If a student's name does not appear on your list, the student HAS NOT successfully registered online for ACP credit.
- All students must register online and receive electronic parental approval prior to the registration deadline in order to participate
- If you realize a student entered their name or courses incorrectly on the application, CALL or EMAIL the ACP office for correction
- **Avoid the use of hard copy documents whenever possible**

APP #	Name	Counselor	Parent	Courses	Date	Email Parent Link	Create Approval Form	Parent Email
87557	Fake, Person A					Send Email	Create Form	fake.person@gmail.com
87518	Jones, Sue			FRENCH 1002	08/20/2015	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bette rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	08/30/2016	Send Email	Create Form	joesdad@gmail.com

- *The student completed their online registration*
- *The parent/legal guardian submitted electronic approval*
- *You submitted electronic approval*
- *NOW WHAT?*

Advanced Credit Admin : Student List

Semester
Fall 2016

High School
St. Louis area school

List Type
Students

2016 Fall Semester

High School: **St. Louis Area High School**
(count = 101) 100 Confirmed | 1 Unconfirmed | 0 Ignored | 0 Denied |

1) ACP staff members log in, choose the correct semester, and high school from drop down lists, and see if the counselor and parent have both approved
2) If both columns list a "Y", we look over their application and switch their "status" from "Unconfirmed" to "Confirmed"
3) After we "confirm" students, their info **feeds** from the ACP registration system to UMSL's centralized MyView system
4) The student will receive a billing statement in the mail after the registration period closes

St. Louis Area High School

ACP_ID	Entered	Name	Couns	Parent	Status	Birthdate	Crs	Note	UMSL ID	Feed Dt	HSgrYR	Email
325615	09/07/2016	Smith, Jane	Y	N	Unconfirmed	08/10/1998	Y		18121212	NOT FED	2017	jane.smith@gr
568856	08/18/2016	Doe, John	Y	Y	Confirmed	07/27/2000	Y		18123456	09/29/16	2018	john123@hotr
236589	09/07/2016	Williams, Bob	Y	Y	Confirmed	04/09/1999	Y		18654321	09/29/16	2017	bobby99@em

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What if the parent/legal guardian insisted on turning in a hard copy permission form instead of submitting electronic approval via the email link?

Advanced Credit Admin : Student List

Semester
Fall 2016

High School
St. Louis area school

List Type
Students

2016 Fall Semester

High School: **St. Louis Area High School**
(count = 101) 100 Confirmed | 1 Unconfirmed | 0 Ignored | 0 Denied

Once the ACP office receives a hard copy parent permission form and you, the counselor, have changed their online status to "Approved" in the counselor column, the UMSL ACP office staff will "confirm" (approve) them in the online registration system, the same as if the parent had approved electronically.

The first line below (Smith, Jane) is an example of this:
- The counselor approved *online*, so it shows a "Y"
- Because the parent did not approve or disapprove *online* via the email link, the parent column still shows an "N". Unless they approve online via the email link, it will remain an "N", even if we receive a hard copy permission form, *but ...*
- The student status has been switched from "Unconfirmed" to "Confirmed" by the ACP staff because we received the hard copy parent permission form

St. Louis Area High School

ACP_ID	Entered	Name	Couns	Parent	Status	Birthdate	Crs	Note	UMSL ID	Feed Dt	HSgrYR	Email
325615	09/07/2016	Smith, Jane	Y	N	Confirmed	08/10/1998	Y		18121212	09/29/16	2017	jane.smith@gr
568856	08/18/2016	Doe, John	Y	Y	Confirmed	07/27/2000	Y		18123456	09/29/16	2018	john123@hotr
236589	09/07/2016	Williams, Bob	Y	Y	Confirmed	04/09/1999	Y		18654321	09/29/16	2017	bobby99@em

You can export the list to an Excel Spreadsheet for your own record keeping purposes

Advanced Credit Counselor Page : Counselor Approval

Your high school here Representative: Please review each of the below student's high school files and indicate whether or not they meet GPA requirements and you recommend their registration for ACP courses.

List Type

Students Needing Approval

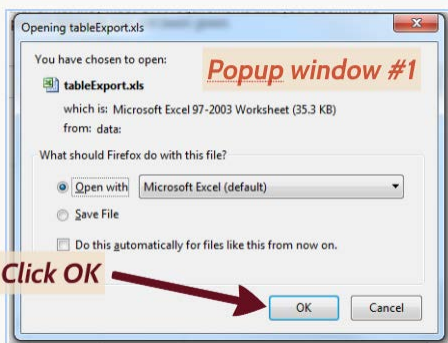**1) Click on the far right dropdown option**

2) Choose MS-Excel

3) A pop up window will appear asking if you want to open with Microsoft Excel. Click OK
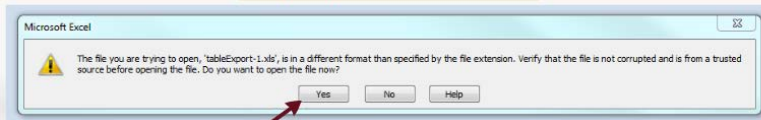
Search

JSON
XM
CSV
TXT
SQ
MS-Excel

4) If another popup window appears, click Yes

APP #	Name	Approved	Approved	Courses	Entry date	Email Parent Link	Create Approval Form	P
87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send Email	Create Form	fa
87518	Jones, Sue	Not Approved	Y	FRENCH 1001	08/30/2016	Send Email	Create Form	jones123@hotmail.com
87497	Ramirezebra, Bettezzz rod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	08/12/2016	Send Email	Create Form	Bette007@yahoo.com
87517	Smith, Joe	Not Approved	N	FRENCH 1001	08/30/2016	Send Email	Create Form	joesdad@gmail.com

Click forward arrow to advance

Opening tableExport.xls

You have chosen to open:

tableExport.xls

which is: Microsoft Excel 97-2003 Worksheet (35.3 KB)
from: data:

What should Firefox do with this file?

○ Open with   Microsoft Excel (default)
○ Save File

☐ Do this automatically for files like this from now on.

Popup window #1

Click OK   OK   Cancel

Popup window #2

Microsoft Excel

⚠ The file you are trying to open, 'tableExport-1.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes   No   Help

Click Yes

You now have an Excel spreadsheet of all students who are currently registered ONLINE. It can be sorted, printed, and/or saved

	A	B	C	D	E	F	G	H	I
1	APP #	Name	Counselor Approved	Parent Approved	Courses	Entry date	Email Parent Link	Create Approval Form	Parent Email
2	87557	Fake, Person A	Not Approved	N	FRENCH 1002	10/17/2016	Send Email	Create Form	fake.person@gmail.com
3	87518	Jones, Sue	Not Approved	Y	FRENCH 1001	8/30/2016	Send Email	Create Form	jones123@hotmail.com
4	87497	Ramirezebra, Bettezzzrod	Not Approved	Y	ENGL 1170, FRENCH 1002, SPANISH 1002	8/12/2016	Send Email	Create Form	Bette007@yahoo.com
5	87517	Smith, Joe	Not Approved	N	FRENCH 1001, PHIL 1120	8/30/2016	Send Email	Create Form	joesdad@gmail.com
6									
7									

If you have any questions, please call or email the ACP office:

- 314-516-6886
- 314-516-7005
- elizabeth.diamond@umsl.edu
- fraizerk@umsl.edu