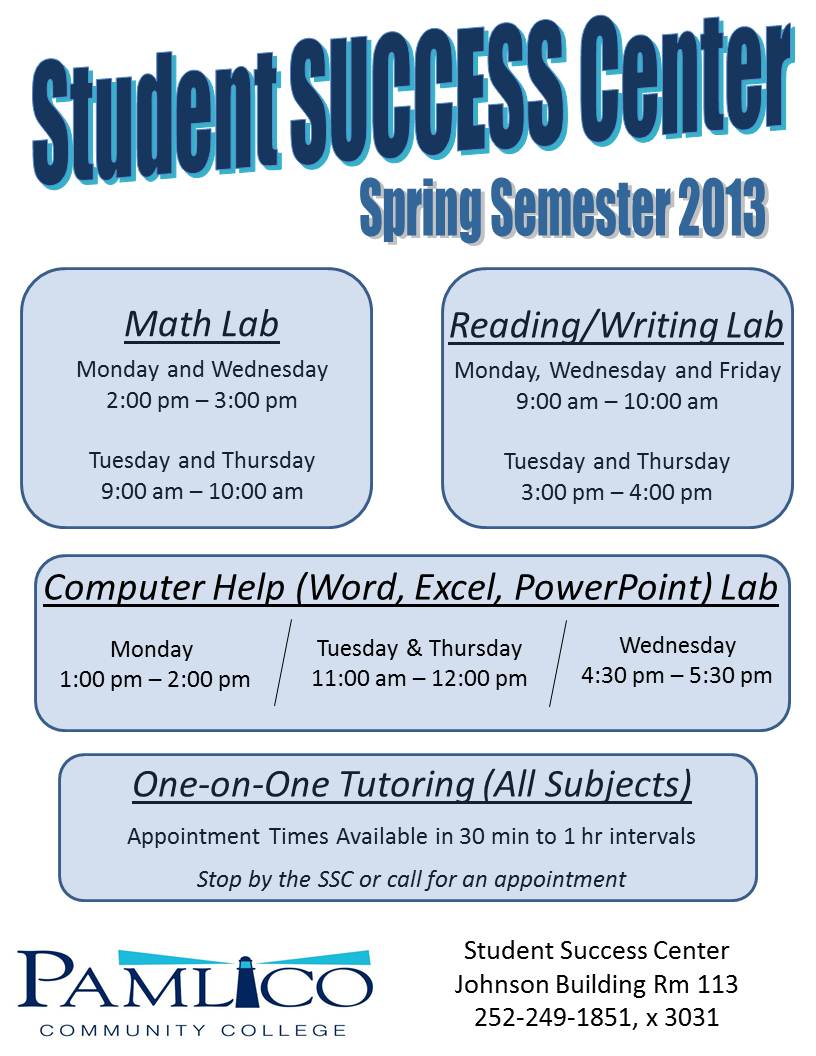
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**Student Program Evaluation using (PSPR)**

**How to pull an evaluation document in Datatel Colleague**

* **Datatel Colleague**: Go online and go to the Datatel Colleague site (<http://informer.pamlicocc.edu:55500/UIproduction/index.htm>). Click on “Begin.” Log into Datatel Colleague. In the top left hand corner you will see “Select Form.” Click on the arrow in that box, select “PSPR: Proposed Student Program,” and click on the select button.
* In the “Person Lookup window”, type in the students’ name with the last name first and click okay. Check the box of the student you wish to select. Go to the bottom of that page and click “Open.”
* In the “Academic Program LookUp Window”, type in your program code. If you look at the screen, you will see some of the student program codes that the student you are looking up is associated with. Look for the code in the Number 1 spot. For an EDU student, the EDU Program Code is A55220. The “A” stands for associate degree. Near that column, you will see the “catalog column” that will show you what their catalog year is. Remember this year. Type in the program code and click “okay”. You will now have a screen with several different catalog years to choose from. Pick the year I told you to remember. Go to the bottom of that page and click “Open.” The screen will say “The student is already associated with this program.” Click “okay.”
* Look to the bottom left of the screen for “evaluate.” Click of the search icon. You are now in the “EVAL- Evaluate Student Program” tab. In this new window, look top center and select the “save all” button. You now can look at the courses the student has taken toward the completion of their degree. You can also see what courses they are currently taking.
* If you would like to print this information, click the top center button labeled “Export PDF.” In the new window that appears, make your printing choices and click the “create PDF” button. Move your mouse to the bottom middle of the page and a printer icon will appear. Click it to print.

**Check the Evaluation Form: What to Look For**

* Check to make sure each student is listed in the **proper academic program with the proper advisor**. **Failure to do this can lead to courses not being paid for by financial aid**. Financial aid only pays for courses required in the students program of study. If the program or listed advisor are incorrect, have the student go to Student Services and fill out a **Change of Student Information Form**.
* **Make note of what academic catalog the student is listed under**. This is important for financial aid reasons. If they take a course that is not required under that years’ academic catalog, the course cannot be paid for by financial aid. This simple and easily made mistake directly leads to student dissatisfaction with the college. If a change in academic catalog is needed, have the student fill out and sign the **PCC Change of Academic Catalog Form**. **Return this signed document to the college registrar as soon as possible (beginning of the semester before the 10% point) in order for the proper changes to be made.**
* Look over the student’s evaluation form to make sure that you are registering them for courses that are a part of their program of study. Failure to do so results in the course not being paid for by financial aid.
* If you allow a student to substitute one course for another, you must fill out the **PCC Curriculum Course Substitution Form** and return it to the college registrar in order for her to make the proper changes. **Be sure to do this at the beginning of the semester before the 10% point to better satisfy financial aid rules and regulations. Do not wait.**
* At the end of the evaluation form, there is a section call “Other Courses”. You should only see developmental courses and repeated courses in progress (RP) listed here. If you see anything else listed, see the registrar about the course in order to have it properly placed on the evaluation form.

