

To assign an Inactive Program to a student for graduation:

Note – In SPRO, you can ONLY assign an ACTIVE program to a student. This is a problem when a student has been at Cabrillo for sometime, and has catalog rights to a program that has been inactivated since they began it. Follow the steps below to assign an Inactive Program to a student for graduation:

1. SPRO
2. Student ID # or SS#
3. Field Jump (F4) to Field 2
4. Use down Arrow key to get to a blank field
5. F2 (detail in)
6. Type “A” for Add
7. Type (department) + ...
8. Now you will see ALL the programs within that department, active and inactive, and you can choose the proper program for the student.