SBCTC Plan Status Request

In this tutorial, you will see how to use the new Apply or Remove Last Admit Term (LAT) request form and process for plan status requests.

Apply or remove LAT

1. Plan Status Requests
2. Form Outline
3. Process for Plan Status Requests

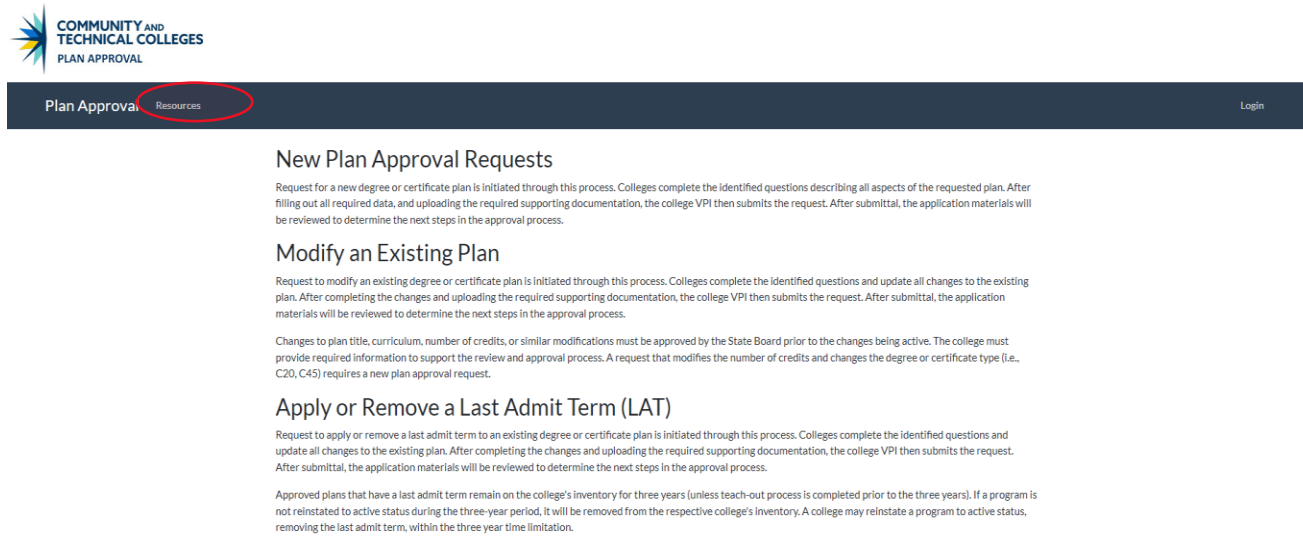## Apply or Remove LAT Requests

Request to apply or remove a last admit term to an existing degree or certificate plan is initiated through this process.

Approved plans that have a last admit term remain on the college's inventory for three years (unless teach-out process is completed prior to the three years). If a program is not reinstated to active status during the three-year period, it will be removed from the respective college's inventory. A college may reinstate a program to active status, removing the last admit term, within the three-year time limitation.

Please refer to the **PAR Guidelines** for more information about the plan status process.

Accessing the Apply or Remove LAT Form

Before a college can access the Plan Approval forms, they must have credentials as a user to log in. To be added as a user, please contact your college administrator (list of college administrators located under the **Resources** tab) of the Plan Approval site (image below).

Refer to the **College Management Tutorial** located under the **Resources** tab for more information about access to the site and the different roles.

If you are unable to login to the form, please email programapproval@sbctc.edu for guidance.

A.

Apply or Remove LAT Request

Login

1. Once logged in, on the **Plan Approval** page, select the **Apply or Remove LAT** link located at the top of the page (visual B below).
2. On the **Apply or Remove LAT** page, enter the plan code of the plan you want to modify and select Search (visual C below). If you do not know the plan code, please email programapproval@sbctc.edu for guidance.

B.

C.

Apply or Remove LAT Request
ctcLink Fields

1. You will make your plan modification request on the **Add/Remove LAT** page. The fields on this page are what will be entered into ctcLink (visual D below).
2. Please refer to the **PAR Guidelines** and view the **PAR Form Key Terms** to learn more about each field on this form.
3. When finished, ensure that your VPI (or VPI designee) has reviewed and approved the request before selecting the **Submit Update** button. Once submitted, your request will be reviewed by SBCTC (visual D below).

D.
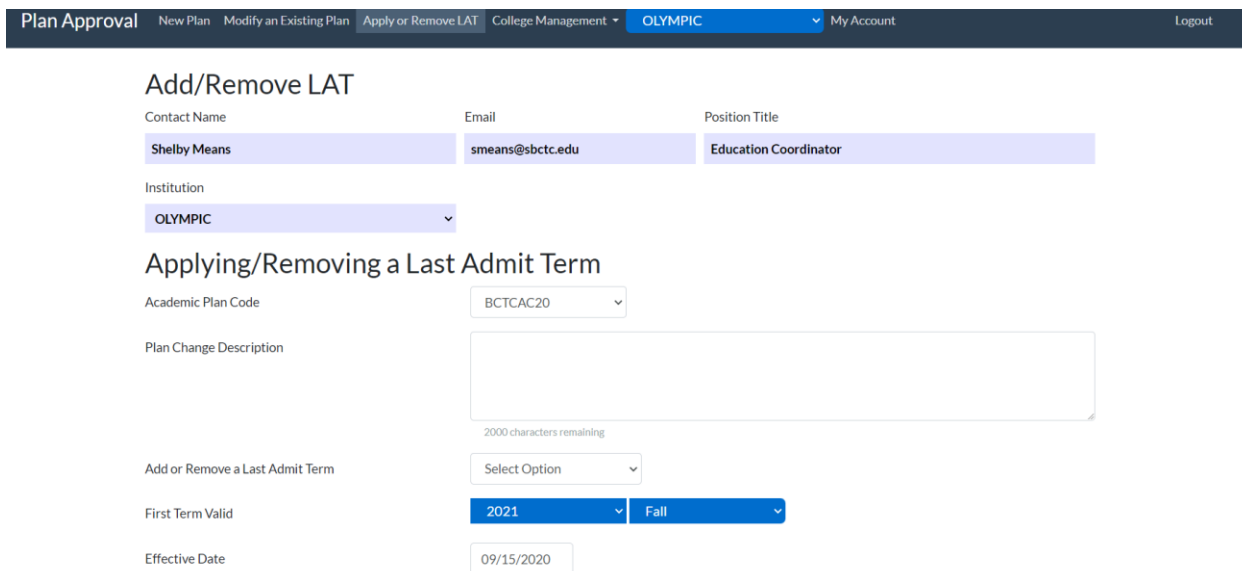
How many active students in plan?

Program Type   Select Program Type

Is this plan offered in partnership with another college?   ☐

Partnership College   Select College

What is your status in the partnership?   Select Status

Is this program being offered as an apprenticeship or pre-apprenticeship?   N/A

Partner Agency

Plan has a PRQ plan code?   ☐

Program Aligned to approved bachelors?   ☐

Enter Plan Code of Bachelors program

Will only show on a return status
Return notes

2000 characters remaining

Will only show VPI user
VPI Approval   ☐   Check only when ready to submit

Submit Update

Apply or Remove LAT Request

Process and Timeline

1. SBCTC will begin processing your request once you submit the completed form.
2. A copy of your request will also be sent to the individuals at your institution that are identified as departmental contacts on the Applying/Removing a Last Admit Term form as well as your campus VPI.
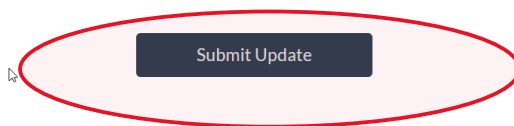3. SBCTC staff will be in contact with you promptly as to next steps and communication will be via the programapproval@sbctc.edu email.
4. Once any questions are answered and further information is collected, SBCTC will submit a ticket via the Solar Winds ticketing system. Your Solar Winds contact listed on the form will be added as the client to the ticket and you will be copied to the ticket as well.
5. Once a ticket is submitted, communication will begin with the Solar Winds ticketing system.
    a. *Please note that you must have full access to the Solar Winds ticketing system if you want to view the ticket in detail and respond via the ticketing system yourself.*
        i. *To obtain access, please contact your ctcLink College Leader.*
6. Once the existing plan is modified in ctcLink, the college will need to review the change and confirm that the information in ctcLink is correct. Once reviewed and confirmed, the ticket will be resolved. This will serve as the formal approval of the plan modification.