

## CLEAR STUDENT ON SPAAPIN FOR FUTURE TERMS

It is best to follow the procedures below so that the current term record is not accessed.

When clearing a student for registration on SPAAPIN for the next term, follow these procedures:

1. In the **Key Block**, enter the **Term** for which you are clearing the student (e.g., 201810). Tab to the **ID** and enter the student's "U" number or name.
2. Block Next.
3. If "**Term Code**" has the term for which you are clearing and "**TREG**" is in the **Process Name** for that term, go to "**Record**" on the toolbar and select "**Remove**" to remove the TREG.
4. Enter the future term in the **Term Code** field.
5. Tab to **Process Name** and enter "C."
6. Tab to **Alternate Pin** and enter your initials.
7. Save.

Remember to do steps 4 through 7 even if there is no "TREG" code. If you do not enter the "C" and your initials for the specific term, when the "TREG" process is run, the student will not be able to register.

**NEVER** type over a term in the "Term Code" because that will prevent a student from being able to drop. Previous semester codes should be left as a record of who cleared a student for those semesters.