9.2 Calculating SAP Per Student

Purpose: Use this document as a reference for how to calculate SAP per student in ctcLink. **Audience**: FA Counselor/Technician.

Note: Make sure grades or changes have been posted before running SAP.

You must have at least one of these local college managed security roles:

- ZC FA SAP Prcs
- ZD FA Director
- ZD FA SAP Prcs
- ZZ FA SAP Prcs

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Calculating SAP Per Student

Navigation: NavBar > Navigator > Financial Aid > Satisfactory Academic Progress > Maintain Student SAP Data

- 1. The Maintain Student SAP Data search page displays.
- 2. Enter student **ID**.
- 3. Enter the **Institution**.
- 4. Enter the **Academic Career** (UGRD).
- 5. Select **Search**.
- 6. The Student SAP tab displays.
- 7. Enter the **Process Term** value or use the lookup tool to find the appropriate term for SAP processing.
- 8. Select **Calculate SAP** to populate the SAP Calculation Results section with updated SAP information.
- 9. A message box labeled SAVED will flash briefly in the upper right-hand corner of the page.

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10. Process complete.