

How to Guide: ASU Specializations

What are ASU Specializations?

ASU Specializations are specific areas of focus of an approved degree program that allow students to cater their elective coursework to a specialized area. Academic units can create and update specializations during the catalog review cycle.

Creating ASU Specializations

ASU specializations are created in Peoplesoft via the Supplemental Applications tab. See <u>SAM-Supplemental</u> <u>Applications Manager Guide for Departments</u>.



To enter specialization information, Under the ASU Specializations box, click on the blue hyperlink titled "Specializations".

ASU Special	lization	
Display	Specialization Question Label	Response Required
	Please select	Specializations
		Specializations
		Specializations

A new screen will populate where specific specialization information can be added or removed. Units can create the name of their specializations by typing them into the label box. These will appear in a dropdown list when a student applies to the program, allowing them to select their desired specialization(s).

Enter Academic Plan Specializations

		Personalize	Find 💷 🔣	First 🕚 1-3	of 3 🕑	Las
Spe	cialization			Status		
1					× +	-
2					× +	
3					v 🛨	

Units can add specific questions to display for applicants and also choose if they require a response.

ASU Special	ization			
Display	Specialization Question Label	Response Required		
	What concentration do you intend to pursue?		Specializations	
	Do you intend to pursue a concurrent degree?		Specializations	
			Specializations	

ASU Specializations in Gportal

Once applicants apply and choose a specialization, they will display in Gportal. If a student's application is "In Progress" status (needing additional application materials for Graduate Admission Services), staff can go into Gportal and click on File Review to see the specialization(s) selected.

Favorites 🔻	Main Menu 🔻	> ASU Custo	mizations 👻 🚿 ASU Adm	issions 🔻 🚿 Gportal Sear	rch			
ASL								
	_	_	_	_	_	_	_	_
Application Su	mmary							
Emplid:						File Review	Print Page	A
ASU ID/ASURIT	TE:		Acad Career: Graduate	Application Nbr:		External App Nbr:		

File Review				
Empl ID				
Emprio				
Career	Graduate	Student Car Nbr	0 Application Nb	Req Term 2217
Test Score				
Waive GR Requirem L	EOR Test Score ent: Jser ID	Last Updat	ر الروم المراجع	pdate Test Score Rqmt
Specializatio	ons			
Specializa	tion To be decid	ed	Q 🔨	Save
Specializa	tion 2		Q	
Specializa	ition 3		Q	

Clicking on the magnifying glass icon will populate a dropdown list of ASU specializations associated with the degree program.

Look Up Specialization	×
Search by: Specialization begins with	Help
Look Up Cancel Advanced Lookup	
Search Results	
View 100 First 🕚 1-12 of 12 🕑 Last	I
Specialization Business Analytics	
Concurrent Degrees: MBA/JD Sandra Day O'Connor College of Law	
Concurrent Degrees: MBA/MD Mayo Clinic School of Medicine	
Concurrent Degrees: MBA/Master of Legal Studies	I
Consulting	
Entrepreneurship	
Finance	I
Information Management	I
Marketing	I
Supply Chain Management	
To be decided	I
	I
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	.::

If a student's application status in Gportal is in "Final/Matriculate", click on the View Rec button. Under the Recommendation tab and under Plan/Campus, you can see the specialization chosen by the student.

Favorites 👻 Main Menu 🔹 💫 ASU Customizations 🔹 > ASU Admissions 🔹 > Gportal Search	
ISI	
Application Summary	
Emplid: File Review View Rec	Print Page
ASU ID/ASURITE: Acad Career: Graduate Application Nbr: External App Nbr:	ī
Recommendation Deficiencies/Provisions	
	Submit
EmpliD:	
Career: Graduate Adm App Nbr: Status: Committee Committee:	GRBU
Plan / Campus Find View All First 4 1 of 1 1 Last	
Plan BAFULLMBA W. P. Carey MBA - Full Time	
Campus TEMPE ASU at Tempe	
Specialization Finance	
Location None	
Change Plan	
Change Campus Y	
Change Specialization V	
Change Location Y	

If a unit wants to admit the student to a different specialization, they can click on the drop down under Change Specialization to select it.

ASU Specializations in iPOS

Once a student has been matriculated, their specialization is displayed on the iPOS and Manage Student Search page.

POS Search Results						
Return to Search		Status of Milestone		٩		
Academic Plan Milesto	one Status Show All					
Empl ID \diamond Name \diamond	Academic Plan 🛇		Primary 🛇	Campus 🛇	Location \diamond	Specialization ♦
	BAFULLMBA	W. P. Carey MBA (MBA)	Yes	TEMPE	None	Business Analytics

If a specialization needs to be updated on the student iPOS, go to the Profile Tab, then click Student Profile. On this page you should see the specialization currently selected.

			iPC	S Student Profile	
Campus/Location Tempe Status Approved	Plan W. P. Carey MBA - Full- Requirements 60 credit hours	-Time Program s including the required capstone course	e (MGT 589)		
A Welcome					A
🛓 Profile 🔨 ^	Student Profile				
Student Profile	Program Status Multiple Active Programs	Active in Program No	Requirement Term Admit Term	2021 Fall 2021 Fall	
Student Program Plans	Degree Progress Informatio	on			
Degrees Earned	iPOS Status	Approved	Maximum Time Limit	2027 Summer 🗸 🗸	
Profile Summary	iPOS Status Date Continuous Enrollment	12/17/2021 Met	Anticipated Graduation Applied to Graduate	2023 Spring	
Degree Requirements	Specialization	Business Analytics	Q Degree Checkout Status		
Courses V					

To make an update, click on the magnifying glass icon, a list of ASU specializations associated with this degree program will appear for review.

Cancel	Lookup
Search for: Specialization	
Search Criteria	
▼ Search Results	
Specialization \diamond	
Business Analytics	
Concurrent Degrees: MBA/JD Sandra Day O'Connor College of Law	
Concurrent Degrees: MBA/MD Mayo Clinic School of Medicine	
Concurrent Degrees: MBA/Master of Architecture	
Concurrent Degrees: MBA/Master of Legal Studies	
Consulting	
Entrepreneurship	
Finance	
Information Management	
Marketing	
Supply Chain Management	
To be decided	

Make the appropriate specialization selection and click Save.

Student Profile				
Program Status	Active in Program		Requirement Term	2021 Fall
Multiple Active Programs	No		Admit Term	2021 Fall
Degree Progress Information	on			
iPOS Status	Approved		Maximum Time Limit	2027 Summer V
iPOS Status Date	12/17/2021		Anticipated Graduation	2023 Spring
Continuous Enrollment	Met		Applied to Graduate	
Specialization	Entrepreneurship	م	Degree Checkout Status	
Student Information				
Primary Name	Asutosh Mishra			
Preferred Name	N/A		Classroom Location	None Q
Residency	International		Appointment Details	Grad Teaching Assistant
Email Address	PSNoMail@asu.edu			
Telephone	480/555-9883			
		Cancel	Save	

If you refresh the search for the student, the iPOS will now reflect the updated ASU specialization.

_	Academic Plan	Milestone Status	Show All						
	Empl ID 🛇	Name 🗘	Academic Plan \diamondsuit		Primary 🗘	Campus 🗘	Location \diamond	Specialization 🛇	
	1221443418	Mishra,Asutosh	BAFULLMBA	W. P. Carey MBA (MBA)	Yes	TEMPE	None	Entrepreneurship	

Questions?	Email	grad-gps@asu.edu
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