

Instructions:

Step 1: Download a copy of this spreadsheet
Step 2: Complete Columns A-I; Individual column instructions can be found in Row 3
Step 3: Submit completed form to CS Support via a Service Desk ticket using the following request type: ctcLink Support > Campus Solutions > CS: FA Preparatory Loan Academic Plan

Institution Information			Academic Plan Configuration					
Institution Code	Has college confirmed the degree the student is completing at an external institution is financial aid eligible? <small>Select from drop-down</small>	First Term to be Used <small>Enter Term and Term Description</small>	Academic Program <small>Select from drop-down</small>	CIP Code <small>Must come from federally recognized list</small>	CIP Code Description <small>Must come from federally recognized list</small>	Program Length Type <small>Provide the Program Length Type for the degree the student is completing at their external institution</small>	Program Length Value <small>Provide the Program Length Value for the degree the student is completing at their external institution</small>	SULA Special Program Indicator <small>College Financial Aid office to provide the applicable SULA value.</small>
<i>Example: WA123</i>	<i>Yes - College confirmed external degree is FA eligible</i>	<i>2231 Winter 2023</i>	<i>BCHLR</i>	<i>45.0603</i>	<i>Econometrics and Quantitative Economics</i>	<i>Years</i>	<i>4</i>	<i>Prep Coursework-Undergraduate</i>

Example row