



How do I change a student's plan?

Navigation: Records and Enrollment > Career and Program Information > Student Program Plan

Locate student on the search page

- Step 1: Insert a row by clicking on the **+**
- Step 2: Use the look up to select the **First Term Active** for the term you want to make the change.
- Step 3: **Tab** out of that field

The Effective date field will automatically populate with a date, the start date of the term for the term you entered.
- Step 4: Use the Populate the **Program Action** field with PLNC

Your page should look similar to the one below.

The screenshot shows the 'Student Program Plan' interface for Stella Rose (ID: 10716784). The interface includes tabs for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The student's academic career is 'Undergraduate' with a 'Career Requirement Term'. The status is 'Active in Program'. A red box highlights the 'First Term Active' field (value: 1118), the '*Effective Date' field (value: 09/06/2011), and the '*Program Action' field (value: PLNC). Another red circle highlights the '+ -' navigation buttons. The '*Program Action' field is set to 'Plan Change'. Other fields include 'Action Reason', '*Academic Institution' (NYUNV - New York University), '*Academic Program' (UARTS - UA-Coll of Arts & Sci), '*Admit Term' (1108 - 2010 Fall), 'Requirement Term' (1108 - 2010 Fall), 'Expected Grad Term', '*Campus' (WS - Wash Sq), and '*Acad Load' (Full-Time). An 'Admissions' section is also visible with a 'From Application' checkbox and application numbers.

Step 5: Click on the Student Plan tab

When you insert a new row the data is copied from the initial row to the new row. You are able to add new data (for example add a minor) or you can change the plan to something different. The example below shows the information from tab 1 (student program page) and it also shows what the student's current plan (major approved) is.

If you want to change the students major from what it is currently to something else follow the steps below.

Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Stella Rose		10716784		
Academic Career:	Undergraduate	Student Career Nbr:	0	Car Req Term:
Find View All First 1 of 2 Last				
Status:	Active in Program	Admit Term:	2010 Fall	
Effective Date:	09/06/2011	Effective Sequence:	1	
Program Action:	Plan Change	Action Date:	08/03/2011	
Action Reason:		Requirement Term:	2010 Fall	
Academic Program:	UA-degree			
Find First 1 of 2 Last				
*Academic Plan:	UAANLIBA	Anthropology and Linguistics	Major Approved	
*Plan Sequence:	10	Degree:	BA	
*Declare Date:	09/07/2010	Degree Checkout Stat:		
*Requirement Term:	1108	Student Degree Nbr:		
*Advisement Status:	Include	Completion Term:		

Step 1: Click on the button which will remove the data from the Academic Plan field so that you can replace it.

When you click on the button you will get this warning. Click OK to proceed.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

The page will now look like below - the Academic Plan field is empty

*Academic Plan: + -
*Plan Sequence:
*Declare Date:
*Requirement Term:
*Advisement Status:
Degree: _____
Degree Checkout Stat: _____
Student Degree Nbr: _____
Completion Term: _____

Step 2: Add a new Academic Plan (major/minor) by clicking on the look up. This page will come up. Use the Academic Plan Type drop down to choose.

Major Approved - Student's Primary Major (code typically ends with degree code, BA, BS, CERT, PHD, etc.)

Major Unapproved – Typically Non-Degree type majors (typically ends in NODE)

Non-Primary Major – Student Secondary Majors (code typically ends in –S)

Minor – Student Minors (code typically ends in –M)

Undergraduate Student Career Nbr: 0 Car Req Term: _____

Look Up Academic Plan

Academic Plan: begins with
Description: begins with
Academic Plan Type: = Major Approved

[Basic Lookup](#)

Search Results
Only the first 300 results can be displayed.
View 100 First 1-300 of 300 Last

Academic Program	Academic Plan	Description	Academic Plan Type	Degree
CDENT	CDDHANCERT	Dental Hygiene-Anesthesia	Major Appr	CERT
CESCP	CEACCTCERT	Accounting	Major Appr	CERT
CESCP	CEACFPCERT	Advanced Contemp Film Producti	Major Appr	CERT
CESCP	CEACPCERT	Adult Career Plan & Dev	Major Appr	CERT
CESCP	CEADASCERT	Administrative Assistant	Major Appr	CERT
CESCP	CEADDCERT	Adv Certificate in Graphic Des	Major Appr	CERT

Step 3: Pick Plan from list by clicking on blue link

The screenshot shows a table with one row of data. The fields are: *Academic Plan: UASOCABA (with a search icon), Social & Cultural Analysis, Major Approved (with a blue plus icon and a minus icon); *Plan Sequence: 10; Degree: BA; *Declare Date: 09/06/2011 (with a calendar icon); Degree Checkout Stat: (empty); *Requirement Term: 1108 (with a search icon), 2010 Fall; Student Degree Nbr: (empty); *Advisement Status: Include (with a dropdown arrow); Completion Term: (empty). The top right corner shows 'Find', 'First', '1 of 1', and 'Last'.

Step 4: If you want to add a minor click on the  to insert another row. Use the steps below to make selection.

The screenshot shows a table with two rows of data. The first row is: *Academic Plan: UASOCABA (with a search icon), Social & Cultural Analysis, Major Approved (circled in red, with a blue plus icon and a minus icon); *Plan Sequence: 10; Degree: BA; *Declare Date: 09/06/2011 (with a calendar icon); Degree Checkout Stat: (empty); *Requirement Term: 1108 (with a search icon), 2010 Fall; Student Degree Nbr: (empty); *Advisement Status: Include (with a dropdown arrow); Completion Term: (empty). The top right corner shows 'Find', 'First', '1-2 of 2', and 'Last'. A callout box labeled 'Row 1 Data' points to this row. The second row is: *Academic Plan: UAAMST-M (with a search icon, circled in red), American Studies, Minor (circled in red, with a blue plus icon and a minus icon); *Plan Sequence: 20 (circled in red); Degree: (empty); *Declare Date: 09/06/2011 (with a calendar icon); Degree Checkout Stat: (empty); *Requirement Term: 1108 (with a search icon), 2010 Fall; Student Degree Nbr: (empty); *Advisement Status: Include (with a dropdown arrow); Completion Term: (empty). A callout box labeled 'Row 2 Data' points to this row.

Note: When you insert multiple rows sequence numbers are used in Academic Advisement and a primacy is created when doing data entry here. The lowest plan sequence number (10) should be the Major Approved (or Major Unapproved). The next sequence (20) should be the non-primary (secondary) majors. When you insert a new row the system will automatically provide a sequence number and will increment by 10. Always confirm the lowest number (row) is the student's primary major.

Step 5: The Student Sub-Plan tab allows for changes to the sub-plans for each plan assigned to a student. Follow the same steps as above to add a sub plan to a student's record.

Step 6 Click the Save button on any of the pages to save the changes to the record.

The screenshot shows a navigation bar with several buttons: Save (circled in red), Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, and Include History.