Student Records
Adding Academic Plans to the Same Program Stack

Overview

This process will show how to add an academic plan to the same program stack.

- A plan change occurs when a student wishes to discontinue his or her current plan and begin a new plan.

- Any plan change can be classified under one of two broad categories:
  - A plan change in which the current plan is being replaced by a new plan under the same program as the current program.
  - A plan change in which the current plan is being replaced by a new plan under a different program than the current program.

NOTE: Be sure that you User Defaults are set for the Institution field. Within the Program/Plan Stack pages, if Institution is not defaulted, the program action/reason codes may not be available and/or your updates may not save properly.

Steps

Adding Academic Plans to the Same Program Stack

1. Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan.

2. Enter ID or Last Name and First Name.

3. Click Correct History.

4. Click Search.

NOTE: Be sure to check the Institution on the stack prior to making any updates. You should only update stacks for your own institution.

5. Click to add a new row to the Student Program.

6. Enter Effective Date. It defaults to the current date.

7. Enter “PLNC” (Plan Change) in Program Action.

8. Enter Action Reason.

NOTE: If this update is processed by the Recorder of the Academic Group, the Action Reason code should be “ACUN” (Academic Unit).

9. Click the Student Plan tab.

10. Click to add a new row to the Student Plan.

11. Enter Academic Plan.

12. Click Save.