Student Records
Multiple Institutions/Same Career

Overview

There are times when a student is pursuing a degree at his/her home campus and decides to take a class, in the same career, at a different institution.

**NOTE:** Be sure that your 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

Multiple Institutions/Same Career

1. Navigate to: **Records and Enrollment > Career and Program Information > Student Program/Plan**.
2. Click **Add a New Value**.
3. Enter **ID**.
4. Enter **Academic Career**.
5. Enter “1” in **Student Career Nbr** (Number).
6. Click **Add**.
7. Enter **Effective Date**. The **Effective Date** must be on or before the first day of classes for a given Term in order for the change to be effective for that Term.
8. Enter “**ACTV**” in **Program Action**.
9. Enter **Action Reason**.
10. Enter **Academic Institution**.
11. Enter **Academic Program**.
12. Enter **Admit Term**.
13. Enter **Requirement Term**.
14. Enter **Campus**.
15. Click the **Student Plan** tab.
16. Enter **Academic Plan**.
17. Click **Save**.

**NOTE:** If an error is made and another campus has loaded a program change on your campus' program/plan stack for a specific student, this will make any grade roster updates invalid which means the student will not be able to view his/her grades online. If this happens, the Registrar staff will have to confirm that this has occurred by going into the Admin page. The grades will not be displayed on this page. Also if you look at the grade roster for each course for this particular student, the **Status** on the roster will display "Error" instead of "Posted". To correct this issue, the campus in error will have to remove their incorrect data from the student's program/plan stack, and the Registrar's office of the original campus will need to go into the **Quick Enroll** page and add the grades to each course based on the values reflected on the grade rosters.