Student Records
Reinstating Discontinued Student Program/Plan

Overview

This process will show how to reinstate a student with a discontinued program/plan stack.

- Recorders in Schools/Programs should be able to reinstate discontinued student program/plans.
- If a student has not registered for two or more semesters, a batch job will automatically inactivate the student’s record by adding a row to the program/plan stack with a Program Action of “DISC” (Discontinued) and an Action Reason of “YOUT” (Year out). This indicates that the student has been discontinued because he/she has been out for at least a year. This is done primarily because, if the student returns, we may need to reevaluate credentials and residency.
- If you need to confer a degree or add some other activity to this student’s record you must first put the student’s record back in “active” status with a Program Action of “RADM” (Readmit).
- On some campuses, students who have been out for more than three years may require special handling. Contact the Office of the Registrar for these specific cases.

**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

Upgrading an Academic Program

1. Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan.
2. Enter ID or Last Name and First Name.
3. Click Include History.
4. Click Search.
5. Click + to add a new row to the Student Program.

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

6. Enter Effective Date. It defaults to the current 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.
7. Enter “RADM” (Readmit) in Program Action.
8. Enter “REIN” (Reinstate) in Action Reason.
9. Click the Student Plan tab. Be sure to check to see that the plan is the most recent version for the student program.
10. Click Save and the student’s program/plan is reactivated.
11. Term Activation can now be added. Contact the Office of the Registrar for a registration appointment if necessary. A registration appointment may not always be necessary, but a Term Activation is always necessary to allow the student to register.