Student Records
Two Program Stacks/Same Career

Overview
Students pursuing two degrees within the same career at the same institution need to have one program
stack created for each one of the academic programs to which the degree belongs.

NOTE: This process should NOT be used when a student completes an Associates
program/plan and wants to continue on to a Baccalaureate program/plan. In this
instance, a new stack should be started for the Baccalaureate program/plan once the
Associates degree is awarded and that program/plan stack is set to “Completed” status.

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
Create Two Program Stacks for One Career
1. Navigate to: Records and Enrollment > Career and Program Information > Student
   Program/Plan.
2. Click Add a New Value.

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

3. Enter ID or Last Name and First Name.
4. Select the Academic Career.
5. Enter “1” in Student Career Nbr (Number).
6. Click Add. The Student Program page will be displayed.
7. Enter Effective Date. It defaults to the current date.
8. Enter “ACTV” in Program Action.
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.
17. Click ![Save](image)

**View Both Program Stacks**

1. Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan.
2. Enter ID.
3. Click ![Search](image).
4. Click the program you wish to view.

**Dual Program Students**

When a student is active in two programs, the programs should be marked as Joint Program Approved by checking the box on the Student Program tab of both program/plan stacks. The other active program should also be listed in the Dual Academic Program box. This ensures that the stack where the student is not term activated will not be discontinued by the annual discontinuation process (DISC/YOUT). Below is a screen shot of the first program/plan stack.

The next screen shot is a view of the second active program/plan stack for this student. Notice it has a different Student Career Number and the first program is listed in the Dual Academic Program field.
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