Student Records  
Two Program Stacks/Same Career

Overview

Students simultaneously 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 the Student Career Nbr (Number). Enter the highest existing Student Career Nbr (within that career) for that student +1.
6. Click Add. The Student Program page will be displayed.
7. 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.
8. Enter “ACTV” in Program Action.
9. Enter Action Reason (for example, ACUN or REGR).
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.
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View Both Program Stacks

1. Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan.
2. Enter ID.
3. Click Search.
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 an image of the first program/plan stack.

The next image 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 (COLL1) is listed in the Dual Academic Program field.
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[Image of a screenshot of a student records system]

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