Overview

This process will show how to update the academic program on a student’s record.

- Program Change within the Same Academic Group and Same Career.
  - If the student is admitted in a new academic program, within the same academic group, and within the same career, the Recorder of the unit processes the update.

- Change of Academic Programs and Academic Groups within the Same Career.
  - Students who want to transfer to a new program, offered by a different academic group, within the same career apply directly to the new academic unit.

- Program Changes within Different Careers.
  - As a matter of business process, careers should be added in the Student Records module.
  - Any program stack representing a new career must be created through the matriculation process that the Admissions module initiates.
  - Continuing students changing from an Undergraduate to a Graduate career apply directly to the academic unit.
  - Applications are then sent to the Graduate Admissions Center where admissions are processed.
  - The new program stack is added to the student’s record through the matriculation process.

- When a student completes an Associates program/plan and wants to continue on to a Baccalaureate program/plan, the Associates program/plan stack should be “capped” and a new stack started for the Baccalaureate program/plan.

- If a student moves from a non-degree program/plan to a degree program, the non-degree program/plan stack should be “capped” and a new stack started for the degree program/plan.

**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

**Updating 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 **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.

**NOTE:** The values are populated with the previous academic data except for the Program Action and the Action Reason fields which are left blank.

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 “PRGC” (Program Change) in Program Action.

8. (Optional) Enter Action Reason.

9. Enter or select the correct Academic Program.

10. Enter Admit Term. This should be the term in which the student is admitted to the new program.

11. Enter Requirement Term. This should be the term in which advisement degree requirements apply to the student program.

12. Click the Student Plan tab.


14. Click .