**Student Records**

**Viewing a Student with Dual Careers**

**Overview**

This process will show how to view a student with dual careers.

- There are times when a student will be admitted to two careers at the same time.
  - For example, a student could be admitted to the Law School and the Graduate Business School on the same campus.
- A separate program stack must be created for each career.
- Program stacks that belong to different careers will be differentiated from each other primarily by the “Academic Career” attribute of the Academic Program and Academic Plan tables.
- As a matter of business practice, careers should not 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.

**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**

**View Dual Career Student**

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 on the student record you wish to view.

**NOTE:** The Student Career Number needs to be changed when the student has more than one active program stack within the same career.