Student Records Training – Level IIB

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Changing a Major Program/Plan

To change a student’s major program or plan,

1. Go to Manage Student Records > Track Student Careers > Use > Student Program/Plan.

2. Type one of the following:
   - The student’s EmplID.
   - The student’s assigned ID (000-52x-xxxx).
   - The student’s social security number.
   - The student’s last and first names.

3. Check Include History (below).

4. Click , and you’ll see your Search Results at the bottom of the page.

   **Note** When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.

   **Note** If the student has only one career, you’ll be taken directly to the Student Program page, so you can skip step 5.
5. If necessary, select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr** (below).

### Search Results

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Student Career Nbr</th>
<th>Program Short Descr</th>
<th>Institution Short Descr</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00003123</td>
<td>Graduate</td>
<td>0</td>
<td>A&amp;S Master</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
</tr>
<tr>
<td>00003123</td>
<td>Undergrad</td>
<td>1</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
</tr>
<tr>
<td>00003123</td>
<td>Undergrad</td>
<td>0</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango,Sassystud011</td>
</tr>
</tbody>
</table>

**Note** If you choose the wrong career, use the [Next in List](#) or [Previous in List](#) buttons at the bottom of the page to scroll through the student’s other careers.

6. Click [+] to add a new row (below).

7. Use the following table to change the information on the page:

<table>
<thead>
<tr>
<th>In this box…</th>
<th>Do the following…</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Action</strong></td>
<td>Type</td>
</tr>
<tr>
<td></td>
<td>“PRGC” (program change) if the new major is under a new college.</td>
</tr>
<tr>
<td></td>
<td>“PLNC” (plan change) if the student is switching majors within the same college.</td>
</tr>
<tr>
<td><strong>Academic Program</strong></td>
<td>If you’re doing a program change, type or look up the student’s new college.</td>
</tr>
<tr>
<td><strong>Admit Term</strong></td>
<td>Change the admit term only if the student wants the change to be active for a later term.</td>
</tr>
</tbody>
</table>
The following is an example of how you can modify the information on the page:

8. Click the Student Plan page (below).

9. Click beside the Academic Plan input box to look up the new major plan (below).

Note If you already know the code for the new major,
1. Type the new code over the old one.
2. Skip to step 10 on the next page.
10. Type the first letter of the plan you need (below).

![Lookup Academic Plan](image)

11. Click ![Lookup](image), and you’ll see all the plans beginning with that letter.

**Note** Majors begin with the major plan code (previously used in Legacy) and followed by the major’s degree (e.g., ENGL-BA). Minors also use the Legacy code but are followed by MNU (undergraduate) or MNG (graduate).

If you’re not sure what the name of the major plan code is, you can narrow your search by typing several letters in the **Academic Plan** input box.

12. Click the name of the plan you need, and you’ll see it filled in for you back on the **Enrollment Request** page.

13. Click ![Save](image), and you will have changed the student’s major.
Adding a Second Major Program/Plan

You can give the following two types of major programs or plans:

- Second plan within a different program (Part I)
- Second plan within the same program (Part II)

Part I: Second Plan Within a Different Program

To add a second major program or plan for a student,

1. Go to Manage Student Records > Track Student Careers > Use > Student Program/Plan.

2. Type one of the following:

   - The student's EmplID.
   - The student's assigned ID (000-52x-xxxx).
   - The student's social security number.
   - The student's last and first names.

3. Check Include History (below).

Note: When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.

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4. Click **Search**, and you’ll see your **Search Results** at the bottom of the page.

   **Note** If the student has only one program and plan, you’ll be taken directly to the **Student Program** page, so you can skip step 5.

5. Select the current program/plan for the student. Note specifically the **Academic Career** and **Student Career Nbr** (below).

   ![Search Results Table]

   **Note** If you choose the wrong career, use the **Next in List** or **Previous in List** buttons at the bottom of the page to scroll through the student’s other careers.

6. Check to see that the primary program/plan for the student is “Active.”

   **Note** If an active plan does not exist, **do not** create a second program for the student. Instead, the student must be re-admitted through Admissions or the Registrar’s Office.

7. Click **Add** to add the next major, and you’ll see the **Add a New Value** page.

8. Select the **Academic Career** for the student and increment the **Student Career Nbr** by 1 (below).

   ![Add a New Value Form]

9. Click **Add** and you’ll see the **Student Program** page.
10. Type (or look up)
   - “ACTV” (Activate) in the Program Action box.
   - The appropriate Academic Program.
   - The Admit Term (below).

11. Click the Student Plan page (below).

12. Click beside the Academic Plan box to look up the new major plan (below).

   Note  If you already know the code for the new major,
   1. Type the new code into the Academic Plan box.
   2. Skip to step 16 on the next page.
13. Type the first letter of the plan you need (below).

**Lookup Academic Plan**

<table>
<thead>
<tr>
<th>Academic Institution: NT752</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Program: 300</td>
</tr>
<tr>
<td>Academic Plan: [ ]</td>
</tr>
<tr>
<td>Lookup</td>
</tr>
</tbody>
</table>

14. Click **Lookup**, and you’ll see all the plans beginning with that letter.

**Note**
Majors begin with the major plan code (previously used in Legacy) and followed by the major’s degree (e.g., ENGL-BA). Minors also use the Legacy code but are followed by MNU (undergraduate) or MNG (graduate).

If you’re not sure what the name of the major plan code is, you can narrow your search by typing several letters in the **Academic Plan** box.

15. Click the name of the plan you need, and you’ll see it filled in for you back on the **Enrollment Request** page.

16. Click **Save** and you will have added a second major plan.

**Part II: Second Plan Within the Same Program**

To add a second major plan within the same program,

1. Go to **Manage Student Records > Track Student Careers > Use > Student Program/Plan**.

2. Type **one** of the following:

   - The student's **EmpID**.
   - The student's assigned ID (000-52x-xxxx).
   - The student's **social security number**.
   - The student's **last and first names**.
3. Check **Include History** (below).

4. Click **Search**, and you’ll see your **Search Results** at the bottom of the page.

5. Choose the student’s current career (below).

6. Click **+** to add a row (below).
7. Type
   - “PLNC” (Plan Change) in the **Program Action** box.
   - The **Admit Term** (see below).

8. Click the **Student Plan** page (below).

9. Click **+** to add a row (below).
10. Type (or look up) the second major plan name in the **Academic Plan** box (below).

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Student Plan</th>
<th>Student Subplan</th>
<th>Student Attributes</th>
<th>Student Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sassostr0011 Mango</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Status</th>
<th>Effective Date</th>
<th>Program Action</th>
<th>Action Reason</th>
<th>Academic Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Active In Program</td>
<td>08/10/2003</td>
<td>Active</td>
<td>Arts &amp; Sci</td>
<td></td>
</tr>
</tbody>
</table>

**Note** The type of major plan will determine the type of degree that will be awarded. If the plans are the same degree type (e.g., both BA degrees), then one degree will be awarded with two major plans. If the plans are different degree types (e.g., BA and BS), then a degree will be awarded for each plan.

11. Click **View All** to see the minor and major plan on the same page (below).

<table>
<thead>
<tr>
<th>Student Program</th>
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<td>08/10/2003</td>
<td>Active</td>
<td>Arts &amp; Sci</td>
<td></td>
</tr>
</tbody>
</table>

12. Click **Save** and you will have added your student’s second major.
Adding and Changing a Minor Program/Plan

To add or change a minor program or plan for a student,

1. Go to Manage Student Records > Track Student Careers > Use > Student Program/Plan.

2. Type one of the following:
   - The student's EmplID.
   - The student's assigned ID (000-52x-xxxx).
   - The student's social security number.
   - The student's last and first names.

3. Check Include History (below).

4. Click Search, and you’ll see your Search Results at the bottom of the page.

   Note   When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.

   If the student has only one career, you’ll be taken directly to the Student Program page, so you can skip step 5.
5. Choose the student’s current career (below).

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Student Career Nbr</th>
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<tr>
<td>000009123</td>
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</tbody>
</table>

**Note** If you choose the wrong career, use the **Next in List** or **Previous in List** buttons at the bottom of the page to scroll through the student’s other careers.

6. Click **+** to add a row (below).

7. Type “PLNC” (Plan Change) in the **Program Action** box.
   - The **Admit Term** the student wants the minor to be active by (below).
8. Click the **Student Plan** page (below).

9. Click **+** to add a row (below).

10. Click **+** beside the **Academic Plan** input box to look up the new minor plan (below).

**Note** If you already know the code for the new minor,
1. Type the new code over the old one.
2. Skip to step 14 on the next page.
11. Type the first letter of the plan you need (below).

**Lookup Academic Plan**

Academic Institution: NT752  
Academic Program: 300  
Academic Plan: e  
[Lookup] [Clear] [Cancel] [Basic Lookup]

12. Click [Lookup], and you’ll see all the plans beginning with that letter.

**Note** A minor plan has the same four-character mnemonic as major plans. The letters “MNU” are appended to undergraduate minors (e.g., ENGL-MNU), and the letters “MNG” are appended to graduate minors (e.g., ENGL-MNG).

13. Click the name of the plan you need, and you’ll see it filled in for you back on the Enrollment Request page.

14. Click [Save], and you will have changed the student’s minor.

15. Click [View All] to see the minor and major plan on the same page (below).

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