Marking a Program/Plan for Discontinuation

NOTE: Marking programs/plans for discontinuation is for use on the undergraduate career only and specifically intended for programs 300-308 (Colleges and Schools), 316 (Undergraduate Academic Certificates) and 317 (Pre-Professional Health Professions).

To mark a program/plan for discontinuation,

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 (see below).

Note: When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.
4. Click **Search**, and you’ll see your **Search Results** at the bottom of the page.

**Note** If the student has only one career, you’ll be taken directly to the **Student Program** page, so you can skip step 6.

5. Select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr** (see 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>10026588 Undergrad</td>
<td>1</td>
<td>PreCert</td>
<td>UNT</td>
<td>Dearman, Angela R</td>
<td></td>
</tr>
<tr>
<td>10026588 Undergrad</td>
<td>0</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Dearman, Angela R</td>
<td></td>
</tr>
</tbody>
</table>

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

6. Click **+** to add a new row (below).
7. Add Program Action of “PLNC” or “PRGC” with Action Reason of “DSC” (Request to Discontinue Program/Plan). Select Save.

**NOTE:** Should the program not currently be under your college/school it will be necessary to change the program via a program change (PRGC). Follow established procedures for changing the student program and use “DSC” in action reason.

8. The Registrar’s Office will receive weekly reports identifying all students with a program action reason of “DSC” and officially discontinue the program or contact the college in question should there be an issue or problem.