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 6.
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>00003124</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>Program Action</td>
<td>Type</td>
</tr>
<tr>
<td></td>
<td>&quot;PRGC&quot; (program change) if the new major is under a new college.</td>
</tr>
<tr>
<td></td>
<td>&quot;PLNC&quot; (plan change) if the student is switching majors within the same college.</td>
</tr>
<tr>
<td>Academic Program</td>
<td>If you’re doing a program change, type or look up the student’s new college.</td>
</tr>
<tr>
<td>Admit Term</td>
<td>Change the admit term to equal the current term or future term that the change should take effect.</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 13 on the next page.
10. Type the first letter of the plan you need (below).

**Lookup Academic Plan**

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

11. 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 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], and you will have changed the student’s major.