Viewing a student’s program/plan stack when the student has applied for graduation

The purpose of this document is to:

- Show how to navigate and view a Program/Plan Stack before the Certifying Officers have reviewed and finalized a student’s graduation status and the registrar’s office has ran the Graduation Track Batch for initial reviews of a student’s graduation application

Step One

Navigate to the Student Program/Plan page by using the following breadcrumb:

Step Two

On the search criteria page enter search criteria for the student you have been assigned.

Be sure to have the “Include History” checkbox selected. You may need to see the historical entries on the student’s CPP stack in order to make correct business decisions.

NOTE: The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#.
**Step Three**

Click Search.

**Step Four**

If the student has only one CPP stack, the system will take you directly into that record. However, if the student has multiple stacks, the system will display each for the user in a browse display.

**Step Five**

**Student Program** tab shows the following information:

- **Status**: The status indicates the student’s status on this particular CPP stack. Students can only apply for graduation for a program/plan that is **Active**.

- **Effective Date**: The effective date indicates when the action becomes effective. If there is more than one entered on the Program tab, the Effective Date on top cannot be before the following entry’s Effective Date. The Action Date indicates the date the entry was made.

- **Action**: This indicates what type of update was made. When a student applies for graduation a new effective dated row is added to their stack and the action is **DATA** (Data Change). This indicates to the user viewing the stack that a value has changed on the student’s record.

- **The Action Reason**: Details the reason for the selected action. When a student applies for graduation the action reason will be **Applied for Graduation**.

- **Academic Program**: The student’s program is displayed (College nbr + degree awarded)

- **Admit Term**: This indicates when the student began the Academic Program identified.

- **Requirement Term**: This is the Degree Catalog Year requirement term. On the Plan tab, the Req Term is the requirement term for the specific plan (major, minor, etc.).

- **Expected Grad Term**: When the student applied for graduation, their graduation term they select on the application will populate into this field.
IMPORTANT: If a student has multiple program action’s on the selected CPP stack they can be viewed by viewing all or clicking through each action.

Step Six

Click on the Student Plan tab to view information about the student’s academic plan. On the student plan tab here are the following fields you should pay attention to:

- **Plan Sequence:** The plan sequence assists in giving primary to the double majors. The lowest plan sequence is the “primary” major. The second blue header will allow users to see if a student is pursuing a second major.

- **Declare Date:** This date reflects when this particular plan was initiated.

- **Requirement Term:** This field was first viewable on the Student Program tab. On the Student Plan tab, the Requirement Term is the requirement term for the specific plan identified.
NOTE: If changes were made to a student’s plan then there would be multiple data rows that will show previous academic plans. To view you would click on the arrows located in the top blue header.

Step Seven

Click on the **Student Sub-Plan** tab to view information about the student’s sub-plan. Remember not all academic plans have a sub-plan. On the student sub plan tab here are the following fields you should pay attention to:

- **Academic Sub-Plan**: Will display the sub-plan within the student’s plan if applicable.
- **Academic Sub-Plan type**: Will display what type of sub-plan it is (e.g. concentration, distance learning)
- **Declare Date**: This date reflects when this particular sub-plan was initiated.

NOTE: The distance learning sub-plan will always display first if the student has multiple sub-plans
In the picture above, the student doesn’t have a Sub-Plan.

**Step Eight**

- Click on the **Student Degrees** tab. By selecting the Student Degrees tab, you will see that the Degree Checkout Status will be **APPLIED**. This is another indicator that the student has completed their graduation application.

You have now completed the steps for viewing a student’s CPP Stack before review of graduation app.