Plan Changes into a Plan being offered in a future term within the same college

This guide will cover:

- How to modify an existing Academic Program/Plan stack (CPP Stack).

**Step One**

Navigate to the Student Records page by using the following breadcrumb:

**Step Two**

On the search criteria page, enter search criteria for the student whom you want to review their information.

Click Search

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

If the student only has one CPP Stack: The system will take you directly into the student’s active record if the student has only one CPP stack.

If the student has multiple CPP stacks: review the existing stacks on your student to determine which Student Career Number to modify then select your intended stack.

Step Four

On the Student Program tab, click on the (+) sign to add a new record.

Click in the Effective Date field and enter the day after the end of the term prior to the new plan being offered.

For example if the new plan was being offered in Fall 2016 we would use the day after the end of Summer 2016 as the effective date.
Step Five

Click on the Program Action magnifying glass and select **PLNC - Plan Change**. Then click on the Action Reason magnifying glass and select **PLAN - Plan Change**.

Step Six

Click on the Admit Term magnifying glass and select the desired admit term. This should be the equal to the first term the plan will accept students. The Requirement Term will default to the Admit term.

Notice that the requirement term field will automatically populate and match the Admit Term.

Step Seven

Click on the **Student Plan tab** to add the Academic Plan information.

Click on the **magnifying glass next to Academic Plan** to select the desired academic plan from the list of available values. If more than 300 rows are returned use the Academic Plan search parameters to reduce the number of rows returned.

**Things to Keep in Mind:**

The Requirement Term should default to the requirement term value from the Student Program tab. If it does not click on the Requirement Term magnifying glass and select the requirement term.

If a student had multiple academic plans prior to the plan change row and only one of the plans needs to be changed please make sure to reattach the other academic plan to new effective dated row click on the plus sign (+) to add a new row.
Step Eight: Follow step if there is an Academic Sub-Plan. If not, skip to step nine.

Click on the **Student Sub-Plan tab**. If multiple Academic Plans exist use the left and right arrows to find the Academic Plan needing an Academic Sub-Plan change.

Click on the magnifying glass next to Academic Sub-Plan to select from the list of available values. Then click on the magnifying glass for Requirement Term and select the same Requirement term entered on the Academic Plan Tab.

***Remember not all academic plans have sub-plans***

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Step Nine

Click **Save**.