Program Changes within the Same College

This guide will cover:

- In certain instance a student will request to change from an Associate Degree to a Bachelors Degree. It is always imperative to ask the student if he would like to still earn his associates on his way to the Bachelors degree. If the student says yes please create a new program plan stack. If the student says no you can use the steps below to change the student’s academic program.

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.

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

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 effective date of the change. Use the following methodology to determine what effective date to use:

- If you are updating an existing program plan stack and the program/plan change will occur for the following term then use the day after the current term ends as the effective date of the program/plan change row with the following term as the admit term.
• If you are updating an existing program plan stack and the program/plan change will occur for
  the current term and the request is submitted before the census date then use the first day of
  the current term as the effective date of the program/plan change row with the current term as
  the admit term.

• If you are updating an existing program plan stack and the program/plan change would like to
  occur for the current term and the request is submitted after the census date then use the day
  after the current term ends as the effective date of the program/plan change row with the
  following term as the admit term.

**Step Five**

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

Click on the Academic Program magnifying glass and select the new academic program. Remember you
can only change the academic program to another major program value associated with the same
college.

**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.
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***

Step Nine

Click **Save**.