Student Request Second Major at Another College
(No Formal Admissions Process)

This guide will cover:

- The process for a student requesting a second major at another college that does not need to go through the formal admissions process. However, for some Colleges an Application Record will need to be created in Admissions and processed all the way through the Intent to Matriculate Program Status. The Application will not be formally matriculated through admissions and instead a program/plan stack will be manually created. Other Colleges will bypass the Admissions Application process and will just manually create the Program Plan Stack

Step One

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

![Breadcrumb Image]

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
**Step Three**

If multiple program plan stacks are returned review the results and write down the last student career number used for the undergraduate career.

**Click on the Add a New Value Tab**

**Step Four**

Click in the ID field and enter the student’s Catalyst ID.

Remember the Catalyst ID is not the student’s M#. If you don’t know the student’s Catalyst ID, click the ID Lookup icon ( ) and enter the student’s M#. The icon is located on the top right of the page. The system will provide you the student’s Catalyst ID.

![Image of Student Program/Plan dashboards](image.png)

**Step Five**

Click on the Academic Career drop down list and select the appropriate Academic Career.

Then click in the Student Career Nbr field and enter the next sequential student career number associated with the career.

**Step Six**

Click the Add button. The Student Program Tab will load.
Step Seven

**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 the student is being admitted in the academic program for the following term leave the effective date as today's date.
- If the student is being admitted in the academic program 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.
- If the student is being admitted in the academic program for the current term and the request is submitted after the census date then leave the effective date as today's date and use the following term admit term.
Step Eight

Click on the Program Action magnifying glass and select ACTV - Active.

Then click on the magnifying glass next to the Academic Program and select the appropriate Academic Program from the list.

Step Nine

Click the magnifying glass next to Admit Term and select the desired admit term.

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

Step Ten

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 Eleven: Follow step if there is an Academic Sub-Plan. If not, skip to step twelve.

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 Twelve

Click Save.