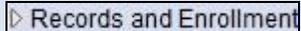


Add Additional Plans to Current Program

1. This topic covers entering a 2nd/3rd Academic Plan for students who have a double or triple Major/Minor.

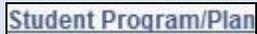
2. Click the **Records and Enrollment** link.



3. Click the **Career and Program Information** link.



4. Click the **Student Program/Plan** link.

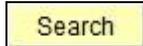


5. Enter the desired information into the **ID** field.

6. Click the **Include History** option.

Include History

7. Click the **Search** button.



8. Choose the correct **Academic Program** data row. Note: If the student only has one program, it will go straight to the Program/Plan page.

9. Click the **Add a new row** button.



10. Click the **Look up Program Action** button.



11. Click the **Plan Change** link.

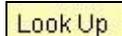


12. When a student adds an additional major it is not uncommon to delay the **Expected Grad Term**. Change the term as needed.

Click the **Look up** button.

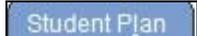


13. Click the **Look Up** button.



14. Select the new **Expected Grad Term** date.

15. Click the **Student Plan** tab.



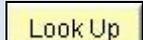
16. Verify that you are on the most current row (row 1). Click the **Add a new row** button.



17. Click the **Look up Academic Plan** button.

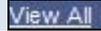


18. Click the **Look Up** button.

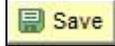


19. Click the new **Academic Plan** to be added.

20. Click the **View All** link to review the **Academic Plans** for accuracy.

View All

21. Click the **Save** button.

Save

22. **End of Procedure**

