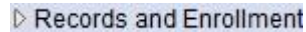


Delete an Academic Plan

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



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



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

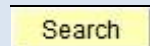


4. Enter the desired information into the **ID** field.

5. Click the **Include History** option.



6. Click the **Search** button.



7. Choose the correct **Academic Program** row. Note: if the student has only had one program, the Program/Plan page will automatically be displayed.

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



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



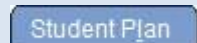
10. Click the **Look Up** button.



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



12. Click the **Student Plan** tab.



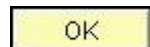
13. On the second blue bar, click the **View All** link to review the student's **Academic Plans**.



14. Verify you are on the correct row of the **Academic Plan** to be deleted. Then, click the **Delete row** button.



15. Click the **OK** button.



16. The page displays the remaining plan(s). Click the **Save** button.

17. **End of Procedure.**

