Update Academic Programs

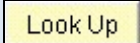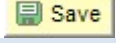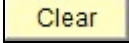|	
1.	**Click the** Records and Enrollment **link.** ▷ Records and Enrollment
2.	Click the **Career and Program Information** link. Career and Program Information
3.	Click the **Student Program/Plan** link. Student Program/Plan
4.	Enter the desired information into the **ID** field.
5.	Click the **Include History** option. ☐ Include History
6.	Click the **Search** button. Search
7.	Click the **Add a new row** button. [+]
8.	**Note:** At no time should rows ever be deleted. This is critical as deleting a row would compromise the integrity of a Student's Academic record.
9.	The **Effective Date** will default to the current date. Change the date as needed (future admit term, etc.) If/when an admin makes an update to the student's program or plan <u>during</u> a term, and the change is applicable for that term, the admin needs to change the Effective Date to the Term Begin date for that specific term.
10.	Click the **Look up Program Action** button. 🔍
11.	Click the **Look Up** button. Look Up
12.	Click the **Program Change** link. Program Change
13.	Click the **Academic Program Look up** button. 🔍
14.	Click the **Look Up** button. Look Up
15.	Click the desired **Academic Program** link.
16.	The **Admit Term** is the term the student will begin this new **Academic Program**. Click the **Look up Admit Term** button. 🔍
17.	The **Admit Term** is the term the student will begin this new **Academic Program**. Click the **Look up Admit Term** button. 🔍
18.	Click the **Look Up** button.
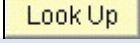
	Look Up	
19.	Click the desired **Admit Term**.	
20.	Enter the **Expected Grad Term** or click the **Look Up** button and select the appropriate term.	
21.	Click the **Student Plan** link to choose the student's major. Student Plan	
22.	Click the **Look up Academic Plan** button.	
23.	Click the **Look Up** button. Look Up	
24.	Click the desired **Academic Plan** to select the student's **major**.	
25.	Click the **Add a new row** button to enter another **Academic Plan** (minor).	
26.	Click the **Look up Academic Plan** button.	
27.	Click the **Look Up** button. Look Up	
28.	Click the desired **Academic Plan** to select the student's minor.	
29.	Click the **Save** button. Save	
30.	Verify the addition of the program. Click the **Return to Search** button.	
31.	Click the **Clear** button to remove any information carried over from the previous search. Clear	
32.	Enter the desired information into the **ID** field.	
33.	Click the **Include History** option. Include History	
34.	Click the **Search** button. Search	
35.	Click the new **Academic Program** from the **Search Results.**	
36.	**Note:** The most current changes are displayed.	
37.	**End of Procedure.**	

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