


Update Plans within Current Program

1. **Updating Academic Plans** involves inserting a row on the Student Program/Plan page and entering the new plan (major/minor).

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

 [Records and Enrollment](#)

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

[Career and Program Information](#)

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

[Student Program/Plan](#)

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** row.

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



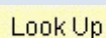
10. The **Effective Date** will default to the current date. Change the date as needed (future admit term, etc.) If/when an admin makes an update to the student's program or plan during a term, and the change is applicable for that term, the admin needs to change the Effective Date to the Term Begin date for that specific term.

Note: In this example, the **Effective Sequence "2"** indicates this is the second action taken for the same **Effective Date**.

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



12. Click the **Look Up** button.



13. Click the **Plan Change** link.

[Plan Change](#)

14. Click the **Student Plan** tab.



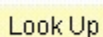
15. The information below the second blue bar contains **Plan** information. If more than one row exists, select the **View All** link.

[View All](#)

16. **Note:** The previous **Plan** data has been copied. Select the plan that you are wanting to change and click the **Look up Academic Plan** button. (You will be overwriting the current data that exists.)



17. Click the **Look Up** button.



18. Select the new **Plan** from the **Search Results**.

19. Click the **Save** button.



20. **End of Procedure.**

