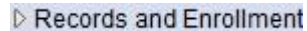



Update Sub-Plans

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



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

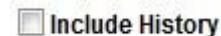


3. Click the **Student Program/Plan** link.

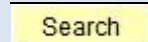


4. Enter the desired information into the **ID** field.

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



6. Click the **Search** button.



7. Choose the correct **Academic Program** row.

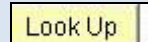
8. Click the **Add a new row** button.



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



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



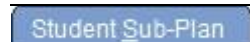
11. Click the **Plan Change** link.



12. If a student has more than one major, click the **Student Plan** tab. To find the **Plan** that the **Sub-Plan** is attached to, use the next and previous arrows.



13. Once you are on the row that has a plan which contains a **Sub-Plan**, click the **Student Sub-Plan** tab.

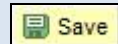


14. To change the current sub-plan, click the **Look up Academic Sub-Plan** button.



15. Click the new **Sub-Plan**.

16. Click the **Save** button.



17. **End of Procedure.**

