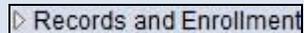


View Student Program/Plan

1. Viewing a student's Program/Plan will allow you to see all actions associated with a student, including but not limited to Admission, Matriculation, Program changes (usually at the school level), Plan changes (majors/minors) Sub-Plan changes (concentration of study), expected graduation terms, candidacy to graduate and completion of programs.

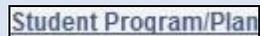
2. Click the **Records and Enrollment** link.



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



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



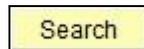
5. Enter the desired information into the field.

6. The **Include History** box ensures that you will see all actions associated with a student over time. It is not uncommon for students to apply, withdraw or take a leave of absence, be readmitted, change majors and expected graduation terms.

Check the **Include History** box.

Include History

7. Click the **Search** button.



8. **Note:** All first year students will be associated with DCI. After they complete their required hours a student can declare their major.

9. **Note:** When searching for a student who has only one program, the **Program/Plan** page will automatically be displayed.

When searching for a student who has more than one program, the **Search Results** will appear at the bottom of the page.

If a student has multiple rows that list "0" as the **Career Number**, it is not necessary to click on each row provided that you selected the **Include History** option.

Review and select the desired **Search Results** link.

10. There are five tabs displayed on this page. Only **Student Program**, **Student Plan**, and **Student Sub-Plan** are used.

11. From the **Student Program** tab, click the **Last** link to review a student's academic history.



12. The program action displays "**APPL - Application**" included is the date associated with this action.

Click the **Show previous row** button to proceed to the next row. You will see program actions similar to the following.



13. The program action displays "**EVAL - Evaluation**" and the date associated with this action.

Click the **Show previous row** button to proceed to the next row.



14. The program action displays "**ADMT - Admit**" and the date associated with this action.

Click the **Show previous row** button to proceed to the next row.



15. The program action displays "**DEIN - Intention to Matriculate**" and the date associated with this action.

Click the **Show previous row** button to proceed to the next row.



16. The program action displays "**MATR - Matriculation**" and the date associated with this action.

Click the **Show previous row** button to proceed to the next row.



17. After the Action of "**Matriculation**" the student will have various "**Program Changes**" (**PRGC**) and "**Plan Changes**" (**PLNC**) depending upon when the student enters an Academic Program or declares new plans (major/minors) or sub-plans (concentrations).

Click the **First** link to return to the most recent action.



18. Click the **Student Plan** tab.

Student Plan

19. Details of each **Program Change (PRGC)** and **Plan Change (PRC)** can be found within the **Student Plan** tab

20. Select the **View All** link located on the blue bar below Academic Program Information.

This will display all majors and minors for a particular program.

View All

21. Click the **View 1** link to collapse the information.

View 1

22. Click the **Student Sub-Plan** tab.

Student Sub-Plan

23. Sub-plans are concentrations and specializations that are defined by departments that use them.

Always check the **Sub-Plan** tab to see if a sub-plan has been designated.

