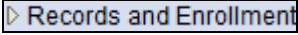

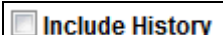
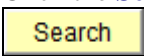





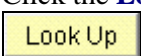


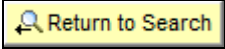


Update Academic Programs

Step	Action
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.	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.)
10.	Click the Look up Program Action button. 
11.	Click the Look Up button. 
12.	Click the Program Change link. 
13.	Click the Academic Program Look up button. 
14.	Click the Look Up button. 
15.	Click the Look Up button. 
16.	Click the desired Academic Program link.

Step	Action
17.	The Admit Term is the term the student will begin this new Academic Program . Click the Look up Admit Term button. 
18.	The Admit Term is the term the student will begin this new Academic Program . Click the Look up Admit Term button. 
19.	Click the Look Up button. 
20.	Click the desired Admit Term .
21.	Enter the Expected Grad Term or click the Look Up button and select the appropriate term.
22.	Click the Student Plan link to choose the student's major. 
23.	Click the Look up Academic Plan button. 
24.	Click the Look Up button. 
25.	Click the desired Academic Plan to select the student's major .
26.	Click the Add a new row button to enter another Academic Plan (minor). 
27.	Click the Look up Academic Plan button. 
28.	Click the Look Up button. 
29.	Click the desired Academic Plan to select the student's minor.
30.	Click the Save button. 
31.	Verify the addition of the program. Click the Return to Search button. 
32.	Click the Clear button to remove any information carried over from the previous search. 
33.	Enter the desired information into the ID field.

Step	Action
34.	Click the Include History option. <input data-bbox="358 304 386 340" type="checkbox"/> Include History
35.	Click the Search button. <input data-bbox="358 394 496 436" type="button" value="Search"/>
36.	Click the new Academic Program from the Search Results .
37.	Note: The most current changes are displayed.
38.	End of Procedure.