# Update Plans within Current Program

| Step | Action |
|---|---|
| 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.<br>▷ Records and Enrollment |
| 3. | Click the **Career and Program Information** link.<br>Career and Program Information |
| 4. | Click the **Student Program/Plan** link.<br>Student Program/Plan |
| 5. | Enter the desired information into the **ID** field. |
| 6. | Click the **Include History** option.<br>Include History |
| 7. | Click the **Search** button.<br>Search |
| 8. | Choose the correct **Academic Program** row. |
| 9. | Click the **Add a new row** button.<br>+ |
| 10. | The **Effective Date** will default to the current date. Change the date as needed (future admit term, etc.)<br><br>**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.<br>Look Up |
| 13. | Click the **Plan Change** link.<br>Plan Change |
| 14. | Click the **Student Plan** tab.<br>Student Plan |
| 15. | The information below the second blue bar contains **Plan** information. If more than one row exists, select the **View All** link.<br>View All |

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|---|---|
| 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. Look Up |
| 18. | Select the new **Plan** from the **Search Results**. |
| 19. | Click the **Save** button. Save |
| 20. | **End of Procedure.** |