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.

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.

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.

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

22. Click the Student Sub-Plan tab.

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.