



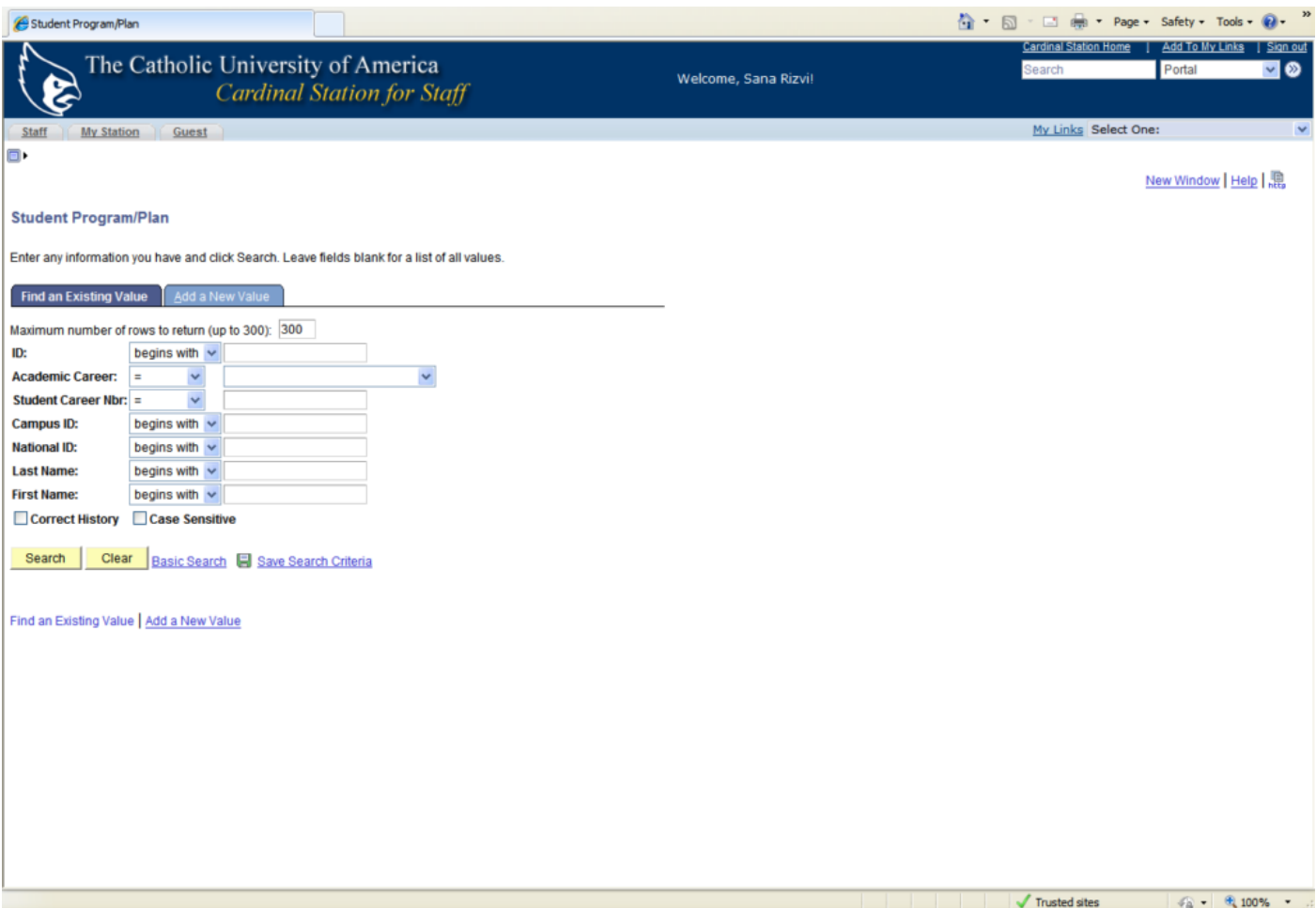
Cardinal Station Plan Change & Sub-Plan Change Instructions

A. Entering Plan Change Only or Plan Change and Sub-Plan Change Simultaneously

I. Go to the Student Program/Plan page.

To access Student Program/Plan if it is not saved in My Links, follow this path:

[Main Menu](#) > [Cardinal Students](#) > [Records and Enrollment](#) > [Career and Program Information](#) > [Student Program/Plan](#)



Enter the ***ID:** if known, or ***Last Name:** and ***First Name:** in the appropriate fields.

Then, click  to access the correct student record.



The default tab on this page is Student Program.



On this tab, click the **+** button on the right to enter a new effective dated row.

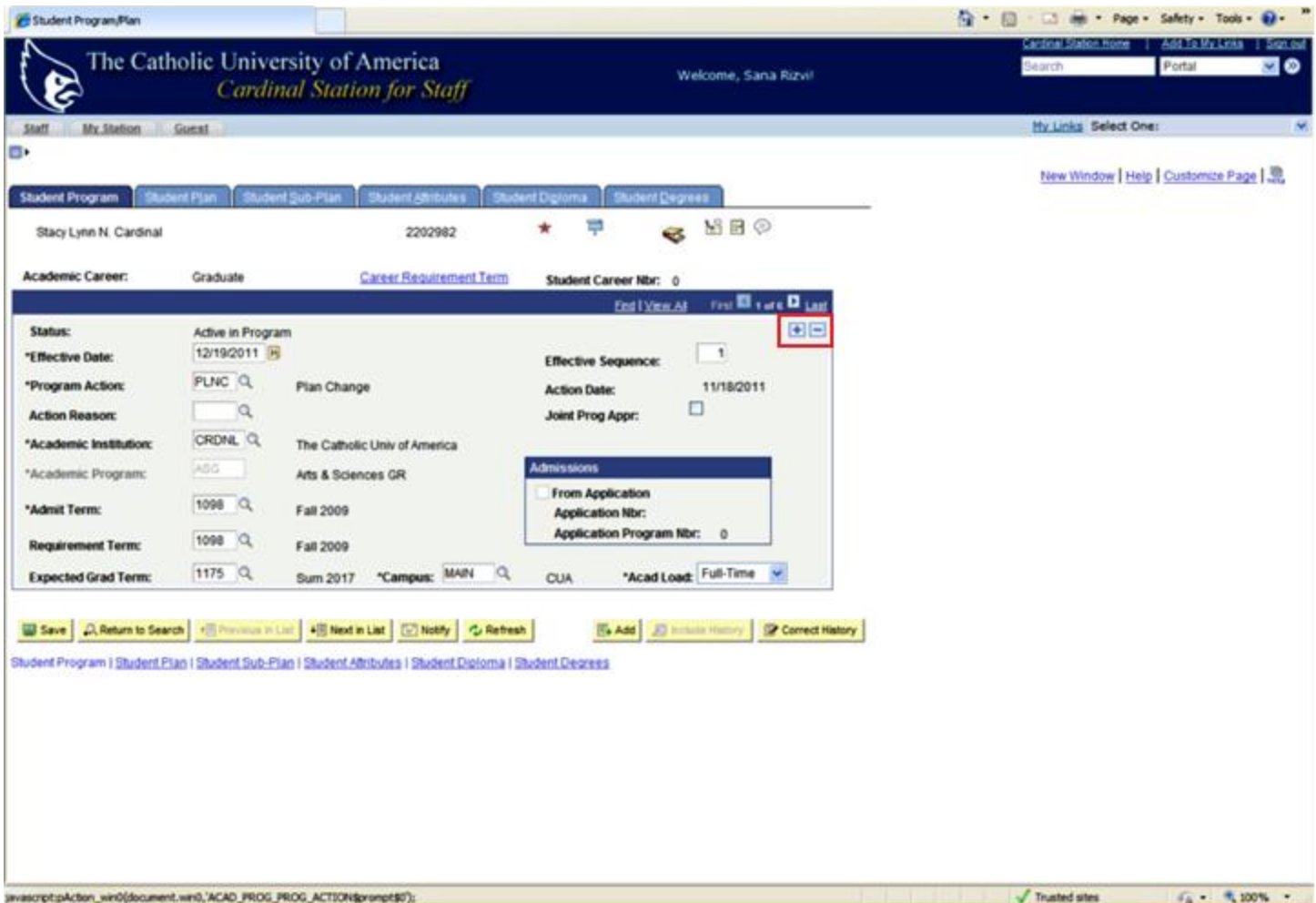
The current date will appear by default. Change the date if necessary.

Note: Plan changes **must** be made effective between semesters (up to and including the first day of the term). Changing plans within a term can result in reporting and billing problems.

II. Once you are on the new row, enter the following values:

***Effective Date:** as noted in request, in between semesters

***Program Action:** PLNC






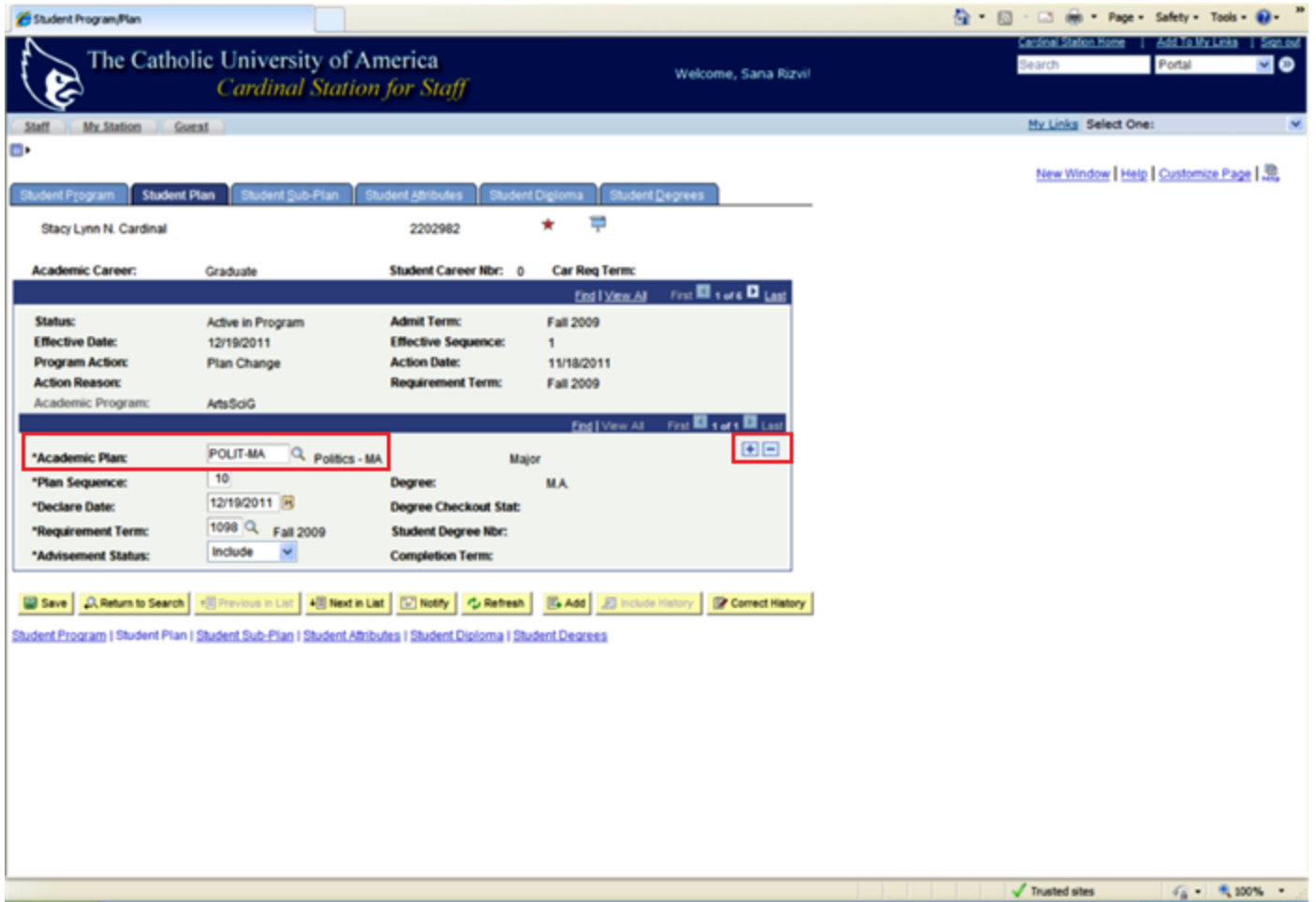
III. Then, click on the second tab at the top, labeled Student Plan.




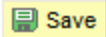
The last Academic Plan will appear by default in the ***Academic Plan:** field.

Overtpe the existing plan with the new plan code.

If you don't know the plan code, click  to search for it.



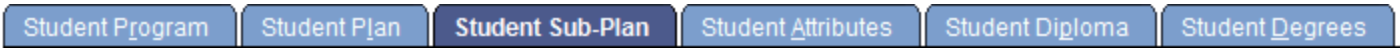
If the student has more than one academic plan, click  and enter the second plan.

If you **DO NOT** need to make a sub-plan change as a result of the plan change, click  and **DO NOT** proceed further.

If a sub-plan change is required, continue to the next set of instructions.



IV. Next, click on the third tab at the top, labeled Student Sub-Plan.



Type the sub-plan code in the ***Academic Sub-Plan:** field, or click to search for it.

The screenshot shows the 'Student Sub-Plan' configuration page. The user is Stacy Lynn N. Cardinal with ID 2202982. The academic career is Graduate. The sub-plan is 'International Affairs' (INTLAFAIRS), which is highlighted with a red box. Other details include: Status: Active in Program; Effective Date: 12/19/2011; Program Action: Plan Change; Academic Program: Arts & Sciences GR; Academic Plan: Politics - MA; Requirement Term: Fall 2009. The page includes a search bar for the sub-plan code and a 'Save' button at the bottom.

V. Click Save

~END OF PROCESS~



Cardinal Station Sub-Plan Change Instructions

B. Entering Sub-Plan Change Only

I. Go to the Student Program/Plan page.

To access Student Program/Plan if it is not saved in My Links, follow this path:

[Main Menu](#) > [Cardinal Students](#) > [Records and Enrollment](#) > [Career and Program Information](#) > [Student Program/Plan](#)

The screenshot shows the 'Student Program/Plan' search interface. At the top, there's a navigation bar with 'Staff', 'My Station', and 'Guest' tabs. Below that, the search form is titled 'Student Program/Plan' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The form has two main buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Maximum number of rows to return (up to 300):' field is set to '300'. The search criteria include:

- ID: begins with []
- Academic Career: = []
- Student Career Nbr: = []
- Campus ID: begins with []
- National ID: begins with []
- Last Name: begins with []
- First Name: begins with []

 There are also checkboxes for 'Correct History' and 'Case Sensitive'. A yellow 'Search' button is prominent. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's address bar shows 'Student Program/Plan' and the status bar indicates 'Trusted sites' and '100%' zoom.

Enter the ***ID:** if known, or ***Last Name:** and ***First Name:** in the appropriate fields.

Then, click  to access the correct student record.



The default tab on this page is Student Program.



On this tab, click the **+** button on the right to enter a new effective dated row.

The current date will appear by default. Change the date if necessary.

Note: Plan changes **must** be made effective between semesters (up to and including the first day of the term). Changing plans within a term can result in reporting and billing problems.

II. Once you are on the new row, enter the following values:

***Effective Date:** as noted in request, in between semesters

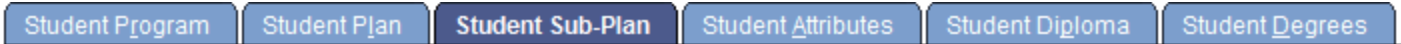
***Program Action:** PLNC

***Action Reason:** SBPC





III. Next, click on the third tab at the top, labeled Student Sub-Plan.



The last Academic Sub-Plan will appear by default in the ***Academic Sub-Plan:** field.

Overtyping the existing plan with the new plan code.

If you don't know the plan code, click to search for it.



V. Click Save

~END OF PROCESS~