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

![Image of Student Program/Plan page]

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

Then, click **Search** 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.

Overtype 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 ✍️ Save 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.

V. Click

~END OF PROCESS~
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**

![Student Program/Plan](image_url)

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

Then, click [Search] 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.

Overtypethe existing plan with the new plan code.

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

V. Click  

~END OF PROCESS~