ENTERING PLAN AND SUB-PLAN CHANGES IN THE STUDENT ADMINISTRATION SYSTEM

I. Entering Plan Change only or Plan Change and Sub-Plan Change simultaneously.

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan

At the search screen, enter the ID: or Last Name: and First Name:

Click Search

On the Student Program tab click + to insert 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.

Enter a Program Action of PLNC.
Click the **Student Plan** tab.

The last **Academic Plan** entered in the system will default to the new row. Overtype the existing plan with the new plan code. If you don’t know the plan code, click 🔍 to search for the plan code.

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]. If a sub-plan change is required, do not click [Save]; click the Student Sub-Plan tab.

Type the new Academic Sub-Plan code or click [Search] to search for the sub-plan code.

II. Entering Sub-Plan Change only.

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan

At the search screen, enter the ID: or Last Name: and First Name:
On the **Student Program** tab click to insert 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 date of a term). Changing plans within a term can result in reporting and billing problems.

Enter a **Program Action** of PLNC.
Enter an **Action Reason** of SBPC.
Click the **Student Sub-Plan** tab.

The last **Academic Sub-Plan** entered in the system will default to the new row. Overtype the existing plan with the new plan code. If you don’t know the plan code, click ![Search](image) to search for the plan code.