



## Student Records Training – Level IIB

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# Changing a Major Program/Plan

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To change a student's major program or plan,

1. Go to [Records and Enrollment > Career and Program Information > Student Program/Plan](#).

**Note** If you need help looking up a student, see page 24.

2. Check **Include History** (below).

[Find an Existing Value](#) [Add a New Value](#)

ID:

Academic Career:

Student Career Nbr:


Campus ID:

National ID:

Last Name:

First Name:

**Include History**  **Correct History**  **Case Sensitive**

[Basic Search](#)  [Save Search Criteria](#)

**Note** When you update or add programs and plans, use **Include History** to guarantee all system functionality is utilized.

3. Click  , and you will see your **Search Results** at the bottom of the page.

**Note** If the student has only one career, you will be taken directly to the **Student Program** page, so you can skip step 6.

4. If necessary, select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr** (below).

**Search Results**

[View All](#)

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr
████████	<a href="#">Graduate</a>	0	<a href="#">COE - Mast</a>	<a href="#">UNT</a>
████████	<a href="#">Graduate</a>	0	<a href="#">Gd Non-Deg</a>	<a href="#">UNT</a>
████████	<a href="#">Undergrad</a>	0	<a href="#">Education</a>	<a href="#">UNT</a>

**Note** If you choose the wrong career, use the [Next in List](#) or [Previous in List](#) buttons at the bottom of the page to scroll through the student's other careers.

5. Click **+** to add a new row (below).

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Sassystud011 Mango ID: 00009123

Academic Career: Undergraduate [Career Requirement Term](#) Student Career Nbr: 0

View All First 1 of 1 Last

Status: Active in Program **+**

\*Effective Date: 08/10/2003

\*Program Action: ACTV Activate

Action Reason:

\*Academic Institution: NT752 University Of North Texas

Effective Sequence: 0

Action Date: 12/15/2003

Joint Prog Appr:

6. Use the following table to change the information on the page:


In this box...	Do the following...
<b>Program Action</b>	Type <ul style="list-style-type: none"> <li>▪ "PRGC" (program change) if the new major is under a new college.</li> <li>▪ "PLNC" (plan change) if the student is switching majors within the same college.</li> </ul>
<b>Academic Program</b>	If you're doing a program change, type or look up the student's new college.
<b>Admit Term</b>	Change the admit term to equal the current term or future term that the change should take effect.

The following is an example of how you can modify the information on the page:

This screenshot shows the 'Student Plan' page for student 'Sassystud011 Mango' with ID '00009123'. The page is titled 'Student Program' and has tabs for 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The 'Academic Career' is 'Undergraduate'. The 'Status' is 'Active in Program'. The 'Effective Date' is '08/10/2003'. The 'Program Action' is 'PRGC' (Program Change). The 'Academic Institution' is 'NT752' (University Of North Texas). The 'Academic Program' is '303' (Education). The 'Admit Term' is '1038' (2003 Fall). The 'Requirement Term' is '1038' (2003 Fall). The 'Campus' is 'MAIN'. The 'Acad Load' is 'Full-Time'. There are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

7. Click the **Student Plan** page (below).

This screenshot shows the 'Student Plan' page for student 'Sassystud011 Mango' with ID '00009123'. The 'Student Plan' tab is highlighted. The 'Academic Career' is 'Undergraduate'. The 'Status' is 'Active in Program'. The 'Effective Date' is '08/10/2003'. The 'Program Action' is 'ACTV' (Activate). The 'Academic Institution' is 'NT752' (University Of North Texas). The 'Effective Sequence' is '0'. The 'Action Date' is '12/15/2003'. The 'Joint Prog Appr' is unchecked. There are buttons for 'View All', 'First', '1 of 1', and 'Last'.

8. Click  beside the **Academic Plan** input box to look up the new major plan (below).

This screenshot shows the 'Academic Plan' page for student 'Sassystud011 Mango' with ID '00009123'. The 'Academic Career' is 'Undergraduate'. The 'Student Career Nbr' is '0'. The 'Car Req Term' is '2003 Fall'. The 'Status' is 'Active in Program'. The 'Effective Date' is '08/10/2003'. The 'Program Action' is 'Activate'. The 'Academic Program' is 'Arts & Sci'. The 'Academic Plan' is 'BIOL-BA' (Biology). The 'Plan Sequence' is '10'. The 'Declare Date' is '08/10/2003'. The 'Requirement Term' is '1038' (2003 Fall). The 'Degree' is 'BA'. The 'Degree Checkout Stat' is 'Student Degree Nbr'. The 'Advisement Status' is 'Include'. There are buttons for 'View All', 'First', '1 of 1', and 'Last'.

**Note** If you already know the code for the new major,  
 1. Type the new code over the old one.  
 2. Skip to step 13 on the next page.

9. Type the first letter of the plan you need (below).

### Lookup Academic Plan

Academic Institution: NT752  
Academic Program: 300  
Academic Plan:

[Basic Lookup](#)

10. Click  , and you will see all the plans beginning with that letter.

**Note** Majors begin with the major plan code (previously used in Legacy) and followed by the major's degree (e.g., ENGL-BA). Minors also use the Legacy code but are followed by MNU (undergraduate) or MNG (graduate).

If you're not sure what the name of the major plan code is, you can narrow your search by typing several letters in the **Academic Plan** input box.

11. Click the name of the plan you need, and you'll see it filled in for you back on the **Enrollment Request** page.
12. Click  , and you will have changed the student's major.

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# Adding a Second Major Program/Plan

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A second major program/plan can be added two ways:

- Second plan within the same program (Part I)
- Second plan within a different program (Part II)

## Part I: Second Plan Within the Same Program

To add a second major plan within the same program,

1. Go to [Records and Enrollment > Career and Program Information > Student Program/Plan](#).

**Note** If you need help looking up a student, see page 24.

2. Check **Include History** (below).

Find an Existing Value   Add a New Value

ID: begins with ▼ 00001234

Academic Career: = ▼

Student Career Nbr: = ▼

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

Include History    Correct History    Case Sensitive

Search   Clear   [Basic Search](#)   [Save Search Criteria](#)

**Note** When you update or add programs and plans, use **Include History** to guarantee all system functionality is utilized.


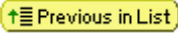
3. Click **Search** , and you will see your **Search Results** at the bottom of the page.


**Note** If the student has only one career, you'll be taken directly to the **Student Program** page, so you can skip step 6.

- Choose the student's current career (below).

**Search Results**  
View All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name
<a href="#">00009123</a>	<a href="#">Graduate</a>	<a href="#">0</a>	<a href="#">A&amp;S Master</a>	<a href="#">UNT</a>	<a href="#">Mango,Sassystud011</a>
<a href="#">00009123</a>	<a href="#">Undergrad</a>	<a href="#">1</a>	<a href="#">Arts &amp; Sci</a>	<a href="#">UNT</a>	<a href="#">Mango,Sassystud011</a>
<a href="#">00009123</a>	<a href="#">Undergrad</a>	<a href="#">0</a>	<a href="#">Arts &amp; Sci</a>	<a href="#">UNT</a>	<a href="#">Mango,Sassystud011</a>

**Note** If you choose the wrong career, use the  or  buttons at the bottom of the page to scroll through the student's other careers.

- Click  to add a row (below).

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees



Sassystud011 Mango ID: 00009123

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 02/17/2004

Effective Sequence: 1

- Type
  - “PLNC” (Plan Change) in the **Program Action** box.
  - The **Admit Term** (see below).

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Sassystud011 Mango ID: 00009123

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 02/17/2004

\*Program Action: **PLNC** Plan Change

Action Reason:

\*Academic Institution: NT752 University Of North Texas

\*Academic Program: 300 Arts and Sciences

\*Admit Term: **1038** 2003 Fall

Requirement Term: 1038 2003 Fall

Expected Grad Term:

\*Campus: MAIN Main Cmps \*Acad Load: Full-Time

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Effective Sequence: 1

Action Date: 02/13/2004

Joint Prog Appr:

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

7. Click the **Student Plan** page (below).

Student Program		Student Plan		Student Sub-Plan		Student Attributes		Student Degrees	
Sassystud011 Mango				ID: 00009123					
<b>Academic Career:</b>		Undergraduate		<b>Student Career Nbr:</b>		1		<b>Car Req Term:</b>	
View All First 1 of 1 Last									
<b>Status:</b>		Active in Program		<b>Admit Term:</b>		2004 Fall			
<b>Effective Date:</b>		03/01/2004		<b>Effective Sequence:</b>		0			
<b>Program Action:</b>		Activate		<b>Action Date:</b>		02/11/2004			
<b>Action Reason:</b>				<b>Requirement Term:</b>		2004 Fall			

8. Click **+** to add a row (below).

Student Program		Student Plan		Student Sub-Plan		Student Attributes		Student Degrees	
Sassystud011 Mango				ID: 00009123					
<b>Academic Career:</b>		Undergraduate		<b>Student Career Nbr:</b>		1		<b>Car Req Term:</b>	
View All First 1 of 1 Last									
<b>Status:</b>		Active in Program		<b>Admit Term:</b>		2004 Fall			
<b>Effective Date:</b>		03/01/2004		<b>Effective Sequence:</b>		0			
<b>Program Action:</b>		Activate		<b>Action Date:</b>		02/11/2004			
<b>Action Reason:</b>				<b>Requirement Term:</b>		2004 Fall			
<b>Academic Program:</b>		Arts & Sci							
View All First 2 of 2 Last									
<b>*Academic Plan:</b>		<input type="text"/>		<b>Degree:</b>					
<b>*Plan Sequence:</b>		<input type="text" value="20"/>		<b>Degree Checkout Stat:</b>					
<b>*Declare Date:</b>		<input type="text" value="03/01/2004"/>		<b>Student Degree Nbr:</b>					
<b>*Requirement Term:</b>		<input type="text"/>		<b>Completion Term:</b>					
<b>*Advisement Status:</b>		Include							
View All First 2 of 2 Last									
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Next in List"/> <input type="button" value="Previous in List"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/>									

Type (or look up) the second major plan name in the **Academic Plan** box (below).

Student Program		Student Plan		Student Sub-Plan		Student Attributes		Student Degrees	
Sassystud011 Mango				ID: 00009123					
<b>Academic Career:</b>		Undergraduate		<b>Student Career Nbr:</b>		1		<b>Car Req Term:</b>	
View All First 1 of 1 Last									
<b>Status:</b>		Active in Program		<b>Admit Term:</b>		2003 Fall			
<b>Effective Date:</b>		08/10/2003		<b>Effective Sequence:</b>		0			
<b>Program Action:</b>		Activate		<b>Action Date:</b>		06/02/2004			
<b>Action Reason:</b>				<b>Requirement Term:</b>		2003 Fall			
<b>Academic Program:</b>		Arts & Sci							
View All First 2 of 2 Last									
<b>*Academic Plan:</b>		BIOL-BSBIO		<b>Degree:</b>					
<b>*Plan Sequence:</b>		<input type="text" value="20"/>		<b>Degree Checkout Stat:</b>					
<b>*Declare Date:</b>		<input type="text" value="08/10/2003"/>		<b>Student Degree Nbr:</b>					
<b>*Requirement Term:</b>		<input type="text"/>		<b>Completion Term:</b>					
<b>*Advisement Status:</b>		Include							

**Note** The type of major plan will determine the type of degree that will be awarded. If the plans are the same degree type (e.g., both BA degrees), then one degree will be awarded with two major plans. If the plans are different degree types (e.g., BA and BS), then a degree will be awarded for each plan.



- Click **View All** to see the minor and major plan on the same page (below).

Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Sassystud011 Mango		ID: 00009123		
<b>Academic Career:</b> Undergraduate		<b>Student Career Nbr:</b> 1	<b>Car Req Term:</b>	
View All First 1 of 1 Last				
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	2003 Fall	
<b>Effective Date:</b>	08/10/2003	<b>Effective Sequence:</b>	0	
<b>Program Action:</b>	Activate	<b>Action Date:</b>	06/02/2004	
<b>Action Reason:</b>		<b>Requirement Term:</b>	2003 Fall	
<b>Academic Program:</b>	Arts & Sci			
View 1 First 1-2 of 2 Last				
<b>*Academic Plan:</b>	SPAN-BA Spanish	Major		+ -
<b>*Plan Sequence:</b>	10	<b>Degree:</b>	BA	
<b>*Declare Date:</b>	08/10/2003	<b>Degree Checkout Stat:</b>		
<b>*Requirement Term:</b>	1038 2003 Fall	<b>Student Degree Nbr:</b>		
<b>*Advisement Status:</b>	Include	<b>Completion Term:</b>		
<b>*Academic Plan:</b>	BIOL-BSBIO Biology	Major		+ -
<b>*Plan Sequence:</b>	20	<b>Degree:</b>	BSBIO	
<b>*Declare Date:</b>	08/10/2003	<b>Degree Checkout Stat:</b>		
<b>*Requirement Term:</b>	1038 2003 Fall	<b>Student Degree Nbr:</b>		
<b>*Advisement Status:</b>	Include	<b>Completion Term:</b>		

- Click **Save**, and you will have added your student's second major.

## Part II: Second Plan Within a Different Program

- **NOTE: This process is restricted to Registrar's Office staff and academic deans office advising and administrative staff.**

To add a second major program or plan for a student,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

**Note** If you need help looking up a student, see page 24.

2. Check **Include History** (below).

[Find an Existing Value](#) [Add a New Value](#)

**ID:** begins with

**Academic Career:** =

**Student Career Nbr:** =

**Campus ID:** begins with

**National ID:** begins with

**Last Name:** begins with

**First Name:** begins with

**Include History**  **Correct History**  **Case Sensitive**

[Basic Search](#) [Save Search Criteria](#)

**Note** When you update or add programs and plans, use **Include History** to guarantee all system functionality is utilized.

3. Click **Search** and you will see your **Search Results** at the bottom of the page.

**Note** If the student has only one program and plan, you'll be taken directly to the **Student Program** page, so you can skip step 6.

4. Select the current program/plan for the student. Note specifically the **Academic Career** and **Student Career Nbr** (below).

### Search Results

[View All](#)

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr
████████	<a href="#">Graduate</a>	<a href="#">0</a>	<a href="#">COE - Mast</a>	<a href="#">UNT</a>
████████	<a href="#">Graduate</a>	<a href="#">0</a>	<a href="#">Gd Non-Deg</a>	<a href="#">UNT</a>
████████	<a href="#">Undergrad</a>	<a href="#">0</a>	<a href="#">Education</a>	<a href="#">UNT</a>

**Note** If you choose the wrong career, use the [Next in List](#) or [Previous in List](#) buttons at the bottom of the page to scroll through the student's other careers.

5. Check to see that the primary program/plan for the student is "Active."

**Note** If an **active plan** does not exist, **do not** create a second program for the student. Instead, the student must be re-admitted through Admissions or the Registrar's Office.

6. Click [Add](#) to add the next major, and you will see the **Add a New Value** page.
7. Select the **Academic Career** for the student and increment the **Student Career Nbr** by 1 (below).

**Student Program/Plan**

---

**Add a New Value**

ID:

Academic Career:

Student Career Nbr:

8. Click [Add](#) and you will see the **Student Program** page.

9. Type (or look up)
- “ACTV” (Activate) in the **Program Action** box.
  - The appropriate **Academic Program**.
  - The **Admit Term** (below).

The screenshot shows the 'Student Program' page for student 'Sassystud011 Mango' with ID '00009123'. The 'Academic Career' is 'Undergraduate' and 'Student Career Nbr' is '1'. The 'Status' is 'Active in Program'. The 'Effective Date' is '08/10/2003'. The 'Program Action' is 'ACTV' (circled in red). The 'Action Reason' is 'Activate'. The 'Academic Institution' is 'University Of North Texas' (code 'NT752'). The 'Academic Program' is 'Business Administration' (code '301', circled in red). The 'Admit Term' is '2003 Fall' (code '1038', circled in red). The 'Requirement Term' is '2003 Fall' (code '1038'). The 'Expected Grad Term' is empty. The 'Campus' is 'MAIN'. The 'Acad Load' is 'Full-Time'. There is an 'Admissions' section with 'From Application' checked, 'Application Nbr' '0', and 'Application Program Nbr' '0'. Buttons for 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom.

10. Click the **Student Plan** page (below).

The screenshot shows the 'Student Plan' page for student 'Sassystud011 Mango' with ID '00009123'. The 'Academic Career' is 'Undergraduate' and 'Student Career Nbr' is '1'. The 'Status' is 'Active in Program'. The 'Effective Date' is '08/10/2003'. The 'Program Action' is 'Activate'. The 'Academic Program' is 'Arts & Sci'. The 'Admit Term' is '2003 Fall'. The 'Effective Sequence' is '0'. The 'Action Date' is '02/17/2004'. The 'Requirement Term' is '2003 Fall'. The 'Car Req Term' is also '2003 Fall'. Buttons for 'View All', 'First', '1 of 1', and 'Last' are visible at the bottom.

11. Click  beside the **Academic Plan** box to look up the new major plan (below).

The screenshot shows the 'Academic Plan' page. The 'Academic Plan' field is empty and circled in red, with a magnifying glass icon to its right. The 'Plan Sequence' is '10'. The 'Declare Date' is '08/10/2003'. The 'Requirement Term' is empty. The 'Advisement Status' is 'Include'. The 'Degree' is empty. The 'Degree Checkout Stat' is empty. The 'Student Degree Nbr' is empty. The 'Completion Term' is empty. Buttons for 'View All', 'First', '1 of 1', and 'Last' are visible at the top right.

**Note** If you already know the code for the new major,

1. Type the new code into the **Academic Plan** box.
2. Skip to step 16 on the next page.

12. Type the first letter of the plan you need (below).

### Lookup Academic Plan

Academic Institution: NT752  
Academic Program: 300  
Academic Plan:

[Basic Lookup](#)

13. Click  , and you will see all the plans beginning with that letter.

**Note** Majors begin with the major plan code (previously used in Legacy) and followed by the major's degree (e.g., ENGL-BA). Minors also use the Legacy code but are followed by MNU (undergraduate) or MNG (graduate).

If you're not sure what the name of the major plan code is, you can narrow your search by typing several letters in the **Academic Plan** box.

14. Click the name of the plan you need, and you will see it filled in for you back on the **Enrollment Request** page.

15. Click  , and you will have added a second major plan.

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# Adding and Changing a Minor Program/Plan

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To add or change a minor program or plan for a student,

1. Go to [Records and Enrollment > Career and Program Information > Student Program/Plan](#).

**Note** If you need help looking up a student, see page 24.

2. Check **Include History** (below).

Find an Existing Value Add a New Value

ID: begins with 00001234

Academic Career: =

Student Career Nbr: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

**Note** When you update or add programs and plans, use **Include History** to guarantee all system functionality is utilized.

3. Click **Search** , and you will see your **Search Results** at the bottom of the page.

**Note** If the student has only one career, you'll be taken directly to the **Student Program** page, so you can skip step 6.

- Choose the student's current career (below).

### Search Results

[View All](#)

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr
██████████	Graduate	0	COE - Mast	UNT
██████████	Graduate	0	Gd Non-Deg	UNT
██████████	Undergrad	0	Education	UNT

**Note** If you choose the wrong career, use the [Next in List](#) or [Previous in List](#) buttons at the bottom of the page to scroll through the student's other careers.

- Click **+** to add a row (below).

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Sassystud011 Mango ID: 00009123

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 02/17/2004 Effective Sequence: 1

**+** **-**

- Type
  - “PLNC” (Plan Change) in the **Program Action** box.
  - The **Admit Term** the student wants the minor to be active by (below).

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Sassystud011 Mango ID: 00009123

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 02/17/2004

\*Program Action: **PLNC** Plan Change

Action Reason:

\*Academic Institution: NT752 University Of North Texas

\*Academic Program: 300 Arts and Sciences

\*Admit Term: **1038** 2003 Fall

Requirement Term: 1038 2003 Fall

Expected Grad Term:

\*Campus: MAIN Main Cmps \*Acad Load: Full-Time

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

7. Click the **Student Plan** page (below).

Student Program			
Sassystud011 Mango		ID: 00009123	
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr:</b>	1
		<b>Car Req Term:</b>	
View All First 1 of 1 Last			
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	2004 Fall
<b>Effective Date:</b>	03/01/2004	<b>Effective Sequence:</b>	0
<b>Program Action:</b>	Activate	<b>Action Date:</b>	02/11/2004
<b>Action Reason:</b>		<b>Requirement Term:</b>	2004 Fall

8. Click **+** to add a row (below).

Student Program			
Sassystud011 Mango		ID: 00009123	
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr:</b>	1
		<b>Car Req Term:</b>	
View All First 1 of 1 Last			
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	2004 Fall
<b>Effective Date:</b>	03/01/2004	<b>Effective Sequence:</b>	0
<b>Program Action:</b>	Activate	<b>Action Date:</b>	02/11/2004
<b>Action Reason:</b>		<b>Requirement Term:</b>	2004 Fall
<b>Academic Program:</b>	Arts & Sci		
View All First 2 of 2 Last			
<b>*Academic Plan:</b>	<input type="text"/>	<b>Degree:</b>	
<b>*Plan Sequence:</b>	20	<b>Degree Checkout Stat:</b>	
<b>*Declare Date:</b>	03/01/2004	<b>Student Degree Nbr:</b>	
<b>*Requirement Term:</b>	<input type="text"/>	<b>Completion Term:</b>	
<b>*Advisement Status:</b>	Include		

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

9. Click **🔍** beside the **Academic Plan** input box to look up the new minor plan (below).

Student Program			
Sassystud011 Mango		ID: 00009123	
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr:</b>	1
		<b>Car Req Term:</b>	
View All First 1 of 1 Last			
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	2004 Fall
<b>Effective Date:</b>	03/01/2004	<b>Effective Sequence:</b>	0
<b>Program Action:</b>	Activate	<b>Action Date:</b>	02/11/2004
<b>Action Reason:</b>		<b>Requirement Term:</b>	2004 Fall
<b>Academic Program:</b>	Arts & Sci		
View All First 2 of 2 Last			
<b>*Academic Plan:</b>	<input type="text"/>	<b>Degree:</b>	
<b>*Plan Sequence:</b>	20	<b>Degree Checkout Stat:</b>	
<b>*Declare Date:</b>	03/01/2004	<b>Student Degree Nbr:</b>	
<b>*Requirement Term:</b>	<input type="text"/>	<b>Completion Term:</b>	
<b>*Advisement Status:</b>	Include		

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

**Note** If you already know the code for the new minor,  
 1. Type the new code.  
 2. Skip to step 14 on the next page.



10. Type the first letter of the plan you need (below).

### Lookup Academic Plan

Academic Institution: NT752  
Academic Program: 300  
Academic Plan:

[Basic Lookup](#)

11. Click  , and you will see all the plans beginning with that letter.

**Note** A minor plan has the same four-character mnemonic as major plans. The letters “MNU” are appended to undergraduate minors (e.g., ENGL-MNU), and the letters “MNG” are appended to graduate minors (e.g., ENGL-MNG).

12. Click the name of the plan you need, and you will see it filled in for you back on the **Enrollment Request** page.

13. Click  , and you will have changed the student’s minor.

14. Click [View All](#) to see the minor and major plan on the same page (below).

Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Sassystud001 Mango		ID: 00009123		
<b>Academic Career:</b> Undergraduate		<b>Student Career Nbr:</b> 1	<b>Car Req Term:</b>	
<a href="#">View All</a> First 1 of 2 Last				
<b>Status:</b> Active in Program	<b>Admit Term:</b> 2004 Fall			
<b>Effective Date:</b> 02/17/2004	<b>Effective Sequence:</b> 1			
<b>Program Action:</b> Plan Change	<b>Action Date:</b> 02/17/2004			
<b>Action Reason:</b>	<b>Requirement Term:</b> 2004 Fall			
<b>Academic Program:</b> Arts & Sci				
<a href="#">View 1</a> First 1-2 of 2 Last				
<b>*Academic Plan:</b> ENGL-MNU English	<b>Degree:</b> Minor			
<b>*Plan Sequence:</b> 20	<b>Degree Checkout Stat:</b>			
<b>*Declare Date:</b> 02/17/2004	<b>Student Degree Nbr:</b>			
<b>*Requirement Term:</b> 1048 2004 Fall	<b>Completion Term:</b>			
<b>*Advisement Status:</b> Include				
<a href="#">+</a> <a href="#">-</a>				
<b>*Academic Plan:</b> SPAN-BA Spanish	<b>Degree:</b> Major BA			
<b>*Plan Sequence:</b> 10	<b>Degree Checkout Stat:</b>			
<b>*Declare Date:</b> 08/10/2003	<b>Student Degree Nbr:</b>			
<b>*Requirement Term:</b> 1038 2003 Fall	<b>Completion Term:</b>			
<b>*Advisement Status:</b> Include				
<a href="#">+</a> <a href="#">-</a>				

# Adding a Subplan

To add a subplan to a student's Program and Plan,

1. Go to [Records and Enrollment > Career and Program Information > Student Program/Plan](#).

**Note** If you need help looking up a student, see page 24.

2. Check **Include History** (see below).

[Find an Existing Value](#) [Add a New Value](#)

**ID:** begins with

**Academic Career:** =

**Student Career Nbr:** =

**Campus ID:** begins with

**National ID:** begins with

**Last Name:** begins with

**First Name:** begins with

**Include History**  **Correct History**  **Case Sensitive**

[Basic Search](#) [Save Search Criteria](#)

3. Click  , and you will see your **Search Results** at the bottom of the page.

**Note** If the student has only one career, you will be taken directly to the **Student Program** page, so you can skip step 6.

4. Select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr** (see below).

## Search Results

[View All](#)

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr
████████	<a href="#">Graduate</a>	<a href="#">0</a>	<a href="#">COE - Mast</a>	<a href="#">UNT</a>
████████	<a href="#">Graduate</a>	<a href="#">0</a>	<a href="#">Gd Non-Deg</a>	<a href="#">UNT</a>
████████	<a href="#">Undergrad</a>	<a href="#">0</a>	<a href="#">Education</a>	<a href="#">UNT</a>

**Note** If you choose the wrong career, use the  or  button at the bottom of the page to scroll through the student's other careers.

5. Click **+** to add a new row (below).

The screenshot shows a web interface for a student record. At the top, there are tabs for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. Below the tabs, the student's name 'Sassystud011 Mango' and ID '00009123' are displayed. The 'Academic Career' is set to 'Undergraduate'. A table below contains the following information:

<b>Status:</b>	Active in Program	<b>Effective Sequence:</b>	0
<b>*Effective Date:</b>	08/10/2003	<b>Action Date:</b>	12/15/2003
<b>*Program Action:</b>	ACTV	<b>Joint Prog Appr:</b>	<input type="checkbox"/>
<b>Action Reason:</b>			
<b>*Academic Institution:</b>	NT752		University Of North Texas

A red circle highlights the '+' button in the top right corner of the table.

6. Use the following table to change the information on the page.

In this box...	Do the following...
<b>Program Action</b>	Type <ul style="list-style-type: none"> <li>▪ “PRGC” (program change) if the new major is under a new college.</li> <li>▪ “PLNC” (plan change) if the student is switching majors within the same college.</li> </ul>
<b>Academic Program</b>	If you’re doing a program change, type or look up the student’s new college.
<b>Admit Term</b>	Change the admit term to equal the current term or future term that the change should take effect.

- Click the **Student Plan** page (see below). Change to appropriate major plan if not already set.

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

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees



Sassystud011 Mango ID: 00009123 \*

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term:

Status: Active in Program Admit Term: 2004 Fall  
 Effective Date: 03/01/2006 Effective Sequence: 1  
 Program Action: Action Date: 12/15/2003  
 Action Reason: Requirement Term: 2004 Fall  
 Academic Program: Arts & Sci

'Academic Plan: ENGL-BA English Major  
 Plan Sequence: 10 Degree: BA  
 Declare Date: 08/20/2004 Degree Checkout Stat:  
 Requirement Term: 1048 2004 Fall Student Degree Nbr:  
 Advisement Status: Include Completion Term:

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

- Click the **Student Sub Plan** page (see below). To view the subplan select the  button or type the name of the subplan. Select .

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

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Sassystud011 Mango ID: 00009123 \*

Academic Career: Undergraduate Student Career Nbr: 0

Status: Active in Program Admit Term: 2004 Fall  
 Effective Date: 03/01/2006 Effective Sequence: 1  
 Program Action: Action Date: 12/15/2003  
 Action Reason: University Of North Texas  
 Academic Program: Arts and Sciences

Academic Plan: English Major  
 Requirement Term: 2004 Fall

'Academic Sub-Plan: LING-SBA Linguistics  
 Academic Sub-Plan Type: Concentration  
 Declare Date: 08/20/2004  
 Requirement Term: 1048 2004 Fall

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

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# Marking a Program/Plan for Discontinuation

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**NOTE:** Marking programs/plans for discontinuation is for use on the undergraduate career only and specifically intended for programs 300-308 (Colleges and Schools), 316 (Undergraduate Academic Certificates) and 317 (Pre-Professional Health Professions).

To mark a program/plan for discontinuation,

1. Go to [Records and Enrollment > Career and Program Information > Student Program/Plan](#).

**Note** If you need help looking up a student, see page 24.

2. Check **Include History** (see below).

**Find an Existing Value** [Add a New Value](#)

<b>ID:</b>	begins with ▾	00001234
<b>Academic Career:</b>	= ▾	▾
<b>Student Career Nbr:</b>	= ▾	
<b>Campus ID:</b>	begins with ▾	
<b>National ID:</b>	begins with ▾	
<b>Last Name:</b>	begins with ▾	
<b>First Name:</b>	begins with ▾	

**Include History**    **Correct History**    **Case Sensitive**

     [Basic Search](#)  

3. Click  , and you will see your **Search Results** at the bottom of the page.

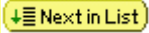
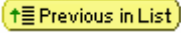
**Note** If the student has only one career, you will be taken directly to the **Student Program** page, so you can skip step 6.


- Select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr** (see below).

### Search Results

[View All](#)

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr
[REDACTED]	<a href="#">Graduate</a>	<a href="#">0</a>	<a href="#">COE - Mast</a>	<a href="#">UNT</a>
[REDACTED]	<a href="#">Graduate</a>	<a href="#">0</a>	<a href="#">Gd Non-Deg</a>	<a href="#">UNT</a>
[REDACTED]	<a href="#">Undergrad</a>	<a href="#">0</a>	<a href="#">Education</a>	<a href="#">UNT</a>

**Note** If you choose the wrong career, use the  or  button at the bottom of the page to scroll through the student's other careers.


- Click  to add a new row (below).

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Sassystud011 Mango ID: 00009123

Academic Career: Undergraduate [Career Requirement Term](#) Student Career Nbr: 0

View All First 1 of 1 Last


Status: Active in Program 

\*Effective Date: 08/10/2003

\*Program Action: ACTV Activate Effective Sequence: 0

Action Reason: Action Date: 12/15/2003

\*Academic Institution: NT752 University Of North Texas Joint Prog Appr:

- Add Program Action of "PLNC" or "PRGC" with Action Reason of "DSC" (Request to Discontinue Program/Plan). Select .

**NOTE:** Should the program not currently be under your college/school it will be necessary to change the program via a program change (PRGC). Follow established procedures for changing the student program and use "DSC" in action reason.

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Sassystud011 Mango ID: 00009123

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

Effective Date: 03/02/2006

Program Action: PLNC Plan Change

Action Reason: DSC Request to Disc. Program/Plan

Academic Institution: NT152 University Of North Texas

Academic Program: 300 Arts and Sciences

Admit Term: 1048 2004 Fall

Requirement Term: 1048 2004 Fall

Expected Grad Term:

Campus: MAIN Acad Load: Full-Time

Admissions: From Application Application Nbr: Application Program Nbr: 0

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

7. The Registrar's Office will receive weekly reports identifying all students with a program action reason of "DSC" and officially discontinue the program or contact the college in question should there be an issue or problem.

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# Looking Up a Student

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Whenever you need to look up a student's EmplID, you can click the  next to the ID box. You will then see the [Find an Existing Value](#) page.


**Note** This page can look different depending on the procedure you are doing.

To look up a student,

1. Type **one** of the following:
  - The student's **EmplID**
  - The student's assigned ID (000-52x-xxxx)
  - The student's **social security number**
  - The student's **last and first names**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID:   

Academic Career:


National ID:

Campus ID:

Last Name:

First Name:

Include History  Correct History  Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

2. Click  , and you'll see a list of students who match your search at the bottom of the page.

**Note** If you've searched for a student using his or her **EmplID**, **National ID**, or **Campus ID**, sometimes you will go directly to the screen you need without having to select the student from a list.

3. Click the name of the student you need, and you will have looked up the student.