In this Job Aid, we will review a necessary step to take when a student’s tuition is not calculating correctly, which involves reviewing a student’s career and program plan stack.

- You will first need to login to Campus Solutions at student.msu.edu.

Review Career and Program Plan Stack

**Navigation:** NavBar > Records and Enrollment > Career and Program Information > Student Program/Plan

1. Search for the student using either their ID, last name or first name, then click **Search**.
- A list of every program the students ever had will show up in the Search Results below; click the program you wish to look into.

2. The Student Program/Plan page will open, defaulting to the Student Program tab at the top.
   - Notice the listed Academic Program, which in this example, is Undergrad Social Science (USS).

3. Click the Student Plan tab next.
4. With the **Student Plan** tab selected, note the **Academic Plan**.
5. (Optional) Click the **Student Sub-Plan** tab.

6. If the student has a sub-plan, it will be listed here. The sub-plan is not used for tuition calc purposes but can be helpful to view if you need it for a query.

**Review MSU Primary Plan Pages**

This is the process that sets the primary major (plan) for a student.

**Navigation:** NavBar > Records and Enrollment > Student Term Information > MSU Primary Plan Status
1. Enter the student’s ID and then click **Search**.
   a. A list of all primary majors, by term, will appear at the bottom. Click the desired term.

2. In the example above, the primary plan for the selected term was MVMED, despite there being two plans (MVED and TEACH). Typically, the higher costing plan is considered the primary plan for a student.
   a. This is what populates the equation variables (covered in Tuition Calculation).