JOB AID

Student Career, Program, Plan: Overview for Staff

9/10/2024

Contents

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Overview

This job aid covers the basics of viewing and editing a student's Career, Program, Plan (CPP) stack. Depending on your security roles, you may only have access to view these changes. The examples shown are primarily used to demonstrate the process and may not reflect realistic scenarios.

Legacy VS. Campus Solutions (student.msu.edu) Terms

- Student Level → Career
- Student Level + College → Program
- Major/Minor/Specialization → Plan
- Concentration/Plan A or B → Sub-Plan

Definitions

- **Career**: General level of study to which a student has been admitted.
  - Example: Undergraduate (UGRD), Graduate (GRAD), Undergraduate Certification (UCERT), Human Medicine (HMED), Non-Degree (NON), Law (LAW)
  - Students can enroll in more than one career. Coursework will display on the student's transcript based on the career in which it was taken. For example, an undergraduate student given permission to take a graduate-level course to meet their undergraduate degree requirements will have the course displayed on the Undergraduate career portion of their transcript because the enrollment is on the UGRD career. If the enrollment were on another career like NON, it would appear on that portion of the transcript.
- **Program**: Broad course of study to which the student applies and is admitted. On the UGRD career, programs signify the college. On the GRAD career, programs signify the degree.
  - Examples:
    - College of Engineering (UEGR); the U signifies it is an undergraduate program
    - College of Business (UBUS)
    - Master's in Engineering (MEGR)
    - Master's in Business (MBUS)
    - Doctorate in Engineering (DEGR)
    - Doctorate in Business (DBUS)
  - Students graduate from their program.
- **Student Career Number:**
  - Students will have a different Student Career Number, or "CAR", for each career/program combination in their academic history.
    - CAR values can begin at zero (0) and should increase by +1 for each new CAR.
    - The first action for most CARs will be "**Matriculate**" and is created by Admissions.
      - There are instances where the first action is "**Activate**" and these are usually found on GCRT careers or when a new program is added.
    - Students can have multiple active CARs if they are pursuing studies in different colleges, multiples programs within the GRAD college, or in different careers.

- Student Career Number and Career are not the same.
- **Plan**: Couse of study in a specific academic field; defines academic objectives such as majors, minors, certificates, specializations, etc.
  - Examples:
    - Journalism BA1 – JOURNA_BA1
    - Journalism MA – JOURNAL_MA
    - Computer Science Minor – CMPTR_MNUN
    - Finance PhD – FINANC_PHD
  - A student can earn one degree per academic plan.
- **Sub-Plan**: An area of concentration within an academic plan. Not every plan has a sub-plan.
  - Examples:
    - Media Design – MEDIAD_CU1
    - Biomedical Engineering – BIOMEB1_CU
    - Journalism Thesis (A) – JOURNAL_TH
    - Taxation – TAX1_CNCL

Undergraduate CPP Flowchart
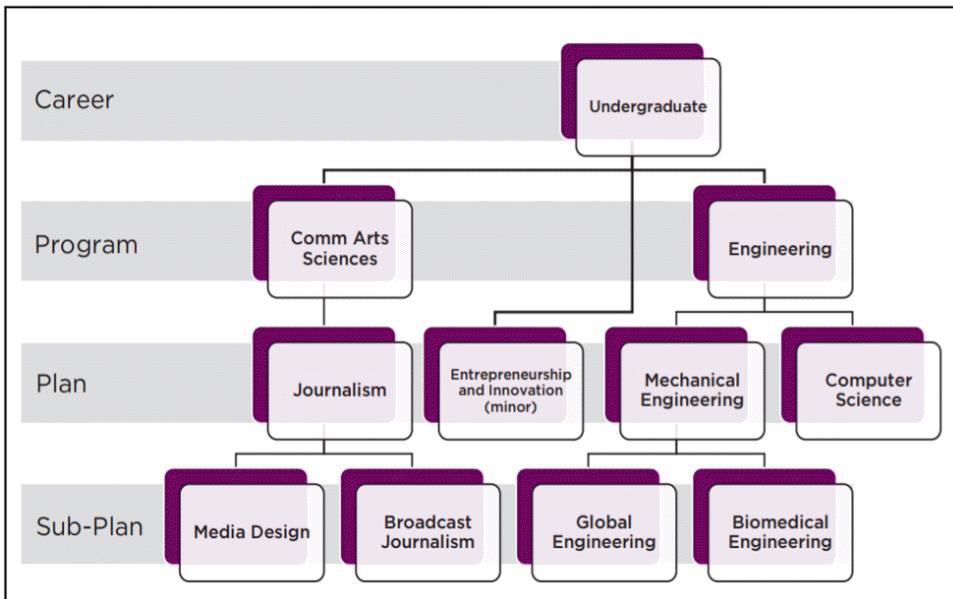
Graduate CPP Flowchart
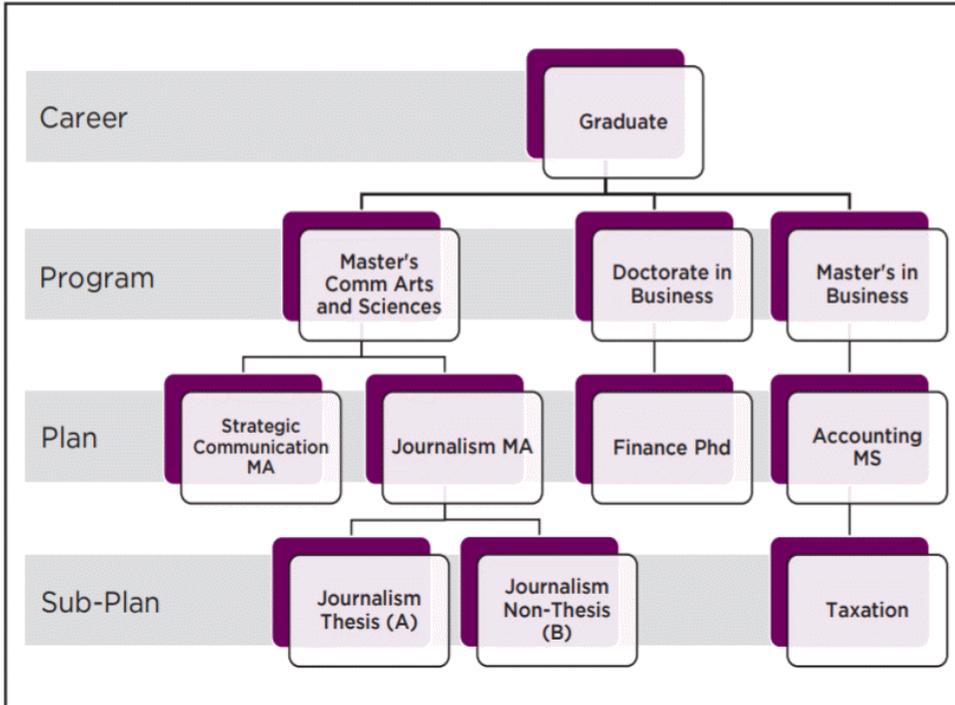
Navigation

- After logging into **student.msu.edu,** there are three ways to reach the Student Program/Plan page.
    - Option 1: NavBar > Records and Enrollment > Career and Program Information > Student Program/Plan
    - Option 2: Within the Academic Advising tile, then the Student Advisement tile, select **Student Program/Plan** in the left navigation

- Option 3: On the Academics tab of the Student Services Center (within the Academic Advising tile), you can view a student's CPP stack and use the **Edit Program Data** button to make changes.

Searching for a Student

Search for the student by using either their student ID, Campus ID (NetID), or first and last name.

Be sure to check the box next to **Include History** if you would like to see a full record of changes to the student's CPP stack.

- **Note:** When Campus Solutions was implemented, the student's ID was derived by replacing the 'A' in the past system PID with the number '1' (e.g., PID **A**123456789 is ID **1**123456789 in Campus Solutions).

- The **Student Program/Plan** page will display, defaulting to the **Student Program** tab.

Viewing a Student's Career, Program, Plan

- To view all changes made to a student's CPP stack, including changes in programs and plans, you can check **Include History** on the search record page, or click the **Include History** button located at the bottom of the **Student Program/Plan** page. Otherwise, you will only see the most current circumstances for the student.
  - o Next, are two examples of the same student, one version is with **Include History** turned on, and the other is with it turned off (i.e., **Update/Display** mode).
    Include History mode
    Here, you can see the student is active within the College of Engineering (Academic Program), and three Program rows are visible (# of 3).
    - 1 of 3: Most recently, an additional major was added (Plan Change) effective 10/21/2021.
    - 2 of 3: A major was added (Plan Change) effective 01/07/2019.

Update/Display mode

Here, you can see the student is active within the College of Engineering (Academic Program), and most recently a major was added effective 10/21/2021. Only one Program row is visible (1 of 1).

- When navigating to the **Student Plan** tab, it's shown that the student has two current plans, indicated by two plan rows (# of 2), Computer Science (1 of 2) and Honors College (row 2 of 2). The plan change is recorded on the **Student Program** tab, while the details of the changes to the student's plan are visible here.

Student Services Center

All information covered above can also be accessed and viewed via the **Student Services Center**.

Navigation

1. NavBar > Campus Community > Student Services Center
   o The **Search Criteria** page will open.
2. Search for the student by using either their student ID, Campus ID (NetID) or first and last name.

Academics Tab

1. The **Student Center** tab will open by default; click the **Academics** tab.
   - o Here, you may click on any of the hyperlinks to the left to see a full description on the right.
   - o Click the **Edit Program Data** button to access the **Student Program/Plan** page discussed in previous sections.

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Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Institution / Career / Program   Edit Program Data

- MSU55 - Michigan State University
  - GCRT - Graduate Certification
    - **TEACH - Teacher Certification**
  - HMED - Human Medicine
    - HMMED - College of Human Medicine
  - UGRD - Undergraduate
    - UCAS - College of Comm Arts & Sci

Program	TEACH	Teacher Certification
Student Career Nbr	0	
Status	Active in Program	as of 09/01/2021
Admit Term	2218	Fall 2021
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	TE_CRT_EDR	Teach Certificates/Endorsement
Requirement Term	2218	Fall 2021

Popular Program Actions in Campus Solutions

Program Action	Description	Action makes the student…
MATR - Matriculation	A person has completed all necessary steps to become an active student in an academic program. The admissions application sets the MATR row for a student. Students may not have this if they were activated on the career without being processed by admissions.	Active
ACTV - Activate	For students adding another stack in a career that has already been MATR or being activated in a career by the RO. GCRT is an example.	Active
RADM - Readmit	A person has applied to reenter a student career and academic program for which they already have a student record.	Active
PLNC - Plan Change	Data related to a student's plan needs to change.	No change
PRGC - Program Change	Data related to a student's program needs to change and involves changing a program (college) or adding a second program (GRAD). Minors and Honors will drop off when performing a PGRC and they will need to be added back on. The admit term should remain the term the student was admitted to the college.	No change
DATA - Data Change	Data related to the expected grad term, requirement terms (career, program, plan, and/or subplan), dual major indicator, or eligible to apply for graduation needs to change.	No change
DISM - Dismissal (Reason of Recess and of Dismissal)	Student is no longer able to attend the University for a period determined by policy and without being readmitted.	Dismissal
LEAV - Leave of Absence	Special Program Action that will be used by Professional Schools and stops the student from being able to enroll for a specific time determined by the Professional School.	Inactive
RLOA - Return from Leave of Absence	May be entered with a future effective date indicating when a student can return.	Active
COMP - Completion of Program	A student has completed the program; corresponds to degree conferral when applicable.	Inactive
REVK - Revoke Degree	Used when a degree needs to be revoked for some reason.	Active
DISC - Discontinuation	Student is given a discontinuation row when they have not enrolled in three consecutive semesters and are no longer eligible to enroll unless approved for readmission.	Discontinue

Popular Program Action Reasons

Program Action	Program Action Reason	Description
PLNC – Plan Change	ADHN – Add Honors ADMJ – Add Major ADMN – Add Minor ADSP – Add SubPlan ADSC – Add Specialization	The student is adding one of these options within the same program.
PLNC – Plan Change	Admit to College	A student is already in the program but is admitted through secondary admissions. Example: student changing from BUSPR_NOHN to MARKET_BA1.
PLNC – Plan Change	CGMJ – Change Major CGMN – Change Minor CGSC – Change Specialization CGSP – Change SubPlan	The student needs to change one of these options within the same program.
PLNC – Plan Change	RMAD – Remove Additional Degree RMHN – Remove Honors RMMN – Remove Minor RMSC – Remove Specialization RMSP – Remove SubPlan	The student requires one of the options to be removed.
PRGC – Program Change	ADMJ – Add Major	The student is adding a new plan in a different program while retaining the old plan and program. You can also add on minors, second degrees, honors, and subplans without taking another program action.
PRGC – Program Change	CGMJ – Change of Major	The student is changing their plan and program. When you do a program change, relevant plans need to be added back on such as: minors, second degrees, honors, and subplans. You do not need to take another program action to add these.
PRGC – Program Change	ADMT – Admit to College	Student is initially admitted to a program for the first time through secondary admissions.
DATA – Data Change	ELIG – Eligible to Apply for Grad	A student is permitted to apply for graduation.
DATA – Date Change	EGTC – Expected Grad Term Change	A student's expected grad term has been added or changed.
DATA – Data Change	RQTC – Requirement Term Change	A student's program or plan requirement term need to change.
DATA – Data Change	APPL – Applied for Graduation	A student has applied for graduation.