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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/Program → Plan
- Concentration/Plan A or B → Sub-Plan

Definitions
- **Career**: General level of study to which a student has been admitted.
  - Example: Undergraduate, Graduate, Ag. Tech, Human Medicine, Non-Degree, Law
  - Students can enroll in more than one career. Coursework will display on the transcript based on the career in which it was taken (e.g., and undergraduate student is given permission to take a graduate-level course to satisfy degree requirements).
- **Program**: Broad course of study to which the student applies and is admitted.
  - Example: Master’s in Business, Bachelor’s in Engineering
  - Students graduate from their program, and it controls a student's level/load (e.g., freshmen/full-time student), calendar and grading schemes.
- **Student Career Number**
  - Students will have a different Student Career Number, or “Car”, for each career/program combination in their academic history
    - Every student will start with Car zero (0)
    - The first action for any Car must be “Activate”
    - Students can have two active Cars if they are pursuing two degrees in different colleges or careers.
- **Plan**: Course of study in a specific academic field; defines academic objectives like majors, minors, certificates, etc.
  - Example: Journalism, Journalism MA, Computer Science, Finance PhD
  - A student can earn one degree per academic plan.
- **Sub-Plan (optional)**: An area of specialization within an academic plan.
  - Example: Media Design, Biomedical Engineering, Journalism Thesis (A), Taxation
Undergraduate CPP Flowchart

Graduate CPP Flowchart
Navigation

1. After logging into your account at student.msu.edu there are three ways to reach the Student Program/Plan page
   - NavBar > Records and Enrollment > Career and Program Information > Student Program/Plan
   - From the Student Advisement tile, select Student Program/Plan in the left navigation
   - On the Academics tab of the Student Services Center, you can view a student’s CPP stack and use the Edit Program Data button to make changes.

2. 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**: In the new SIS, the student’s ID was derived by replacing the ‘A’ in the current PID with the number ‘1’ (e.g., PID A123456789 is ID 1123456789 in the new SIS).

3. You will be taken to the **Student Program/Plan** page, which is covered next.
4. 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 (colleges) and plans (majors/minors), you can check the **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. This is applicable to all tabs on the **Student Program/Plan** page.
  - 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.
3 of 3: The student was matriculated effective 08/29/2018.
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 we click the **Student Plan** tab, we can see the student has two current plans (majors), 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.
Editing a Student’s Career, Program, Plan

**Note:** All changes to a student’s CPP stack will need to first be initiated on the **Student Program** tab, regardless of what the change is (major, minor, college, etc.), and then details supporting that change are displayed on the respective tab (**Student Plan** or **Student Sub-Plan**).

**Changing a Student’s Plan (Major/Minor) in the same college**

Using the previous student, who is currently in the College of Engineering, we will initiate a plan (major) change. The student desires to switch from a Computer Science major to a Civil Engineering major. The same steps are applicable when changing/adding a minor but require you to select the ‘Minor’ option instead of ‘Major.’

1. From the **Student Program** tab, click the (+) button in the upper right to create a new row.
   - While in **Update/Display** mode, this will take the Program rows from 1 of 1 to 1 of 2.
2. Input the following data in the new Program row (1 of 2):
   - **Effective Date**: Enter the first day of the term this will take effect.
   - **Program Action**: Type PLNC or use the magnifying glass to select ‘Plan Change’.
   - **Action Reason**: Type CGMJ or use magnifying glass to select ‘Change of Major’.
   - **Academic Program**: leave this as is (College of Engineering)
   - **Admit Term**: This should remain unchanged unless the student is changing careers.
     - You can click over to Program row 2 of 2 to see what it is.
   - **Requirement Term**: This applies degree requirements specific to the Term.
3. Next, click the **Student Plan** tab. You will notice there are currently two Plan rows (1 of 2). Plan row 1 of 2 shows the student’s current plan, Computer Science, and Plan row 2 of 2 shows that the student is in the Honors College (not displayed below).
4. In the new Plan row (2 of 3), update the Academic Plan to 'Civil Engineering.' input the Declare Date, adjust the Plan Sequence number if necessary, and add the Requirement Term.
   o **Note the Plan Sequence.** This is important to ensure the correct order is printed on the student’s transcript. You will notice that when adding plans, the system always displays the sequence number in increments of 10. Therefore, it is important that you change the sequence number as follows:
     - 10: Primary Major
     - 11-19: Honors and Additional Majors
     - 20-29: Additional Degrees
     - 70-79: Minors
Changing a Student’s Plan to a different college

The student used in the previous example would now like to change their major to Journalism in the College of Communication Arts & Sciences.

1. From the **Student Program** tab, click the (+) button in the upper right to create a new row.
   - While in **Update/Display** mode, this will take the Program rows from 1 of 1 to 1 of 2.
2. Input the following data in the new Program row (1 of 2):
   - **Effective Date**: Enter the first day of the term this will take effect.
   - **Program Action**: Type PRGC or use the magnifying glass to select ‘Program Change’.
   - **Action Reason**: Type CGMJ or use magnifying glass to select ‘Change of Major’.
   - **Academic Program**: Type UCAS or use magnifying glass to select ‘College of Comm Arts & Sci’.
     - The first letter of the Academic Program indicates the student’s level; Undergraduate (U), Doctoral (D), Masters (M).
   - **Admit Term**: This should remain unchanged unless the students is changing careers.
     - You can click over to row 2 of 2 to see what it is.
o **Requirement Term**: This applies degree requirements specific to the Term.

3. Next, click the **Student Plan** tab. The student is new to the College of Comm Arts & Sci and we need to identify their major in the new Program. Additionally, the Plan row for Honors College that displays for the student in the Program row for the College of Engineering needs to be manually added to the College of Comm Arts & Sci Program row. When moving a student from one program to another, it is important to take note of all plan/sub-plan rows they are in (such as Honors College), as those will not automatically carry over. This is only applicable when changing programs (colleges); changes made within the same program will remain. Steps 4 and 5 will demonstrate how to do this.
4. On Plan row 1 of 1, select the student’s new **Academic Plan**, Journalism

5. Click the (+) button at the bottom to add a new Plan row – this is where we will add the Honors College row for the new Program (row 2 of 2).

6. Click **Save** at the bottom of the page.

Adding a Second Major in a different Program (College)

To add an additional program without completing the original one you must create a new student career number (CAR) for the student. (e.g., pursuing an undergraduate degree while pursuing a graduate degree,
pursuing a BA in Comm Arts & Sci and a BA in Arts & Letters, or pursuing a Graduate Certificate along with a Graduate degree),

1. NavBar > Records and Enrollment > Career and Program Information > Student Program/Plan
   o The Search Criteria page displays.
2. Click the Add a New Value tab.
3. Enter the student’s ID, select the student’s new Academic Career from the dropdown, and then adjust the Student Career Number (CAR). The student’s first CAR is always zero.
   o If you are adding a new Career that differs from the student’s first Career, you can use CAR 0 again; Undergraduate and Graduate can both have a CAR 0.
   o When adding a new Career that is the same as the student’s first Career, you should increase the CAR number by 1; Undergraduate CAR 0 for UCAS and Undergraduate CAR 1 for UBUS.
4. Click Add.

5. The Student Program/Plan page displays for the new career. Input the following information:
   o Effective Date: Defaults to today’s date, change if necessary.
   o Program Action: Type ACTV or use the magnifying glass to select ‘Activate’.
   o Academic Program: Select the College for the new CAR.
   o Action Reason: This field is optional and not used for this Program Action.
   o Admit Term: Enter the term that the student will be admitted to the new CAR.
   o Requirement Term: This applies degree requirements specific to the Term.
6. Click the Student Plan tab.

7. Select the additional Academic Plan.

8. Click Save.

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
   - 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.

3. Student Service Center page displays, which is covered next.

Academics Tab

1. You will be defaulted to the Student Center tab; click the Academics tab.
   - Here, you may click on any of the hyperlinks to the left to see a full description on the right.
   - Click the Edit Program Data button to access the Student Program/Plan page discussed in previous sections.
# Program Actions in Campus Solutions

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATR - Matriculation</td>
<td>First time individual is considered a student in a particular career from Admissions.</td>
<td>Active</td>
</tr>
<tr>
<td>ACTV - Activate</td>
<td>For student adding another CPP in a career that has already been MATR.</td>
<td>Active</td>
</tr>
<tr>
<td>RADM - Readmit</td>
<td>Students who leave the university for various reasons and are requesting to return in the same career as they left, except Graduate career. It would be a new MATR if a new major.</td>
<td>Active</td>
</tr>
<tr>
<td>PLNC - Plan Change</td>
<td>Changing plan so comes after a MATR or ACTV or RADM.</td>
<td>No change</td>
</tr>
<tr>
<td>PRGC - Program Change</td>
<td>Changing program (college) so comes after a MATR or ACTV or RADM.</td>
<td>No change</td>
</tr>
<tr>
<td>DATA - Data Change</td>
<td>Changing items such as expected grad term, the requirement terms (on the career, program, plan, subplan), updating dual major indicator, to make students eligible to apply for graduation.</td>
<td>No change</td>
</tr>
<tr>
<td>DISM - Dismissal (Reason of Recess and of Dismissal)</td>
<td>Student is no longer able to attend the University for a period determined by policy and without being readmitted. (Reason of Recess and of Dismissal)</td>
<td>Inactive</td>
</tr>
<tr>
<td>LEAV - Leave of Absence</td>
<td>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.</td>
<td>Inactive</td>
</tr>
<tr>
<td>RLOA - Return from Leave of Absence</td>
<td>May be entered with a future effective date indicating when a student can return.</td>
<td>Active</td>
</tr>
<tr>
<td>COMP - Completion of Program</td>
<td>Conferral of degree.</td>
<td>Inactive</td>
</tr>
<tr>
<td>REVK - Revoke Degree</td>
<td>Used when a degree needs to be revoked for some reason.</td>
<td>Active</td>
</tr>
<tr>
<td>DISC - Discontinuation</td>
<td>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.</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

## Program Actions not currently being used

<table>
<thead>
<tr>
<th>Program Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPND - Suspension</td>
</tr>
<tr>
<td>WADM - Administrative Withdrawal</td>
</tr>
<tr>
<td>DEFR - Defer Enrollment</td>
</tr>
<tr>
<td>TRAN - Transfer to Other Career</td>
</tr>
</tbody>
</table>