JOB AID

Student Career, Program, Plan: Overview for Staff

1/26/2024
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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), Ag. Tech (AGTC), 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:** Course 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
Graduate CPP Flowchart

Career

Program
- Master's Comm Arts and Sciences
- Doctorate in Business
- Master's in Business

Plan
- Strategic Communication MA
- Journalism MA
- Finance PhD
- Accounting MS

Sub-Plan
- Journalism Thesis (A)
- Journalism Non-Thesis (B)
- Taxation
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 A123456789 is ID 1123456789 in Campus Solutions).

![Search Criteria](image)

- 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.
  - 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 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
   - 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.
   - 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.
## Popular Program Actions in Campus Solutions

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Description</th>
<th>Action makes the student...</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATR - Matriculation</td>
<td>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.</td>
<td>Active</td>
</tr>
<tr>
<td>ACTV - Activate</td>
<td>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.</td>
<td>Active</td>
</tr>
<tr>
<td>RADM - Readmit</td>
<td>A person has applied to reenter a student career and academic program for which they already have a student record.</td>
<td>Active</td>
</tr>
<tr>
<td>PLNC - Plan Change</td>
<td>Data related to a student’s plan needs to change.</td>
<td>No change</td>
</tr>
<tr>
<td>PRGC - Program Change</td>
<td>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.</td>
<td>No change</td>
</tr>
<tr>
<td>DATA - Data Change</td>
<td>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.</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.</td>
<td>Dismissal</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>A student has completed the program; corresponds to degree conferral when applicable.</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>Discontinue</td>
</tr>
</tbody>
</table>
## Popular Program Action Reasons

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Program Action Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLNC – Plan Change</td>
<td>ADHN – Add Honors</td>
<td>The student is adding one of these options within the same program.</td>
</tr>
<tr>
<td></td>
<td>ADMJ – Add Major</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADMN – Add Minor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADSP – Add SubPlan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADSC – Add Specialization</td>
<td></td>
</tr>
<tr>
<td>PLNC – Plan Change</td>
<td>Admit to College</td>
<td>A student is already in the program but is admitted through secondary admissions. Example: student changing from BUSPR_NOHN to MARKET_BA1.</td>
</tr>
<tr>
<td>PLNC – Plan Change</td>
<td>CGMJ – Change Major</td>
<td>The student needs to change one of these options within the same program.</td>
</tr>
<tr>
<td></td>
<td>CGMN – Change Minor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGSC – Change Specialization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGSP – Change SubPlan</td>
<td></td>
</tr>
<tr>
<td>PLNC – Plan Change</td>
<td>RMAD – Remove Additional Degree</td>
<td>The student requires one of the options to be removed.</td>
</tr>
<tr>
<td></td>
<td>RMHN – Remove Honors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RMMN – Remove Minor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RMSC – Remove Specialization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RMSP – Remove SubPlan</td>
<td></td>
</tr>
<tr>
<td>PRGC – Program Change</td>
<td>ADMJ – Add Major</td>
<td>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.</td>
</tr>
<tr>
<td>PRGC – Program Change</td>
<td>CGMJ – Change of Major</td>
<td>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.</td>
</tr>
<tr>
<td>PRGC – Program Change</td>
<td>ADMT – Admit to College</td>
<td>Student is initially admitted to a program for the first time through secondary admissions.</td>
</tr>
<tr>
<td>DATA – Data Change</td>
<td>ELIG – Eligible to Apply for Grad</td>
<td>A student is permitted to apply for graduation.</td>
</tr>
<tr>
<td>DATA – Date Change</td>
<td>EGTC – Expected Grad Term Change</td>
<td>A student’s expected grad term has been added or changed.</td>
</tr>
<tr>
<td>DATA – Date Change</td>
<td>RQTC – Requirement Term Change</td>
<td>A student’s program or plan requirement term need to change.</td>
</tr>
<tr>
<td>DATA – Data Change</td>
<td>APPL – Applied for Graduation</td>
<td>A student has applied for graduation.</td>
</tr>
</tbody>
</table>