



JOB AID

Student Career, Program, Plan: Overview for Staff

9/10/2024





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Student Career, Program, Plan: Overview for Staff

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

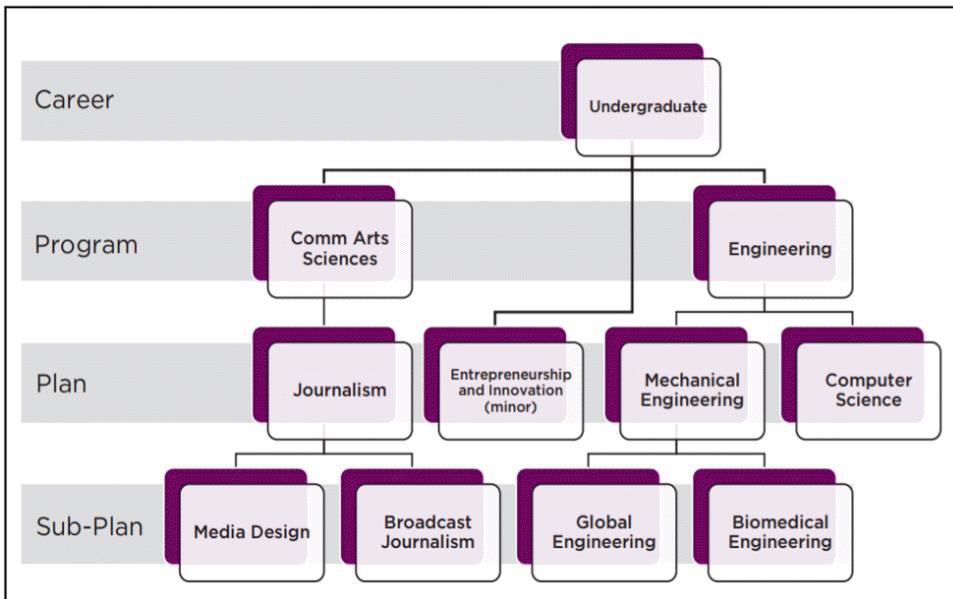
Definitions

- **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.



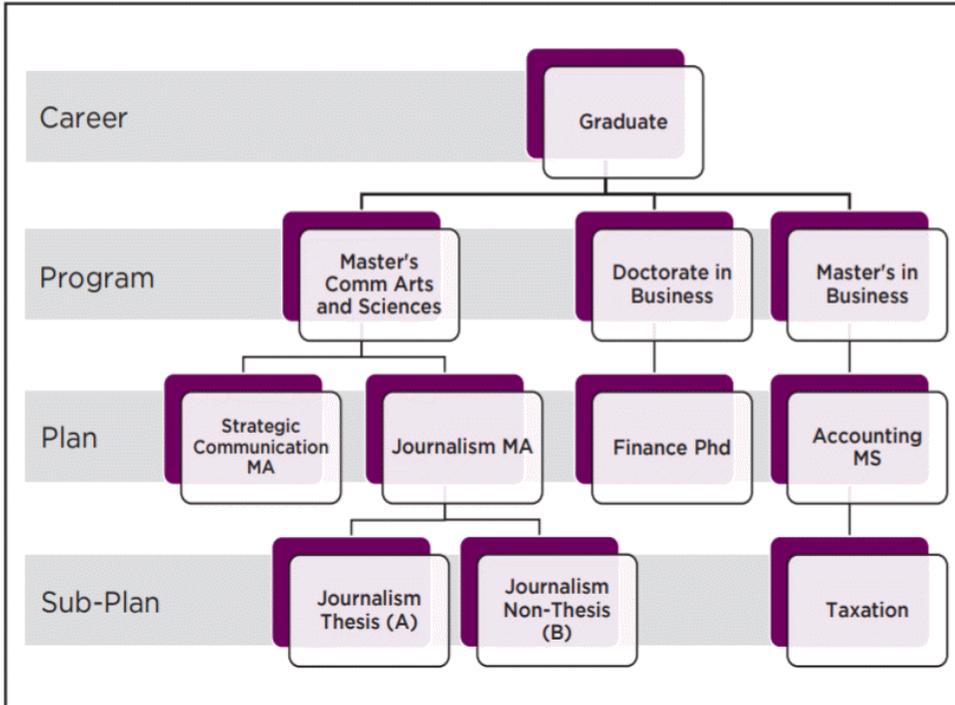
- Student Career Number and Career are not the same.
- **Plan:** Course of study in a specific academic field; defines academic objectives such as majors, minors, certificates, specializations, etc.
 - Examples:
 - Journalism BA1 – JOURNA_BA1
 - Journalism MA – JOURNAL_MA
 - Computer Science Minor – 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

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

The screenshot shows the 'Student Advisement' page in the Academic Advising system. The left sidebar contains a navigation menu with 'Student Program/Plan' highlighted in a red box. The main content area is titled 'Student Program/Plan' and includes a search form with fields for ID, Academic Career, Student Career Nbr, Campus ID, National ID, Last Name, and First Name. Below the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A second screenshot below shows the 'Academic Advising' dashboard with the 'Student Advisement' tile highlighted in a red box.

- 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.

The screenshot shows the 'Academic Summary' page for a student. The 'Academics' tab is selected, and the 'Institution / Career / Program' section is expanded to show 'MSU55 - Michigan State University', 'UGRD - Undergraduate', and 'UEGR - College of Engineering'. The 'Edit Program Data' button is highlighted in a red box. The page also displays student information such as 'Program UEGR', 'Student Career Nbr 0', 'Status Active in Program as of 05/11/2020', 'Admit Term 2178 Fall 2017', 'Expected Graduation', 'Approved Load Full-Time', and 'Load Determination Base On Units'.



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).

Student Program/Plan

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

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

Search Criteria

ID: begins with

Academic Career: =

Student Career Nbr: = 0

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](#)

- 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.

The screenshot displays three sequential 'Student Details' forms for a student named Zachary. Each form shows the student's status as 'Active in Program' and their enrollment in the College of Engineering (Academic Program UEGR) at Michigan State University (Academic Institution MSU55). The forms are arranged vertically, with the top one showing a matriculation action (MATR) on 08/29/2018, the middle one showing a plan change action (PLNC) on 01/07/2019, and the bottom one showing a plan change action (PLNC) on 10/21/2021. The bottom instance has the 'Update/Display' button highlighted in red. The pagination controls at the top right of each form show '1 of 3', '2 of 3', and '3 of 3' respectively, with dashed lines connecting them to indicate they are part of the same record's history.

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).



(College) (Major/Minor) (Concentration)

Student Program Student Plan Student Sub-Plan Additional Information Student Attributes Student Degrees

Zachary [redacted]

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Find | View All First 1 of 1 Last

Student Details

Status Active in Program

*Effective Date 10/21/2021

*Program Action PLNC Plan Change

Action Reason ADMJ Add Major

*Academic Institution MSU55 Michigan State University

*Academic Program UEGR College of Engineering

*Admit Term 2188 FS18

Requirement Term 2188 FS18

Expected Graduation Term

Last Updated On 10/21/2021 11:05:32AM

By [redacted]

Effective Sequence 1

Action Date 10/21/2021

Joint Program Approval

Admissions

From Application

Application Nbr

Application Program Nbr 0

*Campus MAIN Main

*Academic Load Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

- 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 Program | **Student Plan** | Student Sub-Plan | Additional Information | Student Attributes | Student Degrees

Zachary [redacted] [redacted] [redacted]

Academic Career Undergraduate Student Career Nbr 0 Car Req Term Fall 2018

Student Details Find | View All First 1 of 1 Last

Status Active in Program Admit Term FS18
 Effective Date 10/21/2021 Effective Sequence 1
 Program Action Plan Action Date 10/21/2021
 Action Reason Change Requirement Term FS18
 Add
 Academic Program Major
 UEGR

*Academic Plan CMPS1_BS1 Computer Science BS1 Major
 *Plan Sequence 10 Degree BS
 *Declare Date 01/07/2019 Degree Checkout Stat
 *Requirement Term 2192 SS19 Student Degree Nbr
 *Advisement Status Include Completion Term

*Academic Plan HONOR_NOU Honors College NOUN Honors
 *Plan Sequence 11 Degree NO DGR UN
 *Declare Date 10/21/2021 Degree Checkout Stat
 *Requirement Term 2218 FS21 Student Degree Nbr
 *Advisement Status Include Completion Term

Save Return Student Program | Student Plan



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.

Student Services Center

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

[Find an Existing Value](#)

Search Criteria

ID: begins with []
 Campus ID: begins with []
 National ID: begins with []
 Last Name: begins with []
 First Name: begins with []

Case Sensitive

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



Academics Tab

- 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.

Evan [redacted] ID [redacted] [lock icon] [user icon]

[Student Center](#)
[General Info](#)
[Admissions](#)
[Transfer Credit](#)
[Academics](#)
[Finances](#)
[Financial Aid](#)

Institution / Career / Program [Edit Program Data](#)

<ul style="list-style-type: none"> MSU55 - Michigan State University <ul style="list-style-type: none"> GCRT - Graduate Certification TEACH - Teacher Certification HMED - Human Medicine <ul style="list-style-type: none"> HMMED - College of Human Medicine UGRD - Undergraduate <ul style="list-style-type: none"> UCAS - College of Comm Arts & Sci 	<table border="1"> <tr> <td>Program</td> <td>TEACH</td> <td>Teacher Certification</td> </tr> <tr> <td>Student Career Nbr</td> <td>0</td> <td></td> </tr> <tr> <td>Status</td> <td>Active in Program</td> <td>as of 09/01/2021</td> </tr> <tr> <td>Admit Term</td> <td>2218</td> <td>Fall 2021</td> </tr> <tr> <td>Expected Graduation</td> <td></td> <td></td> </tr> <tr> <td>Approved Load</td> <td>Full-Time</td> <td></td> </tr> <tr> <td>Load Determination</td> <td>Base On Units</td> <td></td> </tr> <tr> <td>Level Determination</td> <td>Base On Units</td> <td></td> </tr> <tr> <td>Plan</td> <td>TE_CRT_EDR</td> <td>Teach Certificates/Endorsement</td> </tr> <tr> <td>Requirement Term</td> <td>2218</td> <td>Fall 2021</td> </tr> </table>	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
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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.