Student Program/Plan Page

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

To add an additional program without completing the original one, you must create a new student career (CAR) number for the student.

1. Enter student’s ID.
2. Select the Academic Career.
3. Adjust the Student Career Number. The system will not allow you to add a new CAR with a previously used number.
4. Add.
Student Program Tab

A new/blank page will appear on the Student Program tab.

1. **Effective Date** – The date on which the program action becomes effective. Defaults to today’s date, change if necessary.
2. **Program Action** - ACTV – Activate
3. **Academic Program** - Select the program for the new CAR.
4. **Admit Term** – This represents the semester the student was admitted to the university at this career. Enter the same admit term as a previous CAR.
5. **Requirement Term** - Semester the student is starting the program.
Student Plan Tab

1. **Academic Plan** - Select the Academic Plan using the magnifying glass.
2. **Plan Sequence** - Enter the appropriate number.
   - 10: Primary Major
   - 11: Honors
   - 12-19 Additional majors, dual PhDs, specializations
   - 20, 30, etc.: Second degrees if on the same CAR as the primary plan. Honors for second degrees should follow sequentially. For example, if _BA2 is 20 then HON2_NOUN is 21.
   - 70-79 Minors
3. **Declare Date** – The date the student declares the academic plan. The system, by default, displays a date equal to the effective date of the latest program action. You can override this value if needed.
4. **Requirement Term** - This determines the curriculum requirements the student will follow for the plan.
5. **Save**.