



Student Career, Program, Plan: Adding a Second Major in a Different Program

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.

Student Program/Plan

Find an Existing Value

Search Criteria

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

[+ Add a New Value](#)

Recent Searches

Search Criteria:

ID:

Academic Career:

Student Career Nbr:

Campus ID:

National ID:

Last Name:

First Name:

[Show fewer options](#)

Case Sensitive Include History Correct History

1. Add a new value



Student Program/Plan

Add a New Value

Find an Existing Value

*ID:

*Academic Career:

Student Career Nbr:

- Graduate
- Graduate Certification
- Human Medicine
- Law
- Law Advanced
- Non Degree
- Non Degree Law
- Osteopathic Medicine
- Undergraduate
- Undergraduate Certification
- Veterinary Medicine

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



Student Program Tab

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

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

Academic Career Undergraduate | Career Requirement Term | Student Career Nbr 1

Student Details | Find | View All | First 1 of 1 Last

1 Status Active in Program

2 *Effective Date 01/24/2024

*Program Action ACTV Activate

Action Reason

3 *Academic Institution MSU55 Michigan State University

*Academic Program UAL Undergraduate Arts & Letters

4 *Admit Term 2242 SS24

5 Requirement Term 2242 SS24

Expected Graduation Term

Last Updated On

By

Effective Sequence 0

Action Date 01/24/2024

Joint Program Approval

Admissions

From Application

Application Nbr

Application Program Nbr 0

*Campus MAIN Main

*Academic Load Full-Time

Save | Notify | Refresh | Add | Update/Display | Include History | Correct History

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

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

Academic Career Undergraduate Student Career Nbr 1 Car Req Term

Student Details Find | View All First 1 of 1 Last

Status Active in Program Admit Term SS24
 Effective Date 01/24/2024 Effective Sequence 0
 Program Action Activate Action Date 01/24/2024
 Action Reason Requirement Term SS24
 Academic Program UAL

Find | View All First 1 of 1 Last

1 *Academic Plan JAPANE_BA2 Japanese BA2
 2 *Plan Sequence 10
 3 *Declare Date 01/24/2024
 4 *Requirement Term 2242 SS24
 5 *Advisement Status Include

Plan Sequences
 10: Primary Major
 11: Honors
 12-19 additional majors, dual PhDs, specializations
 20, 30, etc. for second degrees if on the same CAR as the primary major
 Note: honors for second degrees should follow sequentially. For example, if _BA2 is 20 then HON2_NOUN is 21.
 70-79 Minors

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

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.**