Student Program/Plan Page

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, select the new Academic Career and then adjust the Student Career Number.
2. Click Add.
Student Program Tab
A new/blank page will appear on the Student Program tab.

1. **Effective Date**: Defaults to today’s date, change if necessary.
2. **Program Action**: ACTV – Activate
3. **Academic Program**: Select the college for the new CAR.
4. **Admit Term**: Enter the term the student started this Career.
5. **Requirement Term**: Semester they are starting in the program
1. Select the additional **Academic Plan**.
2. Input **Plan Sequence**.
3. **Declare Date**: This section can be ignored.
4. **Requirement Term**: Match the requirement term on the **Program** tab, unless the student should be following a different curriculum in this major.
5. Click **Save**.