



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

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.

Student Program/Plan

Find an Existing Value **Add a New Value**

*ID:

*Academic Career:

Student Career Nbr:

Add

+1 for each additional program

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

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.

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

Evan

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
*Effective Date 10/25/2021

2 *Program Action ACTV Activate
Action Reason

3 *Academic Institution MSU55 Michigan State University
*Academic Program UAL Undergraduate Arts & Letters

4 *Admit Term 2208 FS20
5 Requirement Term 2222 SS22

Expected Graduation Term

Last Updated On
By

Effective Sequence 1
Action Date

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:** 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



Student Plan Tab

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

Evan [redacted] [redacted]

Academic Career Undergraduate Student Career Nbr 1 Car Req Term Spring 2019

Student Details Find | View All First 1 of 1 Last

Status Active in Program Admit Term FS20
Effective Date 10/25/2021 Effective Sequence 1
Program Action Activate Action Date [redacted]
Action Reason [redacted] Requirement Term SS22
Academic Program UAL

Find | View All First 1 of 1 Last

1 *Academic Plan JAPANE_BA2 Japanese BA2 Major
2 *Plan Sequence 10
3 *Declare Date 10/25/2021
4 *Requirement Term 2222 SS22
5 *Advisement Status Include

Plan Sequences
10: Primary Major
11-19: Honors & Additional Majors
20-29: Additional Degrees
70-79: Minors

Save Notify Refresh Add Update/Display Include History Correct History

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**.