Student Program Tab

All changes to a student’s CPP stack, regardless of what they are, will first need to be initiated on the Student Program tab. For example, if adding a new plan (major), you will first need to add a new row on the Student Program tab, then do the same on the Student Plan tab.

1. Click the + button to add a new row.
2. Program Action: PRGC – Program Change
3. **Action Reason**: CGMJ – Change of Major
4. **Academic Program**: Select the new program
5. **Admit Term**: Same as before
6. **Requirement Term**: The term they want the change to take place

### Student Plan Tab

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Student Plan</th>
<th>Student Sub-Plan</th>
<th>Additional Information</th>
<th>Student Attributes</th>
<th>Student Degrees</th>
</tr>
</thead>
</table>

**Academic Career**: Undergraduate

**Student Details**

<table>
<thead>
<tr>
<th>Status</th>
<th>Active in Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>01/10/2022</td>
</tr>
<tr>
<td>Program Action</td>
<td>Program</td>
</tr>
<tr>
<td>Action Reason</td>
<td>Change</td>
</tr>
<tr>
<td>Academic Program</td>
<td>UCAS</td>
</tr>
</tbody>
</table>

**Plan Sequences**

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

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

1. **Change Academic Plan** (major) to the new Academic Plan.

3. **Important Note**: If the student has a minor and/or is in Honor’s college, those plan codes **must** be entered on the new effective dated row along with the new major. Click the + button to add those plans.