Student Program Tab
Navigation: Menu > Records and Enrollment > Student Program/Plan

All changes to a student’s Career, Program, Plan (CPP) stack, regardless of the change, start on the Student Program tab, even when changing a new plan.

1. Click the + button to add a new row.
2. **Effective Date** - The date on which the program action becomes effective. Defaults to today’s date, change if necessary.
5. **Academic Program** - Select the new program.
6. **Admit Term** - This represents the semester the student was admitted to the university at this career. It is not changed for this procedure.
7. **Requirement Term** - This determines the curriculum requirements the student will follow for the new program.
1. **Academic Plan** – Select the Academic Plan using the magnifying glass.

2. **Plan Sequence** - Enter the appropriate number.
   a. 10: Primary Major
   b. 11: Honors
   c. 12-19: Additional majors, dual PhDs, specializations
   d. 20, 30, etc.: Second degrees if on the same CAR as the primary major. Honors for second degrees should follow sequentially. For example, if _BA2 is 20, then HON2_NOUN is 21.
   e. 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 that the student will follow for the new plan.

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

6. **Save.**