



Student Career, Program, Plan: Changing a Student's Major/Minor into a Different Program

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.

The screenshot shows the 'Student Program' tab in the Student Information System. The 'Student Details' section is highlighted with a red box and numbered 1 through 7. The details include:

- 1. + button to add a new row
- 2. *Effective Date: 01/24/2024
- 3. *Program Action: PRGC (Program Change)
- 4. Action Reason: CGMJ (Change of Major)
- 5. *Academic Institution: MSU55 (Michigan State University)
- 6. *Academic Program: UCAS (College of Comm Arts & Sci)
- 7. *Admit Term: 2242 (SS24)
- Requirement Term: 2242 (SS24)

Other fields include: Status: Active in Program, Effective Sequence: 1, Action Date: 01/24/2024, Joint Program Approval: , Admissions: From Application, Application Nbr: Application Program Nbr 0, *Campus: MAIN (Main), *Academic Load: Full-Time. The 'Include History' button is highlighted with a red box and a green callout box pointing to it with the text: 'Be sure to select Include History to see all records in a student's stack.'

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.
3. **Program Action** - PRGC – Program Change.
4. **Action Reason** - CGMJ – Change of Major.
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.



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 2 Last

Status	Active in Program	Admit Term	SS24
Effective Date	01/24/2024	Effective Sequence	1
Program Action	Program	Action Date	01/24/2024
Change		Requirement Term	SS24
Action Reason	Change		
Academic Program	of Major UCAS		

Find | View All First 1 of 5 Last

1 *Academic Plan Journalism BA1

2 *Plan Sequence

3 *Declare Date

4 *Requirement Term SS24

6 *Advisement Status

Major

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 Previous in List Next in List 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.
 - 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.**