



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

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.

The screenshot shows the 'Student Program' tab for a student named Bradley. The form is titled 'Academic Career Undergraduate' and 'Student Details'. The status is 'Active in Program'. The effective date is 01/10/2022. The program action is PRGC (Program Change), with an action reason of CGMJ (Change of Major). The academic institution is MSU55 (Michigan State University) and the academic program is UCAS (College of Comm Arts & Sci). The admit term is 2178 (FS17) and the requirement term is 2222 (SS22). The expected graduation term is 2218 (FS21). The last updated on date is [redacted] by 181000849. The effective sequence is 1. The campus is MAIN (Main) and the academic load is Full-Time. The 'Include History' button is highlighted with a red box. A green callout box says '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. **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

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

Bradley [redacted]

Academic Career Undergraduate

Student Details
Find | View All
First 1 of 2 Last

<p>Status Active in Program</p> <p>Effective Date 01/10/2022</p> <p>Program Action Program Change</p> <p>Action Reason Change of Major</p> <p>Academic Program UCAS</p>	<p>Admit Term</p> <p>Effective Sequence 1</p> <p>Action Date [redacted]</p> <p>Requirement Term</p>
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Find | View All
First 1 of 1 Last

<p>1 *Academic Plan <input type="text" value="JOURNA_BA1"/> Journalism BA1</p> <p>2 *Plan Sequence <input type="text" value="10"/></p> <p>*Declare Date <input type="text" value="01/10/2022"/></p> <p>*Requirement Term <input type="text"/></p> <p>*Advisement Status <input type="text" value="Include"/></p>	<p>Major [redacted]</p> <p>Degr [redacted]</p> <p>St [redacted]</p> <div style="border: 2px solid green; padding: 5px; margin-top: 10px;"> <p>Plan Sequences</p> <p>10: Primary Major</p> <p>11-19: Honors & Additional Majors</p> <p>20-29: Additional Degrees</p> <p>70-79: Minors</p> </div>
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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.