



Student Career, Program, Plan: Changing a Student's Major/Minor within the Same Program

Student Program Tab

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

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

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

Academic Career Undergraduate | Career Requirement Term | Student Career Nbr 1

Student Details | Find | View All | First 1 of 3 Last

Status Active in Program

*Effective Date 01/24/2024

*Program Action PLNC Plan Change

Action Reason CGMJ Change Major

*Academic Institution MSU55 Michigan State University

*Academic Program UCAS College of Engineering

*Admit Term 2242 SS24

Requirement Term 2242 SS24

Expected Graduation Term

Last Updated On 01/24/2024 6:56:26PM

By 135430913

Effective Sequence 2

Action Date 01/24/2024

Joint Program Approval

Admissions

From Application

Application Nbr

Application Program Nbr 0

*Campus MAIN Main

*Academic Load Full-Time

Be sure to select Include History to see all records in a student's stack.

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display | Include History | Correct History

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** - PLNC – Plan Change.
4. **Action Reason** - CGMJ – Change of Major.



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 3 Last

Status	Active in Program	Admit Term	SS24
Effective Date	01/24/2024	Effective Sequence	2
Program Action	Plan	Action Date	01/24/2024
Action Reason	Change Change	Requirement Term	SS24
Academic Program	Major UCAS		

Find | View All First 1 of 1 Last

1 *Academic Plan	COMMUN_BA1	Communication BA1
2 *Plan Sequence	10	
3 *Declare Date	01/24/2024	
4 *Requirement Term	2242	SS24
5 *Advisement Status	Include	

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.
 - 10: Primary Major
 - 11: Honors
 - 12-19: Additional majors, dual PhDs, specializations
 - 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.
 - 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 the student will follow for the new plan.
5. **Save.**



For other types of plan changes, follow the steps above with the following adjustments:

- Adding a **Second Degree** in the same program
 - i. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Major (ADMJ)
 - ii. Student Plan tab: Click the + to add a row, enter the plan code (ends with '2') with appropriate plan sequence.

- Adding an **Additional Major** from any program
 - i. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Major (ADMJ)
 - ii. Student Plan tab: Click the + to add a row, enter the plan code (ends with 'ADDU') with appropriate plan sequence.

- Adding a **Minor** from any program
 - i. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Minor (ADMN)
 - ii. Student Plan tab: Click the + to add a row, enter the plan code (ends with 'MNUN') with appropriate plan sequence.

- Adding **Honors**
 - i. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Honors (ADHN)
 - ii. Student Plan tab: Click the + to add a row, enter the plan code (ends with 'MNUN') with appropriate plan sequence.
 - iii. Honors plan sequence should follow the appropriate plan sequentially. Primary plan = 10, Honors for that plan = 11. Second degree = 20, Honors for that degree = 21.