



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

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

Bradley

Academic Career Undergraduate | Student Career Nbr 0

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

Status Active in Program

2 *Effective Date 09/06/2021

3 *Program Action PLNC Plan Change

4 Action Reason CGMJ Change of Major

*Academic Institution MSU55 Michigan State University

*Academic Program UEGR College of Engineering

*Admit Term 2178 FS17

Requirement Term 2178 FS17

Expected Graduation Term 2218 FS21

Last Updated On

By

Effective Sequence 1

Action Date

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 | Notify | Refresh | Add | Update/Display | Include History | Correct History

1. Click the + button to add a new row
2. Insert **Effective Date**.
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

Bradley [redacted]

Academic Career Undergraduate

Student Details Find | View All First 1 of 2 Last

Status	Active in Program	Admit Term	FS17
Effective Date	[redacted]	Effective Sequence	1
Program Action	Plan	Action Date	[redacted]
Action Reason	Change Add	Requirement Term	FS17
Academic Program	Major UEGR		

Find | View All First 1 of 1 Last

1 *Academic Plan Mechanical Engineering BS1

2 *Plan Sequence

*Declare Date

3 *Requirement Term FS17

*Advisement Status

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.
2. **Plan Sequence**, stays as 10.
3. Insert the **Requirement Term**. This determines the curriculum the student will follow for the new major.



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

- Adding an additional major in the same program
 - i. Student Program tab: Program Action = Plan Change, Action Reason = Add Major
 - ii. Student Plan tab: Click the + to add a row, enter the plan code (ends with '2') with a plan sequence of 11.

- Adding an additional major from any program
 - i. Student Program tab: Program Action = Plan Change, Action Reason = Add Major
 - ii. Student Plan tab: Click the + to add a row, enter the plan code (ends with 'ADDU') with a plan sequence of 11.

- Adding a minor from any program (Be sure the new effective dated row includes both the major and the new minor)
 - i. Student Program tab: Program Action = Plan Change, Action Reason = Add Minor
 - ii. Student Plan tab: Click the + to add a row, enter the plan code (ends with 'MNUN') with a plan sequence of 70.