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.

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
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.