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. **Program Action**: PLNC – Plan Change
3. **Action Reason**: CGMJ – Change of Major

### Student Plan Tab

1. Change **Academic Plan** (major) to the new Academic Plan.
2. **Plan Sequence**, stays as 10
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 ‘MNNU’) with a plan sequence of 70.