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 changing a student’s subplan (concentration), you will first need to add a new row on the Student Program tab, then do the same on the Student Sub-Plan tab. The following example shows how to change a student from Plan A to Plan B.

1. Click the + button to add a new row.
2. **Program Action**: PLNC – Plan Change
3. **Action Reason**: CGSP – Change SubPlan
   - If this is the first Subplan for the student, use Action Reason: ADSP – Add SubPlan

**Student Sub-Plan Tab**

1. **Academic Plan**: Using the magnifying glass, search for the new subplan you would like to switch to (Plan A/Plan B).
2. Click **Save**.