



JOB AID

Student Career, Program, Plan: Update Delivery Method

2/10/2025





Student Career, Program, Plan: Update Delivery Method

Overview

Navigation: Admin Home > Campus Community > Person Data > Student Services Center

The search page will open.

1. Enter the student's ID and click Search. Note: In the new SIS, the student's ID was derived by replacing the "A" in the current PID with the number "1" (e.g., PID A23456789 is ID 123456789 in the new SIS). If you do not know the ID, search by Last Name/First Name, Campus ID, etc.

The screenshot shows the 'Person Data' section of the Student Information System. The 'Student Services Center' search page is displayed. The search criteria are as follows:

- ID: begins with []
- Campus ID: begins with []
- National ID: begins with []
- Last Name: begins with [Spartan]
- First Name: begins with [Sparty]

A red box highlights the Last Name and First Name fields. The search button is visible at the bottom of the search criteria section.



2. Select the student's "Academics" tab, then click "Edit Program Data." Make sure you are only choosing a Graduate Career Program.

Person Data

Sparty Spartan ID 181117476

Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Institution / Career / Program Edit Program Data

- MSU55 - Michigan State University
 - GRAD - Graduate
 - MSS - Master's in Social Science

Program MSS Master's in Social Science

Student Career Nbr 0

Status Active in Program as of 08/12/2022

Admit Term 2212 Spring 2021

Expected Graduation

Approved Load Full-Time

Load Determination Base On Units

Level Determination Base On Units

Plan CLSCW1_MSW Clinical Social Work MSW

Requirement Term 2212 Spring 2021

Term Summary Edit Term Data

- MSU55 - Michigan State University
 - GRAD - Graduate
 - 2218 - Fall Semester 2021

Fall Semester 2021

Eligible to Enroll Yes

Primary Program MSS Master's in Social Science

Academic Standing Status Data unavailable

Level / Load

Academic Level - Projected Masters

Academic Level - Term Start Masters

Academic Level - Term End Masters

Approved Academic Load Full-Time

Academic Load No Unit Load



3. Click the “+” at top right of the Student Details section to add a new row.

The screenshot shows the 'Student Academic Program/Plan' interface. The 'Student Details' section is visible, containing various fields such as Status (Active in Program), Effective Date (05/03/2023), Program Action, Action Reason, Academic Institution (MSU55), Academic Program (MSS), Admit Term (2218), Requirement Term (2218), and Expected Graduation Term (2232). A red box highlights a '+' icon in the top right corner of the Student Details section, indicating where to click to add a new row.

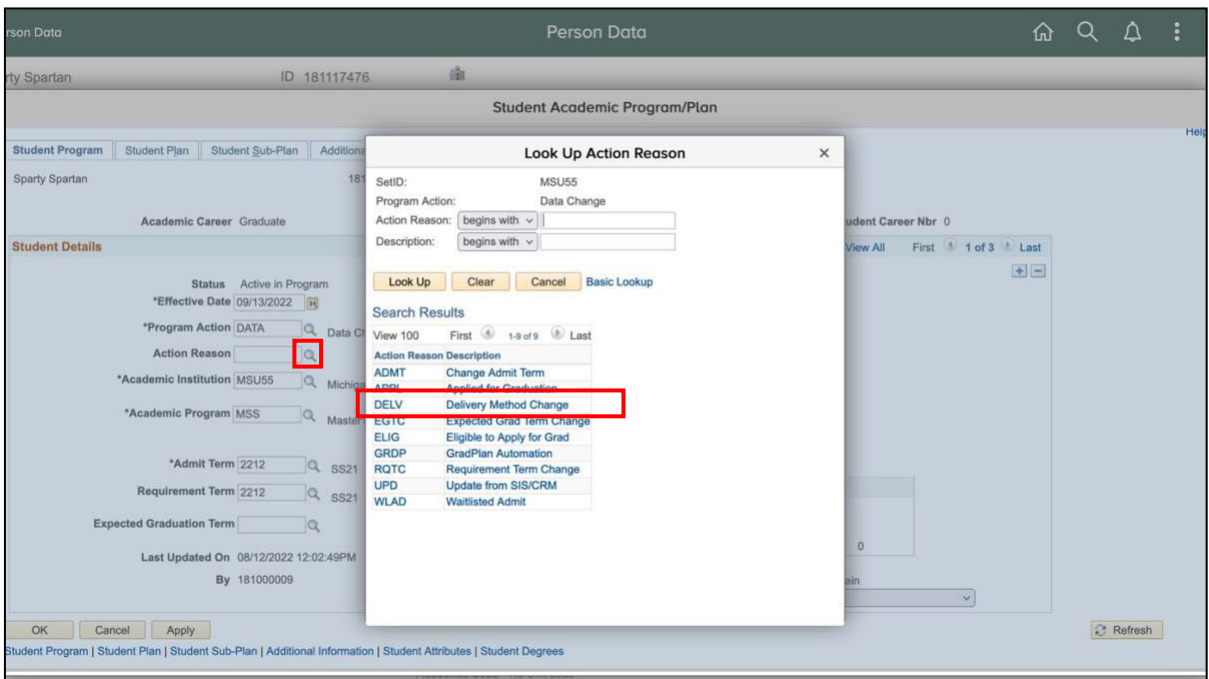
4. Select the magnifying glass icon next to “Program Action” and from the results menu select “DATA.”

The screenshot shows the 'Student Academic Program/Plan' interface with the 'Student Details' section. A magnifying glass icon next to the 'Program Action' field is highlighted. A 'Look Up Program Action' dialog box is open, showing search results for 'DATA'. The search results table is as follows:

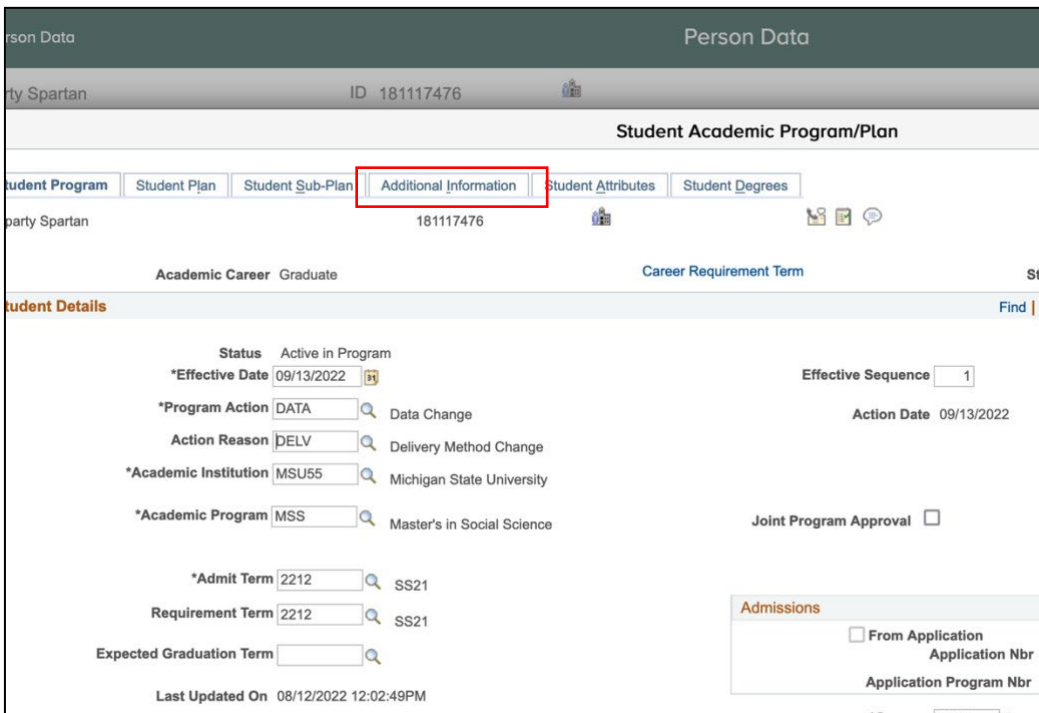
Program Action	Description
ACTV	Activate
ADRV	Admission Revocation
COMP	Completion of Program
DATA	Data Change
DEFR	Defer Enrollment
DISC	Discontinuation
DISM	Dismissal
LEAV	Leave of Absence
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RADM	Readmit
REVK	Revoke Degree
RLOA	Return from Leave of Absence
SPND	Suspension
TRAN	Transfer to Other Career
WADM	Administrative Withdrawal



5. Select the magnifying glass icon next to "Action Reason" and from the results menu select "Delivery Method Change."



6. Next select the "Additional Information" tab at the top of the window.





- Under “Plan Attributes” within “Academic Plan,” open the drop-down menu inside the “Attribute” selection box. Choose “Delivery Method” from the presented options. Do not add anything in the Program Data’s Program Attributes section.

The screenshot shows the 'Student Academic Program/Plan' interface. The 'Academic Plan' section is expanded to show 'Plan Attributes'. A red box highlights the '*Attribute' dropdown menu, which is open to show options: 'Delivery Method', 'Required Minor (CSS Stdnt Ath)', and 'Third Party Collaboration Plan'. A red arrow points from the dropdown in the main window to this enlarged view.

- Select the magnifying glass icon next to the empty box which will appear beneath the “Attribute” selection box, opening the “Prompt for Delivery Method” popup. From these values, select the delivery method that is correct for the student (in this example, we are selecting “OC_VARIOUS”). Please note that only modality attributes assigned at the program level will be available.

The screenshot shows the 'Student Academic Program/Plan' interface with the 'Plan Attributes' dropdown set to 'Delivery Method'. A red box highlights the magnifying glass icon next to the empty input box. A red arrow points from this icon to the 'Prompt for Delivery Method' popup window. The popup displays a table of delivery methods with 'OC_VARIOUS' highlighted in yellow.

Value	Description
HY_ELANSING	Hybrid Program - East Lansing
HY_LANSING	Hybrid Program - Lansing
IP_ELANSING	In-Person - East Lansing, MI
IP_FLINT	In-Person - Flint, MI
IP_GALWAY	In-Person - Galway, Ireland
OC_BIRMINGHAM	Off-Campus - Birmingham, MI
OC_DELTA_CLG	Off-Campus - Delta College
OC_DETROIT	Off-Campus - Detroit, MI
OC_ELANSING	Off-Campus - East Lansing, MI
OC_GLENOAKS	Off-Campus - Glen Oaks College
OC_KELLOGG_CC	Off-Campus - Kellogg Comm College
OC_MONROE_CC	Off-Campus - Monroe Comm College
OC_MONTCALM_CC	Off-Campus - Montcalm Comm College
OC_MOTT_CC	Off-Campus - Mott Comm College
OC_MUSKEGON_CC	Off-Campus - Muskegon Comm College
OC_NORTHWESTERN_CLG	Off-Campus - Northwestern Mich College
OC_OAKLAND_MI	Off-Campus - Oakland, MI
OC_SAGINAW_MI	Off-Campus - Saginaw, MI
OC_SOUTHWESTERN_CC	Off-Campus - Southwestern Community College
OC_TROY	Off-Campus - Troy, MI
OC_VARIOUS	Off-Campus - Various Locations
OC_WAYNECOUNTY_CC	Off-Campus - Wayne County Community College
OC_WESTSHORE_CC	Off-Campus - West Shore Community College
OP	Online Program



9. Hit "OK" at bottom left to save all changes.

Student Academic Program/Plan

X Help

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

Sparty Spartan 181117476

Academic Career: Career Requirement Term Student Career Nbr 0

Program Data Find | View All First 1 of 3 Last

Academic Program MSS Master's in Social Science

Program Attributes Find First 1 of 1 Last

*Attribute

Show in Student SS

Academic Plan Find | View All First 1 of 1 Last

Academic Plan CLSCW1_MSWClinical Social Work MSW

Plan Attributes Find First 1 of 1 Last

*Attribute Delivery Method

Off-Campus - Various Locations

Show in Student SS

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