



JOB AID

Student Career, Program, Plan: Update Delivery Method

9/13/2022





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 displays the 'Person Data' search interface for the 'Student Services Center'. The page title is 'Person Data' and the sub-section is 'Student Services Center'. A search criteria form is visible with the following fields:

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

The 'Last Name' and 'First Name' fields are highlighted with a red box. Below the search criteria, there is a 'Case Sensitive' checkbox and a 'Search' button. The page also includes a 'Find an Existing Value' button and a 'Save Search Criteria' option.



2. Select the student's "Academics" tab, then click "Edit Program Data."

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.

Person Data | Person Data | ID: 181117476 | Student Academic Program/Plan

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

Spartan | 181117476

Academic Career: Graduate | Career Requirement Term: | Student Career Nbr: 0

Student Details | Find | View All | First | 1 of 2 | Last | **+**

Status: Active in Program
*Effective Date: 08/12/2022
*Program Action: DATA | Data Change
Action Reason: DELV | Delivery Method Change
*Academic Institution: MSU55 | Michigan State University
*Academic Program: MSS | Master's in Social Science
*Admit Term: 2212 | SS21
Requirement Term: 2212 | SS21
Expected Graduation Term: |
Last Updated On: 08/12/2022 12:02:49PM
By: 181000009

Effective Sequence: 1
Action Date: 08/12/2022

Admissions
 From Application
Application Nbr: |
Application Program Nbr: 0

*Campus: MAIN | Main
*Academic Load: Full-Time

OK | Cancel | Apply | Refresh

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

Person Data | Person Data | ID: 181117476 | Look Up Program Action

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

Spartan | 181117476

Academic Career: Graduate | Career Requirement Term: | Student Career Nbr: 0

Student Details | Find | View All | First | 1 of 3 | Last

Status: Active in Program
*Effective Date: 09/13/2022
*Program Action: |
Action Reason: |
*Academic Institution: MSU55 | Michigan State University
*Academic Program: MSS | Master's in Social Science
*Admit Term: 2212 | SS21
Requirement Term: 2212 | SS21
Expected Graduation Term: |
Last Updated On: 08/12/2022 12:02:49PM
By: 181000009

Effective Sequence: 1
Action Date: 08/12/2022

Admissions
 From Application
Application Nbr: |
Application Program Nbr: 0

*Campus: MAIN | Main
*Academic Load: Full-Time

OK | Cancel | Apply | Refresh

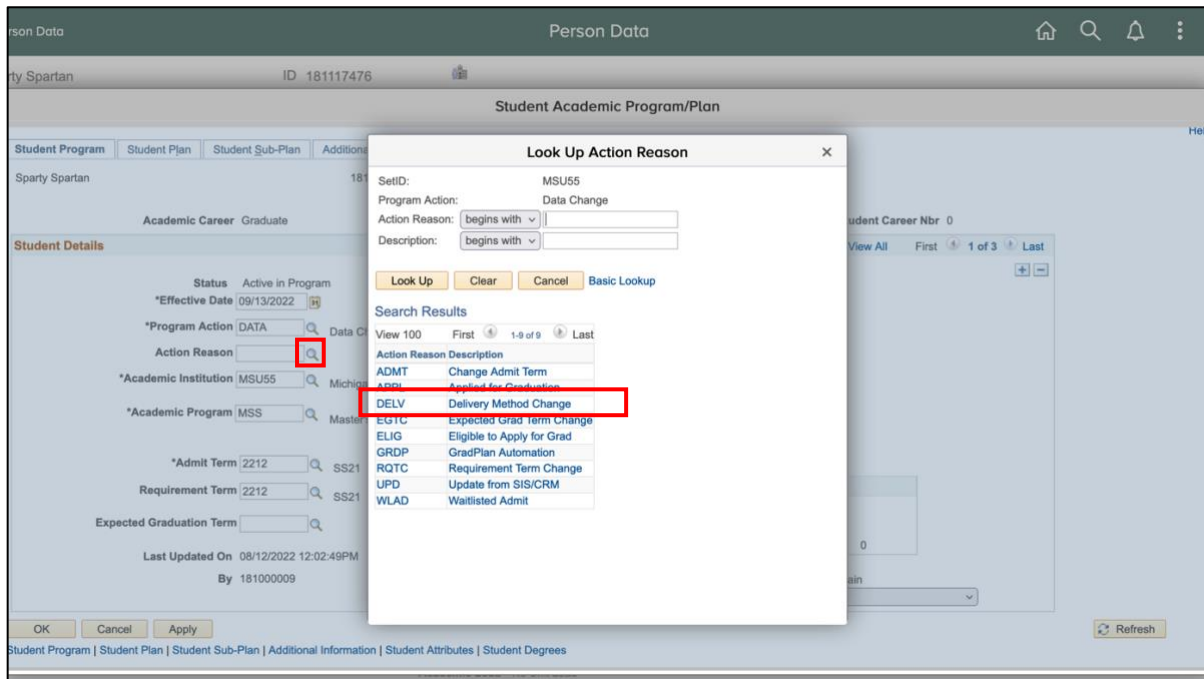
Look Up | Clear | Cancel | Basic Lookup

Search Results
View 100 | First | 1-17 of 17 | Last

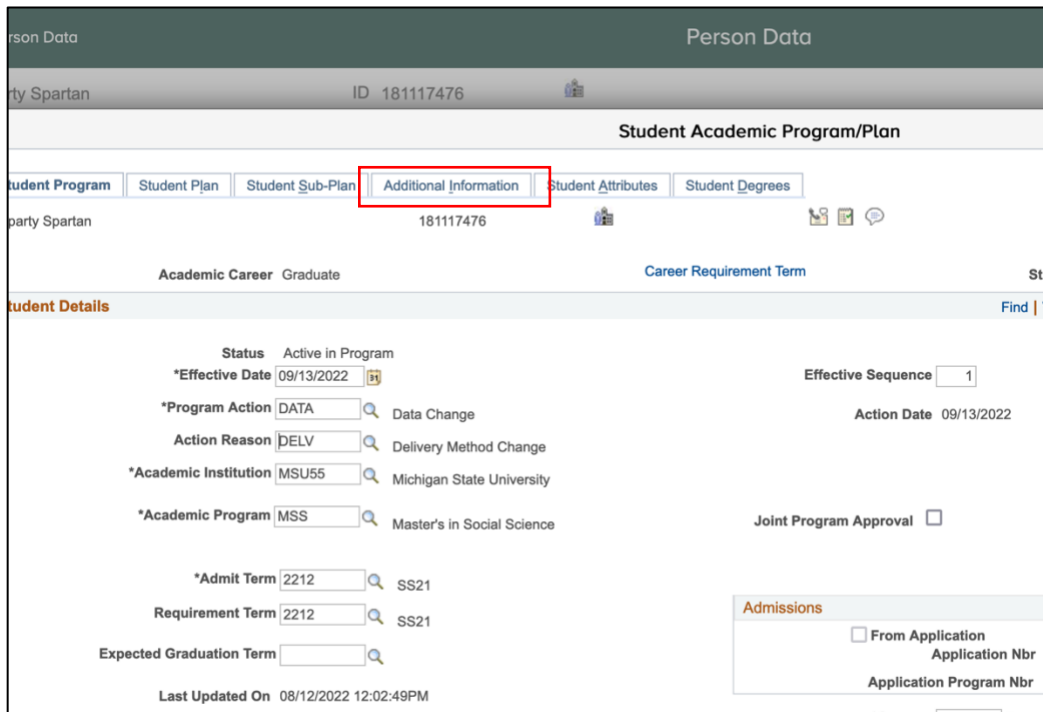
Program Action	Description
ACTV	Activate
ADRV	Admission Revocation
COMP	Completion of Program
DATA	Data Change
DEFR	Deferral Enrollment
DISC	Discontinuation
DISM	Dismissal
LEAV	Leave of Absence
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RADM	Readmit
REVK	Revoke Degree
RLOA	Return from Leave 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.

The screenshot shows the 'Student Academic Program/Plan' window. The 'Academic Plan' section is selected, showing 'CLSCW1_MSWClinical Social Work MSW'. The 'Plan Attributes' dropdown menu is open, with 'Delivery Method' selected. A red arrow points from the dropdown menu in the main window to the enlarged view of the dropdown menu.

- 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”).

The screenshot shows the 'Student Academic Program/Plan' window with the 'Plan Attributes' dropdown menu open. A magnifying glass icon is visible next to the empty box below the dropdown menu. A red arrow points from the magnifying glass icon to the 'Prompt for Delivery Method' popup window. The popup window displays a list of delivery methods, with 'OC_VARIOUS' highlighted.

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	Off-Campus - Oakland, MI
OC_SAGINAW	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.

The screenshot shows the 'Student Academic Program/Plan' interface. At the bottom, the 'OK' button is highlighted with a red box. Other buttons include 'Cancel', 'Apply', and 'Refresh'. The form displays details for 'Spartan Spartans' (ID: 181117476) and 'Academic Career: Career Requirement Term' (Student Career Nbr: 0). It includes sections for 'Program Data' (Academic Program: MSS, Master's in Social Science) and 'Academic Plan' (CLSCW1_MSWClinical Social Work MSW). Both sections have 'Plan Attributes' with a dropdown for '*Attribute' and a 'Show in Student SS' checkbox. The 'OK' button is highlighted with a red box.

10. Please note that if more than one delivery method exists, you can click "+" and add as many values as needed.

This is a close-up of the 'Plan Attributes' section for 'Delivery Method'. The dropdown menu is set to 'Delivery Method'. Below it, a search box contains 'OC_VARIOUS' and the result 'Off-Campus - Various Locations' is displayed. The '+' button next to the search box is highlighted with a red box, indicating where to click to add more values.