All changes to a student’s Career, Program, Change (CPP) stack, regardless of the change, start on the **Student Program** tab, even when changing a plan.

1. **Click the + button to add a new row.**
2. **Effective Date** - The date on which the program action becomes effective. Defaults to today’s date, change if necessary.
1. **Academic Plan** – Select the Academic Plan using the magnifying glass.

2. **Plan Sequence** - Enter the appropriate number.
   - 10: Primary Major
   - 11: Honors
   - 12-19: Additional majors, dual PhDs, specializations
   - 20, 30, etc.: Second degrees if on the same CAR as the primary major. Honors for second degrees should follow sequentially. For example, if _BA2 is 20 then HON2_NOUN is 21.
   - 70-79: Minors

3. **Declare Date** - The date the student declares the academic plan. The system, by default, displays a date equal to the effective date of the latest program action. You can override this value if needed.

4. **Requirement Term** - This determines the curriculum requirements the student will follow for the new plan.

5. **Save.**
For other types of plan changes, follow the steps above with the following adjustments:

- **Adding a Second Degree** in the same program
  1. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Major (ADMJ)
  2. Student Plan tab: Click the + to add a row, enter the plan code (ends with ‘2’) with appropriate plan sequence.

- **Adding an Additional Major** from any program
  1. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Major (ADMJ)
  2. Student Plan tab: Click the + to add a row, enter the plan code (ends with ‘ADDU’) with appropriate plan sequence.

- **Adding a Minor** from any program
  1. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Minor (ADMN)
  2. Student Plan tab: Click the + to add a row, enter the plan code (ends with ‘MNUN’) with appropriate plan sequence.

- **Adding Honors**
  1. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Honors (ADHN)
  2. Student Plan tab: Click the + to add a row, enter the plan code (ends with ‘NOUN’) with appropriate plan sequence.
  3. Honors plan sequence should follow the appropriate plan sequentially. Primary plan = 10, Honors for that plan = 11. Second degree = 20, Honors for that degree = 21.

- **Adding a Specialization**
  1. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Add Specialization (ADSC)
  2. Student Plan tab: Click the + to add a row, enter the plan code (ends with ‘ADSC’) with appropriate plan sequence.

- **Adding a Dual Major PhD**
  1. Student Program tab: Program Action = Plan Change (PLNC), Action Reason = Dual PhD (DPHD)
  2. Student Plan tab: Click the + to add a row, enter the plan code (ends with ‘DUAL’) with appropriate plan sequence.