Student Records Training – Level IIB

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Changing a Major Program/Plan

To change a student’s major program or plan,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

   **Note** If you need help looking up a student, see page 24.

2. Check Include History (below).

   ![Search interface with Include History checked]

   **Note** When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.

3. Click **Search**, and you will see your **Search Results** at the bottom of the page.

   **Note** If the student has only one career, you will be taken directly to the **Student Program** page, so you can skip step 6.

4. If necessary, select the correct career for the student. Note specifically the **Academic Career** and **Student Career Nbr** (below).
5. Click **+** to add a new row (below).

6. Use the following table to change the information on the page:

<table>
<thead>
<tr>
<th>In this box...</th>
<th>Do the following...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Action</strong></td>
<td>Type</td>
</tr>
<tr>
<td></td>
<td>• “PRGC” (program change) if the new major is under a new college.</td>
</tr>
<tr>
<td></td>
<td>• “PLNC” (plan change) if the student is switching majors within the same college.</td>
</tr>
<tr>
<td><strong>Academic Program</strong></td>
<td>If you’re doing a program change, type or look up the student’s new college.</td>
</tr>
<tr>
<td><strong>Admit Term</strong></td>
<td>Change the admit term to equal the current term or future term that the change should take effect.</td>
</tr>
</tbody>
</table>
The following is an example of how you can modify the information on the page:

7. **Click the Student Plan page (below).**

8. **Click beside the Academic Plan input box to look up the new major plan (below).**

**Note**  
If you already know the code for the new major,  
1. Type the new code over the old one.  
2. Skip to step 13 on the next page.
9. Type the first letter of the plan you need (below).

**Lookup Academic Plan**

- Academic Institution: NT752
- Academic Program: 300
- Academic Plan: 

[Look Up, Clear, Cancel, Basic Lookup]

10. Click [Look Up], and you will see all the plans beginning with that letter.

**Note** Majors begin with the major plan code (previously used in Legacy) and followed by the major’s degree (e.g., ENGL-BA). Minors also use the Legacy code but are followed by MNU (undergraduate) or MNG (graduate).

If you’re not sure what the name of the major plan code is, you can narrow your search by typing several letters in the Academic Plan input box.

11. Click the name of the plan you need, and you’ll see it filled in for you back on the Enrollment Request page.

12. Click [Save], and you will have changed the student’s major.
Adding a Second Major Program/Plan

A second major program/plan can be added two ways:
- Second plan within the same program (Part I)
- Second plan within a different program (Part II)

Part I: Second Plan Within the Same Program

To add a second major plan within the same program,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

   **Note** If you need help looking up a student, see page 24.

2. Check Include History (below).

   ![Search Interface]

   **Note** When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.

3. Click Search, and you will see your Search Results at the bottom of the page.

   **Note** If the student has only one career, you’ll be taken directly to the Student Program page, so you can skip step 6.
4. Choose the student’s current career (below).

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Student Career Nbr</th>
<th>Program Short Descr</th>
<th>Institution Short Descr</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00009123</td>
<td>Graduate</td>
<td>0</td>
<td>A&amp;S Master</td>
<td>UNT</td>
<td>Mango, Systud011</td>
</tr>
<tr>
<td>00009123</td>
<td>Undergrad</td>
<td>1</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango, Systud011</td>
</tr>
<tr>
<td>00009123</td>
<td>Undergrad</td>
<td>0</td>
<td>Arts &amp; Sci</td>
<td>UNT</td>
<td>Mango, Systud011</td>
</tr>
</tbody>
</table>

**Note**: If you choose the wrong career, use the **Next in List** or **Previous in List** buttons at the bottom of the page to scroll through the student’s other careers.

5. Click **+** to add a row (below).

6. Type
   - “PLNC” (Plan Change) in the **Program Action** box.
   - The **Admit Term** (see below).
7. Click the **Student Plan** page (below).

![Image of Student Plan page]

8. Click **+** to add a row (below).

![Image of adding a row]

Type (or look up) the second major plan name in the **Academic Plan** box (below).

![Image of entering academic plan]

**Note**

The type of major plan will determine the type of degree that will be awarded. If the plans are the same degree type (e.g., both BA degrees), then one degree will be awarded with two major plans. If the plans are different degree types (e.g., BA and BS), then a degree will be awarded for each plan.
9. Click View All to see the minor and major plan on the same page (below).

10. Click Save, and you will have added your student’s second major.
Part II: Second Plan Within a Different Program

- NOTE: This process is restricted to Registrar’s Office staff and academic deans office advising and administrative staff.

To add a second major program or plan for a student,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

   Note  If you need help looking up a student, see page 24.

2. Check Include History (below).

   Find an Existing Value  Add a New Value

   ID: begins with 00001 234
   Academic Career: =
   Student Career Nbr: =
   Campus ID: begins with
   National ID: begins with
   Last Name: begins with
   First Name: begins with
   Include History
   Correct History  Case Sensitive

   Note  When you update or add programs and plans, use Include History to guarantee all system functionality is utilized.

3. Click Search and you will see your Search Results at the bottom of the page.

   Note  If the student has only one program and plan, you’ll be taken directly to the Student Program page, so you can skip step 6.
4. Select the current program/plan for the student. Note specifically the Academic Career and Student Career Nbr (below).

    | ID | Academic Career | Student Career Nbr | Program Short Descr | Institution Short Descr |
    |----|-----------------|--------------------|---------------------|-------------------------|
    |    | Graduate        | 0                  | COE - Mast          | UNT                     |
    |    | Graduate        | 0                  | Gd Non-Deg          | UNT                     |
    |    | Undergrad       | 0                  | Education           | UNT                     |

**Note** If you choose the wrong career, use the Next in List or Previous in List buttons at the bottom of the page to scroll through the student’s other careers.

5. Check to see that the primary program/plan for the student is “Active.”

**Note** If an active plan does not exist, do not create a second program for the student. Instead, the student must be re-admitted through Admissions or the Registrar’s Office.

6. Click Add to add the next major, and you will see the Add a New Value page.

7. Select the Academic Career for the student and increment the Student Career Nbr by 1 (below).

8. Click Add and you will see the Student Program page.
9. Type (or look up)
   - “ACTV” (Activate) in the **Program Action** box.
   - The appropriate **Academic Program**.
   - The **Admit Term** (below).

10. Click the **Student Plan** page (below).

11. Click **Student Plan** beside the **Academic Plan** box to look up the new major plan (below).

**Note**
If you already know the code for the new major,
1. Type the new code into the **Academic Plan** box.
2. Skip to step 16 on the next page.
12. Type the first letter of the plan you need (below).

![Lookup Academic Plan](lookup.png)

13. Click [Lookup], and you will see all the plans beginning with that letter.

**Note** Majors begin with the major plan code (previously used in Legacy) and followed by the major’s degree (e.g., ENGL-BA). Minors also use the Legacy code but are followed by MNU (undergraduate) or MNG (graduate).

If you’re not sure what the name of the major plan code is, you can narrow your search by typing several letters in the Academic Plan box.

14. Click the name of the plan you need, and you will see it filled in for you back on the Enrollment Request page.

15. Click [Save], and you will have added a second major plan.
Adding and Changing a Minor Program/Plan

To add or change a minor program or plan for a student,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

   **Note**  If you need help looking up a student, see page 24.

2. Check **Include History** (below).

   **Find an Existing Value**  Add a New Value

<table>
<thead>
<tr>
<th>ID:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Career Nbr:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Note** When you update or add programs and plans, use **Include History** to guarantee all system functionality is utilized.

3. Click **Search** , and you will see your **Search Results** at the bottom of the page.

   **Note**  If the student has only one career, you’ll be taken directly to the **Student Program** page, so you can skip step 6.
4. Choose the student’s current career (below).

**Search Results**

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Student Career Nbr</th>
<th>Program Short Descr</th>
<th>Institution Short Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>Graduate</td>
<td>0</td>
<td>CCE - Mast</td>
<td>UNT</td>
</tr>
<tr>
<td>00002</td>
<td>Graduate</td>
<td>0</td>
<td>Grad Non-Deg</td>
<td>UNT</td>
</tr>
<tr>
<td>00003</td>
<td>Undergrad</td>
<td>0</td>
<td>Education</td>
<td>UNT</td>
</tr>
</tbody>
</table>

**Note** If you choose the wrong career, use the or buttons at the bottom of the page to scroll through the student’s other careers.

5. Click to add a row (below).

6. Type
   - “PLNC” (Plan Change) in the Program Action box.
   - The Admit Term the student wants the minor to be active by (below).
7. Click the **Student Plan** page (below).

8. Click **+** to add a row (below).

9. Click **search** beside the **Academic Plan** input box to look up the new minor plan (below).

**Note** If you already know the code for the new minor,
1. Type the new code.
2. Skip to step 14 on the next page.
10. Type the first letter of the plan you need (below).

**Lookup Academic Plan**

- Academic Institution: NT752
- Academic Program: 300
- Academic Plan: e

[Lookup] [Clear] [Cancel] [Basic Lookup]

11. Click [Lookup], and you will see all the plans beginning with that letter.

**Note** A minor plan has the same four-character mnemonic as major plans. The letters “MNU” are appended to undergraduate minors (e.g., ENGL-MNU), and the letters “MNG” are appended to graduate minors (e.g., ENGL-MNG).

12. Click the name of the plan you need, and you will see it filled in for you back on the **Enrollment Request** page.

13. Click [Save], and you will have changed the student’s minor.

14. Click **View All** to see the minor and major plan on the same page (below).
Adding a Subplan

To add a subplan to a student’s Program and Plan,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

   Note  If you need help looking up a student, see page 24.

2. Check Include History (see below).

3. Click Search, and you will see your Search Results at the bottom of the page.

   Note  If the student has only one career, you will be taken directly to the Student Program page, so you can skip step 6.

4. Select the correct career for the student. Note specifically the Academic Career and Student Career Nbr (see below).

   Search Results

   Note  If you choose the wrong career, use the Next in List or Previous in List button at the bottom of the page to scroll through the student’s other careers.
5. Click **+** to add a new row (below).

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Student Plan</th>
<th>Student Sub-Plan</th>
<th>Student Action</th>
<th>Student Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>StudentID6011Mangui</td>
<td>ID: C0300123</td>
<td>![Image](192x692 to 210x706)</td>
<td>![Image](162x566 to 521x687)</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Career:** Undergraduate  
**Career Requirement Term:**  
**Student Career Narr:**

<table>
<thead>
<tr>
<th>Status:</th>
<th>Action in Program:</th>
<th>Academic Requirement Term:</th>
<th>Student Career Narr:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Effective Date:</em> 01/10/2008</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| *Program Actions:* PRGC  
| Action Reason: | Activate |  
| *Academic Institution:* NT752 | University Of North Texas |

6. Use the following table to change the information on the page.

<table>
<thead>
<tr>
<th>In this box...</th>
<th>Do the following...</th>
</tr>
</thead>
</table>
| **Program Action** | Type  
|   - “PRGC” (program change) if the new major is under a new college.  
|   - “PLNC” (plan change) if the student is switching majors within the same college. |
| **Academic Program** | If you’re doing a program change, type or look up the student’s new college. |
| **Admit Term** | Change the admit term to equal the current term or future term that the change should take effect. |
7. Click the **Student Plan** page (see below). Change to appropriate major plan if not already set.

8. Click the **Student Sub Plan** page (see below). To view the subplan select the **Search** button or type the name of the subplan. Select **Save**.
Marking a Program/Plan for Discontinuation

NOTE: Marking programs/plans for discontinuation is for use on the undergraduate career only and specifically intended for programs 300-308 (Colleges and Schools), 316 (Undergraduate Academic Certificates) and 317 (Pre-Professional Health Professions).

To mark a program/plan for discontinuation,

1. Go to Records and Enrollment > Career and Program Information > Student Program/Plan.

   **Note** If you need help looking up a student, see page 24.

2. Check Include History (see below).

   ![Search Filter](image_url)

3. Click **Search**, and you will see your Search Results at the bottom of the page.

   **Note** If the student has only one career, you will be taken directly to the Student Program page, so you can skip step 6.
4. Select the correct career for the student. Note specifically the Academic Career and Student Career Nbr (see below).

**Search Results**

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Student Career Nbr</th>
<th>Program Short Descr</th>
<th>Institution Short Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate</td>
<td>0</td>
<td>COE - Mast</td>
<td>UNT</td>
</tr>
<tr>
<td></td>
<td>Graduate</td>
<td>0</td>
<td>Gd Non-Deg</td>
<td>UNT</td>
</tr>
<tr>
<td></td>
<td>Undergrad</td>
<td>0</td>
<td>Education</td>
<td>UNT</td>
</tr>
</tbody>
</table>

**Note** If you choose the wrong career, use the Next in List or Previous in List button at the bottom of the page to scroll through the student’s other careers.

5. Click + to add a new row (below).

6. Add Program Action of “PLNC” or “PRGC” with Action Reason of “DSC” (Request to Discontinue Program/Plan). Select Save.

**NOTE:** Should the program not currently be under your college/school it will be necessary to change the program via a program change (PRGC). Follow established procedures for changing the student program and use “DSC” in action reason.
7. The Registrar’s Office will receive weekly reports identifying all students with a program action reason of “DSC” and officially discontinue the program or contact the college in question should there be an issue or problem.
Looking Up a Student

Whenever you need to look up a student’s EmpID, you can click the search icon next to the ID box. You will then see the Find an Existing Value page.

**Note** This page can look different depending on the procedure you are doing.

To look up a student,

1. Type **one** of the following:
   - The student’s **EmpID**
   - The student’s assigned ID (000-52x-xxxx)
   - The student’s **social security number**
   - The student’s **last and first names**

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   ![Find an Existing Value form](image)

2. Click **Search**, and you’ll see a list of students who match your search at the bottom of the page.

   **Note** If you’ve searched for a student using his or her **EmpID**, **National ID**, or **Campus ID**, sometimes you will go directly to the screen you need without having to select the student from a list.

3. Click the name of the student you need, and you will have looked up the student.