Viewing the Program/Plan Stack

The Student Program/Plan page can provide considerable information about the student’s Program/Plan “stack,” or historical program/plan rows. Using this page you can view the student's current and former programs, plans, sub-plans, requirement term, and admit term. You can also use this page to determine if the student is active in a program, which is required in order to be eligible for enrollment, as well as if they are in a joint program.

Program/Plan Stack:

- Access the Student Program Plan page.
  - Navigation: Records and Enrollment > Career and Program Information > Student Program/Plan
- Enter data as follows:
  - ID – Enter the student’s ID number.
    - You can also search for the Student using the Last Name and First Name fields.
  - Academic Career – As applicable, select the appropriate Career from the drop-down menu to narrow the search.
- Click the Search Button.
  - If clicking the Search button displays multiple rows, make sure to select the correct Program/Plan and career number for that student.
- The Student Program page will appear.
  - The system will default to Update/Display mode, displaying only the most current row. To view the student’s historical rows, click the Include History button at the bottom of the page.
- On this page, you can review the following information:
  - Status - display whether the student is active in his or her program or not. Remember that the student must be active in a program and term activated in order to be eligible for enrollment.
  - Program Action - on the most current row will display the most recent action on the student’s record.
  - Effective Date - displays the date upon which the program action became effective.
  - Academic Program - displays the student’s active Academic Program.
  - Admit Term
  - Requirement Term - The Program Requirement Term is the term in the catalog for which the student must meet certain academic requirements.
  - Campus
  - Academic Load
- Click the Student Plan tab. On this page, you can review the following information:
  - Academic Plan
  - Plan Sequence - The Plan Sequence is the sequence in which degree progress evaluates a student’s academic plans. The system increments the plan sequence number each time that you add an academic plan. When adding or changing a plan, you should follow this plan sequence:
    - 10 – 1st major
    - 20 – 2nd major
    - 30 – 3rd major
    - 40 – minor
    - 80 – certificate
  - Note: Not every program/plan has multiple plan sequences. Many have only one.
  - Declare Date - the date that the student declares the academic plan.
  - Requirement Term - The Plan Requirement Term indicates the term in which academic advisement degree progress requirements apply to the student for this academic plan. The system defaults to the admit term for the program. You can override this value.
Managing Student Academic Data

- **Advisement Status** - Advisement Status determines how the advisement engine processes the academic requirements groups that you have linked to the student’s program structure. Options are as follows:
  - Include: Ensures that all requirement groups that match this structure are pulled into an audit. You will almost always select this value.
  - Not Include: Ensures that all requirement groups that match this structure are not pulled into an audit.
  - Optional: Pulls in requirement groups that match this structure, but will not prevent the overall audit from going complete if unsatisfied.

- Click the Student Sub-Plan tab. Use the Student Sub-Plan page to view a student's sub-plan. A sub-plan is typically a concentration within an Academic Plan.
- Click on the Student Degrees tab. Use the Student Degrees page to update a student’s completion term, degree honors, degree GPA, and degree checkout status.
- End of Procedure.