







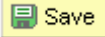




How do I? Change a Students Major or Minor

Version 9.0

1. Click on **Records and Enrollment**.
2. Click on **Career and Program Information**.
3. Click on **Student Program/Plan**.
4. Enter the Students ID.
5. Click on **Search** .
If the student has more than one career it may be necessary to select the appropriate career (link) from the Search Results.
6. Verify that you are in **Include History mode** .
7. Add  a **New Row**.
8. Enter **PCAC, PCBE, PCED, or PCLS** (select the option appropriate for your college) in the **Program Action Field**.
9. Enter **STRQ (Student Request)** in the **Program Action Reason field** if appropriate.
10. If necessary **Change the Academic Program (ACUG, BEUG, EDUG, LSUG)**. Enter the **Admit Term and Requirement Term**.
11. Click on the **Student Plan tab**.
12. Using the second scroll bar , scroll to find the students **Major or Minor** that you are changing.
13. Delete  that row. Add  a new row. If the student only had one row it is not necessary to add a new row.

14. Search  for or enter the code for the **Major/Minor**.
15. Update the **Plan Sequence number** with the appropriate value from below.
16. Update the **Requirement Term** as appropriate. Usually the current or upcoming term.
17. If you changed a students Major Click on the **Student Sub-Plan tab**. Search  for or enter the code for the **Sub-Plan**. Not all majors have **Sub-Plans**.
18. Update the **Requirement Term** as appropriate.
19. Save .

Things to Remember

If necessary re-enter any minors and/or 2nd majors.

Verify that the student is active in this career. The Status appears directly below the blue line and above the Effective Date. If the Status is not active look to see if the student has additional careers. If not call the registrar's office. Do Not process the request.

Look to see if there is a term in the Expected Grad Term field (located at the bottom of the page). If there is a term entered contact the registrar's office to process this change.

Plan Sequence Numbers

01/10	1 st Major
11	2 nd Major
12	3 rd Major
41	1 st Minor
51	2 nd Minor
52	3 rd Minor