

Maintaining Program/Plan: ‘Quick Steps’ for GME Coordinators

The pages in the Program Plan component are used when a resident/fellow:

- Changes an existing plan/ from one plan to another.
- Adds or removes plans.
- Discontinues plans that are no longer valid (student leaves program).
- Is Readmitted after having been Discontinued.
- Is put on a Leave of Absence or they Return from Leave of Absence.


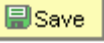
New careers are added through the admissions process **ONLY**:

- When the student has completed/graduated from a previous medical school program and has returned to pursue another residency program.
- When the student has never attended the University as a student in a GME program.

For all Program/Plan changes

Home: **Records and Enrollment > Career and Program Information > Student Program/Plan**

Changing an Existing Plan – Plan change

1. Enter the ID number for the student and click on Search.
2. On the Student Program page, add a new row using the add row button .
3. Enter the Effective Date for the plan change as the first day of the effective term.
4. Select the Program Action of PLNC – Plan Change
Note: Do not make any other changes on this page.
5. On the Student Plan tab, position the cursor in the Academic Plan field.
6. Highlight the current Academic Plan field. **(Do not add a new row).**
7. Enter the new plan code or use the Lookup to search for and select the plan code.
8. **Save** the page with the  button.

Adding Additional Plans

Student is pursuing multiple plans simultaneously


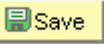
1. Enter the ID number for the student and click on Search.
2. On the Student Program page add a row and enter the Effective Date as the first day of the term you would like the change to take effect.
3. Enter PLNC (for Plan Change) in the Program Action field and tab out of the field.

Note: Do not make any other changes to this page

4. On the Student Plan page position the cursor in the Academic Plan field and add a row
5. Enter the new plan code and Save the page.


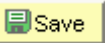
Discontinuation

Change Program Status to Discontinuation

1. Enter the ID number for the student and click on Search.
2. On the Student Program page, add a new row using the add row button .
3. Enter the Effective Date as the first day of the next term.
4. Select the Program Action of DISC – Discontinuation.
5. Tab out of the Program Action Field.
6. **Save** the page with the  button.


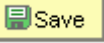
Re-Admit

Change Program Status from Discontinuation to Re-Admit

1. Enter the ID number for the student and click on Search.
2. On the Student Program page, add a new row using the add row button .
3. Enter the Effective Date for the Re-admit as the first day of the effective term.
4. Select the Program Action of RADM – Readmit.
5. Tab out of the Program Action field.
6. The Admit and Requirement Terms should remain the same as the original.
7. **Save** the page with the  button.
8. Verify Term Activation for the student and update, if necessary.


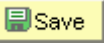
Leave of Absence

Change Program Status to Leave of Absence

1. Enter the ID number for the student and click Search.
 2. On the Student Program page, add a new row using the add row button .
 3. Enter the Effective Date as the first day of the effective term.
 4. Select the Program Action of LEAV - Leave of Absence.
 5. Tab out of the Program Action field.
 6. Leave the Action Reason field blank.
 7. **Save** the page with the  button.
- NOTE: If you know the term the student will return, you may add the Return from Leave of Absence row.

Return from Leave of Absence

Change Program Status from Leave of Absence to Return from a Leave of Absence

1. Enter the ID number for the student and click Search
2. On the Student Program tab, add a new row using the add row button .
3. Enter the Effective Date as the first day of the effective term.
4. Select the Program Action of RLOA - Return from Leave of Absence.
5. Tab out of the Program Action field.
6. Leave Action Reason field blank.
7. **Save** the page with the  button.
8. Verify Term Activation for the student, and update if necessary.