

What to do on the Program/Plan pages if you need to:

Records and Enrollment > Career and Program Information > Student Program/Plan

<i>Program Action</i>	<i>Step 1 - Program Page</i>	<i>Step 2 - Plan Page</i>	<i>Step 3 - Sub-Plan Page</i>	<i>Step 4</i>
Change a major or minor/Plan	Add row Eff. Date = 1 st day of term Prog. Action = PLNC	Change current row	Nothing	SAVE
Add a Plan	Add row Eff. Date = 1 st day of term Prog. Action = PLNC	Add row	Nothing	SAVE
Delete a Plan	Add row Eff. Date = 1 st day of term Prog. Action = PLNC	Delete row	Nothing	SAVE

Change Subplan	Add row Eff. Date = 1 st day of term Prog. Action = DATA	Nothing	Change current row Note: Make sure looking at correct plan!	SAVE
Add Subplan	Add row Eff. Date = 1 st day of term Prog. Action = DATA	Nothing	Add row if there's another subplan already present; or, find appropriate code.	SAVE
Delete Subplan	Add row Eff. Date = 1 st day of term Prog. Action = DATA	Nothing	Delete row	SAVE

Leave of Absence	Add row Eff. Date = day before the 1 st day of term Prog. Action = LEAV	Nothing	Nothing	SAVE
Return from Leave of Absence	Add row Eff. Date = 1 st day of term Prog. Action = RLOA	Nothing	Nothing	SAVE
Discontinuation: Suspension	Add row Eff. Date = day before the 1 st day of term Prog. Action = DISC Action Reason = SUSP Note: Use the 2nd day of the term if student had enrollment during the term and uncheck eligible to enroll checkbox on the term activation page.	Nothing	Nothing	SAVE
Readmit a Discontinued Student	Add row Eff. Date = 1 st day of term Prog. Action = RADM	Nothing	Nothing	SAVE