Change Students Academic Plan

Trigger:
Use this process when a student's academic plan needs to be changed.

Concept

Process valid from 06/07/07 until approximately 08/01/07.

IMPORTANT NOTE
If a student is a new admit or transfer student and will begin their academic career at the beginning of the FALL 2007 semester, their plan will be changed in myZou only.

If the student is a continuing student or will begin their academic career during the SUMMER 2007 semester, their academic plan will need to be changed in BOTH myZou and CICS.

Field(s) | Comments
--- | ---
Program Action | The reason the change to the academic plan is being made.
Academic Plan | The plan the student is being assigned to.

Output - Results | Comments
--- | ---
A student's academic plan will be changed. | The student's academic plan will be changed and will become valid on a specified date.

Additional Information
Process valid from 06/07/07 until approximately 08/01/07.
IMPORTANT NOTE
If a student is a new admit or transfer student and will begin their academic career at the beginning of the FALL 2007 semester, their plan will be changed in myZou only.

If the student is a continuing student or will begin their academic career during the SUMMER 2007 semester, their academic plan will need to be changed in BOTH myZou and CICS.
**Procedure**

This topic will demonstrate how to change a student's academic plan.

This example will access the Program/Plan Change page from the Student Services Center -> Academics tab. You may access the Program/Plan Change page directly by navigating through the menu. (See Menu Nav)

<table>
<thead>
<tr>
<th>Menu NAV</th>
<th><strong>Student Program/Plan -&gt; Student Services Center</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review or update a student's academic program, plan, and subplan information from the Student Services Center.</td>
</tr>
<tr>
<td></td>
<td><em>Home&gt;Campus Community&gt;Student Services Center</em></td>
</tr>
<tr>
<td></td>
<td><em>Access the Academics tab on the Student Services Center page.</em></td>
</tr>
</tbody>
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<td>Review or update a student's academic program, plan, and subplan information.</td>
</tr>
<tr>
<td></td>
<td><em>Home&gt;Records and Enrollment&gt;Career and Program Information&gt;Student Program/Plan</em></td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
1. | In this example we will be changing Kletus' academic plan from Psychology to Art History.

Enter the Kletus' student id into the **ID** field.

Enter "**14002641**".

2. | Click the **Search** button.
### Step 3
To change a student's academic plan, click the **Academics** link.

![myZou Advising: Change Students Academic Plan]

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>To change a student's academic plan, click the <strong>Academics</strong> link.</td>
</tr>
</tbody>
</table>
### Step 4

From the academics page you can access the Program/Plan Change page by clicking the Edit Program Data button. Click the **Edit Program Data** link.

```plaintext
edit program data
```
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>A student's program/plan is effective dated. In order to make a change, you will need to add a new row. The new row will copy the current program/plan data. You will need to change the desired fields. In this example, you will change the Student Plan information. Click the <strong>Add a new row at row 1 (Alt+7)</strong> button.</td>
</tr>
</tbody>
</table>
| 6.   | You will need to provide the date the change is to take effect in the Effective Date field.  
  
The Effective Date defaults to today's date. This can be changed if necessary. |
| 7.   | You will need to enter a reason you are making a change to the student plan. Click the **Look up Program Action (Alt+5)** button. |
### Step 8

Select Plan Change from the **Search Results** table.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLNC</td>
<td>Plan Change</td>
</tr>
</tbody>
</table>
### Step 9

Click the **Student Plan** tab to change the student's academic plan.
Step | Action
---|---
10. | Click the **Look up Academic Plan (Alt+5)** button.
Step | Action  
--- | ---  
11. | Select the desired academic plan from the **Search Results** table.
### Step 12
Click the **Ok** button to save your changes and return to the Student Services Center page.

Click **Apply** to save your changes and remain on the Program/Plan Change page.

<table>
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<th>Action</th>
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<td>12.</td>
<td>Click the <strong>Ok</strong> button to save your changes and return to the Student Services Center page. Click <strong>Apply</strong> to save your changes and remain on the Program/Plan Change page.</td>
</tr>
</tbody>
</table>

### Step 13

### Step 14
The student's academic plan has been updated with new plan.

### Step 15
You have successfully changed a student's academic plan.

**End of Procedure.**