

# Student Records

## Adding Academic Plans to the Same Program Stack

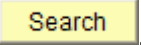
### Overview

This process will show how to add an academic plan to the same program stack.


- A plan change occurs when a student wishes to discontinue his or her current plan and begin a new plan.
- Any plan change can be classified under one of two broad categories:
  - A plan change in which the current plan is being replaced by a new plan under the same program as the current program.
  - A plan change in which the current plan is being replaced by a new plan under a different program than the current program.

### Steps


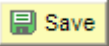
#### Adding Academic Plans to the Same Program Stack

1. Navigate to: **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Enter **ID** or **Last Name** and **First Name**.
3. Click **Correct History**.
4. Click .

<b>NOTE:</b>	Make sure you check the <b>Institution</b> on the stack prior to making any updates. You should only update stacks for your own institution.
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5. Click  to add a new row to the *Student Program*.
6. Enter **Effective Date**. It defaults to the current date.
7. Enter "**PLNC**" (Plan Change) in **Program Action**.
8. Enter **Action Reason**.

<b>NOTE:</b>	If this update is processed by the Recorder of the <b>Academic Group</b> , the <b>Action Reason</b> code should be " <b>ACUN</b> " (Academic Unit).
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9. Click the *Student Plan* tab.
10. Click  to add a new row to the *Student Plan*.
11. Enter **Academic Plan**.
12. Click .