

## Viewing a Student's Program/Plan Stack

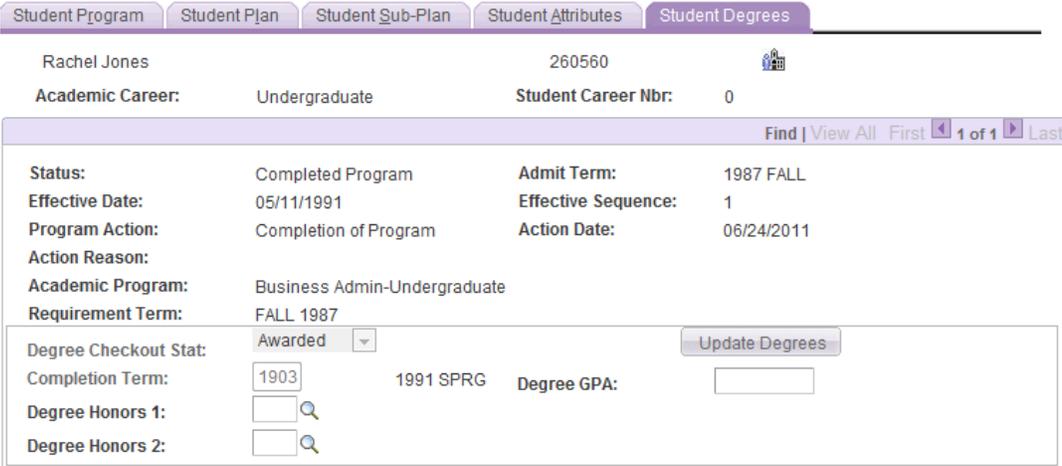
**Purpose:** The following instructions describe how to view a student’s Program/Plan Stack.

**IMPORTANT:** Always check the **Include History** option.

Step	Action
1.	<p>Navigate to the <b>Student Program/Plan</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan</b></p> <p><i>Favorites</i>   <i>Main Menu</i> &gt; <i>Records and Enrollment</i> &gt; <i>Career and Program Information</i> &gt; <i>Student Program/Plan</i></p> <p><b>Student Program/Plan</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Academic Career: <input type="text" value="="/> <input type="text"/></p> <p>Student Career Nbr: <input type="text" value="="/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input checked="" type="checkbox"/> <b>Include History</b> <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> <p><i>*Don't forget to select <b>Include History</b> each time!</i></p>
2.	<p>Enter appropriate search criteria. Click the <b>Search</b> button.</p> <p><b>Result:</b> The <b>Student Program/Plan</b> page displays.</p> <p><i>Student Program</i>   <i>Student Plan</i>   <i>Student Sub-Plan</i>   <i>Student Attributes</i>   <i>Student Degrees</i></p> <p>Xavier Williams 473743 <input type="button" value="Close"/> <input type="button" value="Star"/></p> <p>Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0</p> <p>Find   View All First <input type="text" value="1 of 1"/> Last</p> <p>Status: Active in Program <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Effective Date: <input type="text" value="08/23/2010"/> <input type="button" value="B"/></p> <p>Effective Sequence: <input type="text" value="1"/></p> <p>*Program Action: <input type="text" value="PRGC"/> <input type="button" value="Q"/> Program Change Action Date: 03/11/2011</p> <p>Action Reason: <input type="text"/> <input type="button" value="Q"/></p> <p>Joint Prog App: <input type="checkbox"/></p> <p>*Academic Institution: <input type="text" value="UNICS"/> <input type="button" value="Q"/> University of Northern Iowa</p> <p>*Academic Program: <input type="text" value="COEUG"/> <input type="button" value="Q"/> Education-Undergraduate</p> <p>*Admit Term: <input type="text" value="2101"/> <input type="button" value="Q"/> 2010 SUMR</p> <p>Requirement Term: <input type="text" value="2101"/> <input type="button" value="Q"/> 2010 SUMR</p> <p>Expected Grad Term: <input type="text"/> <input type="button" value="Q"/></p> <p>*Campus: <input type="text" value="MAIN"/> <input type="button" value="Q"/> MAIN *Acad Load: <input type="text" value="Full-Time"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include"/></p>



Step	Action
3.	<p><b>Student Program</b> Field descriptions:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Displays the program/plan effective date for the row.</li> <li>• <b>Program Action</b> – Displays the action taken. See pink handout for descriptions. Example: <b>PRGC – Program Change</b></li> <li>• <b>Action Reason</b> – Not required, however may display for some program actions selected. Example, if WADM – Administrative Withdrawal is select in the Program Action, a corresponding Action Reason is selected to indicate why the student withdrew. Examples: DEAT – Deceased, NSAD – No Show: Admitted, ERR – Application submitted in Error, etc.</li> <li>• <b>Academic Institution</b> – Defaults to <b>UNICS</b></li> <li>• <b>Academic Program</b> – Displays the <i>Program/College</i> (e.g. CBAUG)</li> <li>• <b>Admit Term</b> – Displays the term the student was admitted to UNI</li> <li>• <b>Requirement Term</b> – Defaults to <i>Admit Term</i>.</li> <li>• <b>Expected Grad Term</b> – Will display expected graduation term.</li> </ul>
4.	<p>Click the <b>Student Plan</b> tab.</p> <p><b>Note:</b> Don’t forget to click <b>View All</b> (the lower one associated with multiple Plans) to see all Plan entries, if applicable.</p>

Step	Action
5.	<p><i>Student Plan</i> field descriptions:</p> <ul style="list-style-type: none"> <li>• <b>Academic Plan</b> – Display Plan Code &amp; Description (e.g. 152BA-Accounting)</li> <li>• <b>Plan Sequence</b> – Displays sequential order of plans (10 = first major, 20 = 2<sup>nd</sup> major, 30 = 3<sup>rd</sup> major, 40 = 1<sup>st</sup> minor, 50 = 2<sup>nd</sup> minor, etc.)</li> <li>• <b>Declare Date</b> – Defaults to date plan is being entered.</li> <li>• <b>Requirement Term</b> – Appropriate term is entered to reflect the plan curriculum requirements in effect at the time student declares a plan OR can be changed to reflect plan curriculum requirements student is required to complete. This Requirement Term will dictate the plan requirements on a student's Advisement Report.</li> <li>• <b>Advisement Status</b> – Defaults to <i>Include</i>, which ensures that all requirement groups that match this structure are pulled into an audit.</li> </ul>
6.	<p>The <i>Student Sub-Plan</i> tab is not current used however; it may be used in the future to displays any sub-plans (e.g. certificates). Sub-Plans may be requirements associated with a minor.</p>
7.	<p>The <i>Student Attributes</i> tab is not currently used.</p>
8.	<p>The <i>Student Degree</i> tab. This tab displays degree details including status, date, program action, academic program. The <b>Update Degrees</b> button will be used in a future process. Do not press that button at this time.</p>  <p>The screenshot shows the 'Student Degrees' tab selected. It displays the following information for Rachel Jones (ID: 260560):</p> <ul style="list-style-type: none"> <li>Academic Career: Undergraduate</li> <li>Student Career Nbr: 0</li> <li>Status: Completed Program</li> <li>Effective Date: 05/11/1991</li> <li>Program Action: Completion of Program</li> <li>Action Reason:</li> <li>Academic Program: Business Admin-Undergraduate</li> <li>Requirement Term: FALL 1987</li> <li>Degree Checkout Stat: Awarded</li> <li>Completion Term: 1903</li> <li>Degree Honors 1: [ ]</li> <li>Degree Honors 2: [ ]</li> </ul> <p>Buttons for 'Find', 'View All', 'First', '1 of 1', 'Last', and 'Update Degrees' are visible.</p>