Academic Structure Guide for Advisement (Career, Program, Plan)

Three levels in Program/Plan Stack:
  Academic Career (UGRD or GRAD)
    With Requirement Term
  Academic Program (College plus more!)
    With Requirement Term
  Academic Plan (Major or Minor)
    With Requirement Term

These drive rules on the advisement report:
  Career: Undergrad LAC program (2133 and earlier = 2004 LAC; 2141 and forward = 2014 LAC)
    Graduate recency rules (anything outside of a plan)
  Program: no real rules, but needs to match declared major plans
  Plan: Indicates the major or minor AND which catalog rules they will follow.
  Sub-Plan: We don’t use at UNI so these fields are left blank

How to decode Programs:
  Character 1-3 indicates college (COE, CBA, HFN, INT, SBS...)
  Additional characters indicate type of program
    UG = non-teaching undergrad
    T = teaching undergrad
    GR = graduate program
    P and TP = postbac undergrads (non-teaching and teaching)
    SPUG = special undergraduate (deciding, pre-professional if no other program)
    NONUG/NONGR = non-degree students (dual enrolled, transient)

How to decode Plans:
  Character 1-3 is the core plan code (most related to legacy major codes)
  Additional Characters indicate type of degree:
    BA = Bachelor of Arts (non-teaching)
    BS = Bachelor of Science (non-teaching)
    MA = Master of Arts
    EdD = Doctorate of Education
    as well as teaching or non:
    BAT = Bachelor of Arts (teaching)
    BST = Bachelor of Science (teaching)
    MIN = Minor (non-teaching)
    MINT = Minor (teaching)
    as well as formally declared major or prospective:
    PRE = undergraduate non-teaching major, not yet declared
    PRET = undergraduate teaching major, not yet declared
    GPRE = graduate major not yet accepted in to program (but these don’t get advisement report rules)
    as well as post-bac students:
    P = post-bac non-teaching major (don’t have advisement report rules)
    TP = post-bac teaching major (don’t have advisement report rules)

How to decode Requirement Terms:
Digits 1-3 indicate Catalog Year start/ dropping digit 2:
- \(2015 = 2\,015 = 215\)
- \(2016 = 2\,016 = 216\)

Digit 4 indicates semester term. UNI catalogs start with summer.
- 1 = Summer
- 2 = Fall
- 3 = Spring

Examples:
- 2151 = Summer 2015
- 2152 = Fall 2015
- 2153 = Spring 2016

Tip: **When selecting Plan Requirement Term on What-If reports, typically use current term**

Tip: **When entering undergraduate major plan code on What-If reports, typically use PRE or PRET**

Final notes:
- **Academic Programs** need to be set up to the correct Career (undergrad programs to UGRD; grad programs to GRAD).
- **Declared major plan codes** need to be set up on the correct Academic Program.
  * Business non-teaching majors need to be set up under CBAUG
  * Social science teaching majors need to be set up under SBST
- **Pre-major plan codes** and **minor plan codes** can be set up to any Academic Program, but must be with the correct Academic Career.