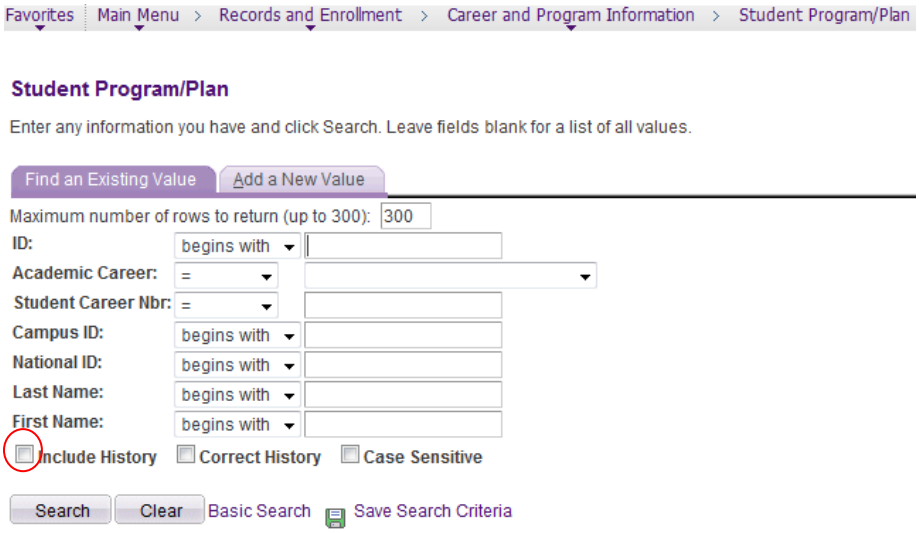
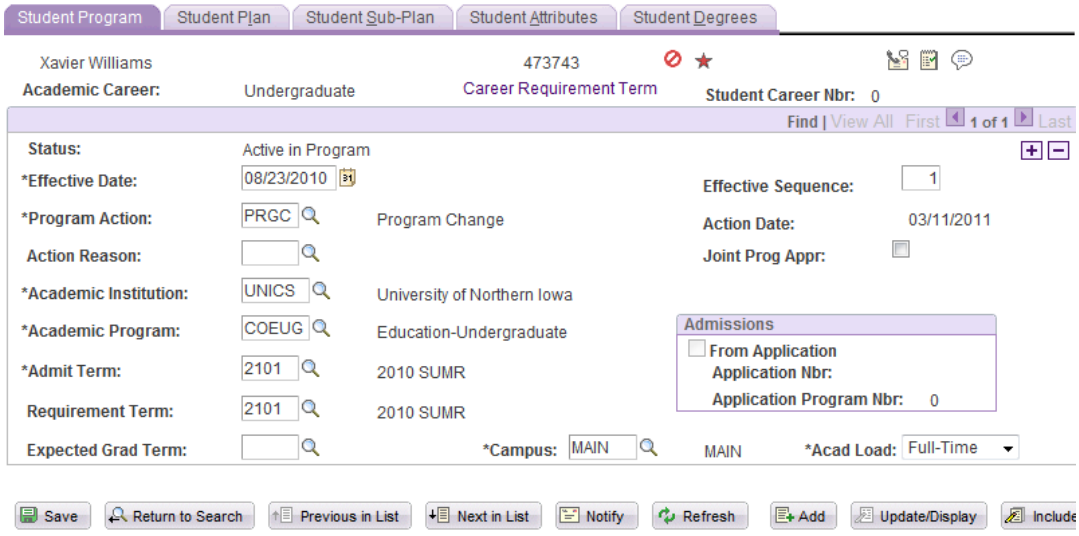
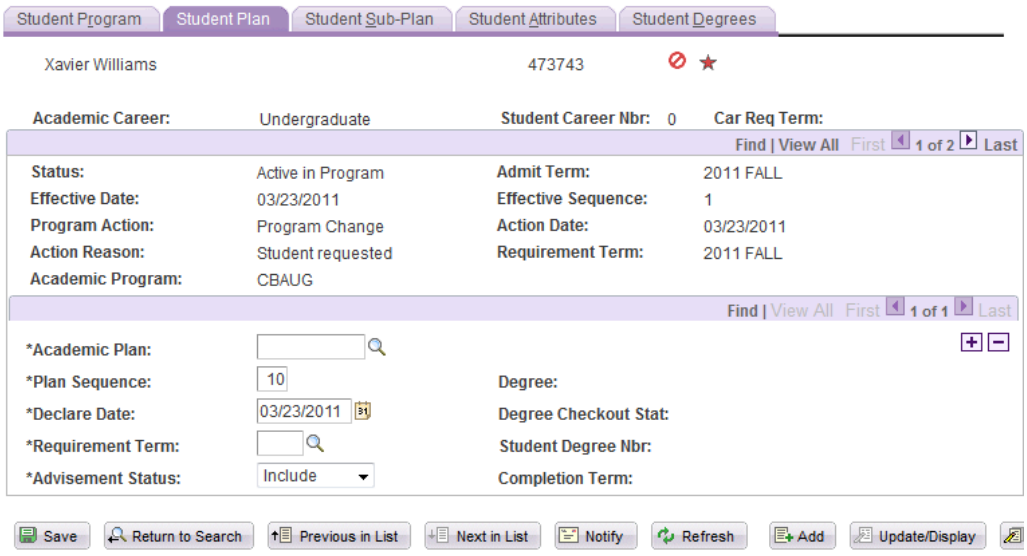
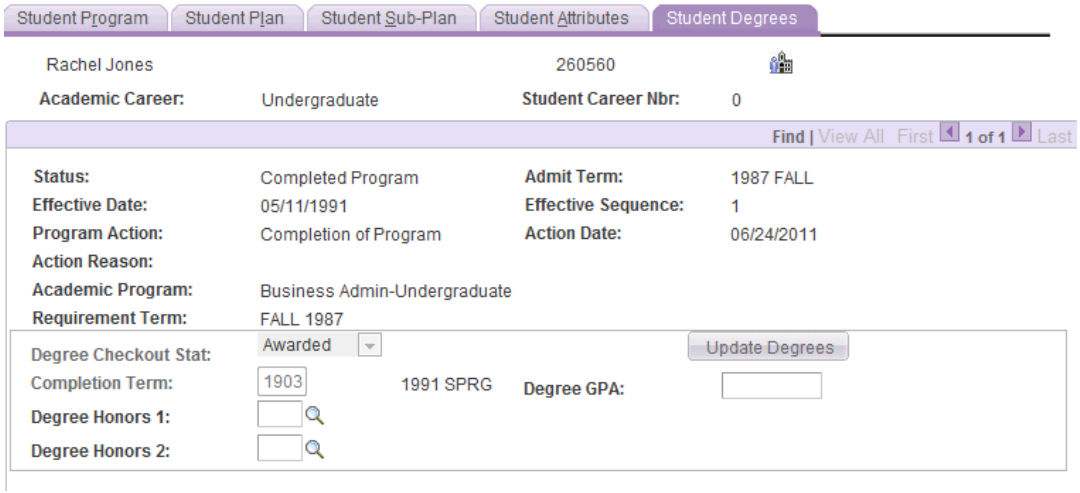
Viewing a Student's Program/Plan Stack

Purpose: The following instructions describe how to view a student's Program/Plan Stack. IMPORTANT: Always check the **Include History** option.

Step	Action
1.	Navigate to the **Student Program/Plan** page. Select **Main Menu › Records and Enrollment › Career and Program Information › Student Program/Plan**  *Don't forget to select **Include History** each time!
2.	Enter appropriate search criteria. Click the **Search** button. ***Result:*** The **Student Program/Plan** page displays. 

Step	Action
3.	***Student Program*** Field descriptions: • **Effective Date** – Displays the program/plan effective date for the row. • **Program Action –** Displays the action taken. See pink handout for descriptions. Example: **PRGC – Program Change** • **Action Reason –** 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. • **Academic Institution –** Defaults to **UNICS** • **Academic Program –** Displays the *Program/College* (e.g. CBAUG) • **Admit Term –** Displays the term the student was admitted to UNI • **Requirement Term –** Defaults to *Admit Term*. • **Expected Grad Term –** Will display expected graduation term.
4.	Click the ***Student Plan*** tab.  ***Note:*** Don't forget to click **View All** (the lower one associated with multiple Plans**)** to see all Plan entries, if applicable.

Step	Action
5.	***Student Plan*** field descriptions: • **Academic Plan** – Display Plan Code & Description (e.g. 152BA-Accounting) • **Plan Sequence** – Displays sequential order of plans (10 = first major, 20 = 2nd major, 30 = 3rd major, 40 = 1st minor, 50 = 2nd minor, etc.) • **Declare Date** – Defaults to date plan is being entered. • **Requirement Term** – 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. • **Advisement Status** – Defaults to *Include*, which ensures that all requirement groups that match this structure are pulled into an audit.
6.	The ***Student Sub-Plan*** 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.
7.	The ***Student Attributes*** tab is not currently used.
8.	The ***Student Degree*** tab. This tab displays degree details including status, date, program action, academic program. The **Update Degrees** button will be used in a future process. Do not press that button at this time.