Appendix: Academic Plan Change Instructions

Plan Changes (Option A)

1. View the Requested Program/Plan information in the UPPC Request. If the Program field and the Program Requirement Term field beneath it are NOT highlighted in red, then no change has been requested to the student’s program. The advisor has requested a change to a different plan within the student’s current program, and only those fields associated with the plan change will be in red.

![REQUESTED PROGRAM/PLAN]

2. If the decision is made to approve the request, prior to clicking Approve, expand the Three dot actions icon in the top right corner of the page and click the New Window link to open a new tab.

![New Window]
3. In the new window, return to your Faculty/Staff Homepage and navigate to Academic Advising > Advising Tools > Student Program/Plan. Use the Search Criteria to locate the student.

4. On the Student Program tab, click Include History and the + sign to add a new effective dated row.
5. Enter **PLNC [Plan Change]** for the **Program Action** and enter **MULT [Multiple Changes in Plan]** as the **Action Reason**.

6. Tab over to the **Student Plan** tab to update the **Academic Plan** and **Plan Requirement Term**.
7. Enter the requested Academic Plan and Plan Requirement Term values that appear on the UPPC form in the Academic Plan and Requirement Term fields.

8. Click Save.
9. Navigate to **Academic Advising > Advising Tools > FSU Map Term** to update the mapping information for the student before approving the UPPC request. Notification to the student is automatic upon clicking **Approve**. Minimize student confusion by updating the Program/Plan and Map term/Status prior to approving the request.

10. Use the Search Criteria to locate the student.

11. Click the **Correct History** button and then the + sign in the top right corner to add a new effective dated row.

12. The Academic Plan will update to reflect the changes you made above. Select the **Map Term** and **Map Status** values in the drop down boxes that correspond to the values listed on the Program/Plan Change Request.
13. Click **Save**.

14. Return to the UPPC workflow for the student. Click the **Approve** button to approve the program/plan change request. The student will be notified via Notification Alert and email that the request has been approved and that the updates have been made.