# 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.

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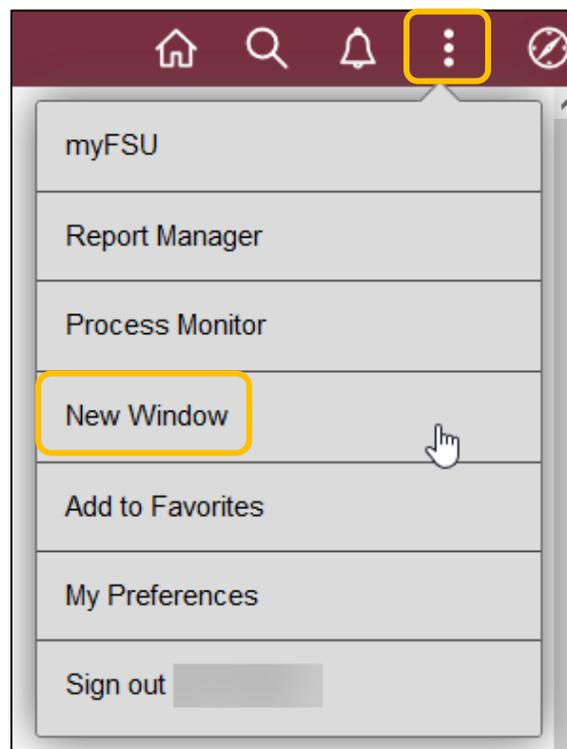
3. In the new window, return to your **Faculty/Staff Homepage** and navigate to **Academic Advising > Advising Tools > Student Program/Plan**. Use the Search Criteria to locate the student.

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.

REQUESTED PROGRAM/PLAN

Career Number	0	
Program	BACH	Bachelor's Degree
Requirement Term	2181	2018 Spring
Academic Plan	COMMADVRBS	Communication/Advertising - BS
Requirement Term	2219	2021 Fall
Plan Sequence	10	
Map Term	Term 5	
Map Status	On Course	

Student Program | **Student Plan** | Student Sub-Plan | Student Attributes | Student Degrees

Academic Career Undergraduate   **Student Career Nbr** 0   **Car Req Term** 2018 Spring

Student Details   Find | View All   First ◄ **1 of 1** ► Last

Status	**Admit Term** 2018 Spr
Active in Program	**Effective Sequence** 1
Effective Date 07/29/2021	**Action Date** 07/29/2021
Program Action Plan Change	**Requirement Term** 2018 Spr
Action Reason Multiple Changes in Plan	
Academic Program Bachelor's	

Find | View All   First ◄ **1 of 1** ► Last   ➕ ➖

*Academic Plan COMMADVRB 🔍 Communication/Advertising - BS   Major

*Plan Sequence 10   **Degree** BS

*Declare Date 07/29/2021 📅   **Degree Checkout Stat**

*Requirement Term 2219 🔍 2021 Fall   **Student Degree Nbr**

*Advisement Status Include ▾   **Completion Term**

💾 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List | ✉ Notify | 🔄 Refresh | ➕ Add | 📝 Update/Display | 📄 Include History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

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.

REQUESTED PROGRAM/PLAN

Career Number 0

Program BACH

Bachelor's Degree

Requirement Term 2181

2018 Spring

Academic Plan COMMADVRBS

Communication/Advertising - BS

Requirement Term 2219

2021 Fall

Plan Sequence 10

Map Term Term 5

Map Status On Course

Find | View All   First ◀ 1 of 15 ▶ Last

+ −

Institution FSU01 🔍 Florida State University

Effective Date 08/10/2021 📅   **Term** 2211

Student Career Nbr 0

Academic Program BACH

Academic Plan COMMADVRBS

Map Term Term 5 ⌄   ✔ Mapping Required

Map Status 0 ⌄

Comment

Last Updated 08/10/21 12:07PM   **Updated By**

🖫 Save | 🔍 Return to Search | 📧 Notify | ➕ Add | 📝 Update/Display | 📄 Include History | 📝 Correct History

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.