

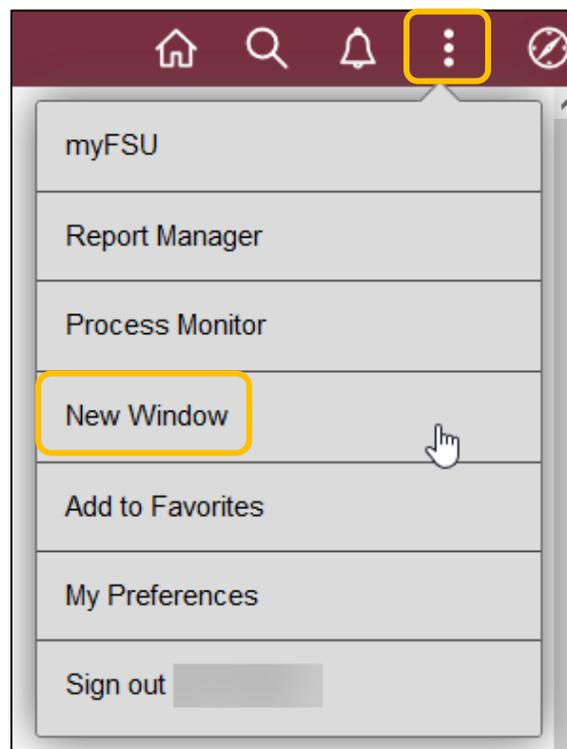
Appendix: Academic Plan Change Instructions

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	
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

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.



- 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.

FSU Faculty/Staff Homepage

Advising Tools

- Advisee Student Center
- My Advisees
- Class Search
- Course Catalog
- FSU Map Term
- Student Program/Plan**
- GPA Calculator
- Share My Information (Admin)
- Percent Completion Calculator

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

ID begins with []

Academic Career = []

Student Career Nbr = []

Campus ID begins with []

National ID begins with []

Last Name begins with []

First Name begins with []

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- On the **Student Program** tab, click **Include History** and the + sign to add a new effective dated row.

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

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Find | View All First 1 of 1 Last

Status Active in Program

*Effective Date 07/07/2021

*Program Action PLNC Plan Change

Action Reason

*Academic Institution FSU01 Florida State University

*Academic Program BACH Bachelor's Degree

*Admit Term 2181 2018 Spr

Requirement Term 2181 2018 Spr

Expected Graduation Term 2216 2021 Sum

Last Updated On 07/07/2021 1:14:42PM

By

Effective Sequence 1

Action Date 07/07/2021

Joint Program Approval

Admissions

From Application

Application Nbr 10166941

Application Program Nbr 0

*Campus MAIN Main

*Academic Load Full-Time

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

5. Enter **PLNC [Plan Change]** for the **Program Action** and enter **MULT [Multiple Changes in Plan]** as the **Action Reason**.

The screenshot shows a web application interface for student details. The 'Student Program' tab is selected. The 'Program Action' is set to 'PLNC' and the 'Action Reason' is set to 'MULT'. Other fields include 'Effective Date', 'Academic Institution', 'Academic Program', 'Admit Term', 'Requirement Term', 'Expected Graduation Term', 'Last Updated On', 'Effective Sequence', 'Action Date', 'Joint Program Approval', 'Admissions', 'Campus', and 'Academic Load'.

Field	Value
Status	Active in Program
*Effective Date	07/29/2021
*Program Action	PLNC
Action Reason	MULT
*Academic Institution	FSU01
*Academic Program	BACH
*Admit Term	2181
Requirement Term	2181
Expected Graduation Term	2216
Last Updated On	07/29/2021 8:27:27AM
Effective Sequence	1
Action Date	07/29/2021
Joint Program Approval	<input type="checkbox"/>
Admissions	<input type="checkbox"/> From Application Application Nbr 10222909 Application Program Nbr 0
*Campus	MAIN
*Academic Load	Full-Time

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	Active in Program	Admit Term	2018 Spr
Effective Date	07/29/2021	Effective Sequence	1
Program Action	Plan Change	Action Date	07/29/2021
Action Reason	Multiple Changes in Plan	Requirement Term	2018 Spr
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**.

- 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.
- Use the Search Criteria to locate the student.

The screenshot shows the 'FSU Faculty/Staff Homepage' with a sidebar for 'Advising Tools'. The 'FSU Map Term' option is selected in the sidebar. The main content area is titled 'FSU Map Term' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with five input fields: 'Empl ID', 'National ID', 'Campus ID', 'Last Name', and 'First Name'. Each field has a 'begins with' dropdown menu and a search icon. At the bottom of the search criteria are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the very bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

Effective Date Term 2211

Student Career Nbr 0

Academic Program BACH

Academic Plan COMMADVRBS

Map Term Mapping Required

Map Status

Comment

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

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.