

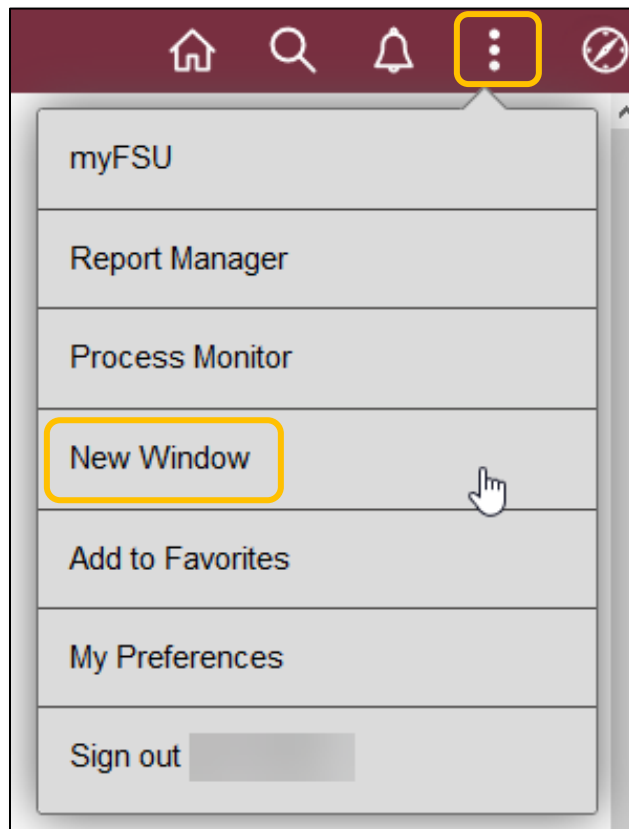
Appendix: Academic Program and Plan Change Instructions

Program and Plan Changes (Option B)

1. View the **Requested Program/Plan** information in the Program/Plan Change Request. If the **Program** field and the **Program Requirement Term** field beneath it are highlighted in red, then there is a change to the student's program and plan.

| REQUESTED PROGRAM/PLAN | |
|------------------------|--|
| Career Number | 0 |
| Program | BACH Bachelor's Degree |
| Requirement Term | 2196 2019 Summer |
| Academic Plan | FOODNUTSBS Food & Nutrition Science - BS |
| Requirement Term | 2199 2019 Fall |
| Plan Sequence | 10 |
| Map Term | Term 3 |
| Map Status | On Course |

2. If the decision has been 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

Student Details Find | View All First 1 of 1 Last

Status Active in Program

*Effective Date 03/02/2020 Effective Sequence 1

*Program Action PLNC Plan Change Action Date 03/02/2020

Action Reason CONV Plan Change - Conversion

*Academic Institution FSU01 Florida State University

*Academic Program UGST Undergraduate Studies Joint Program Approval

*Admit Term 2196 2019 Sum

Requirement Term 2196 2019 Sum

Expected Graduation Term []

Last Updated On 03/02/2020 11:12:24AM

By []

Admissions

From Application Application Nbr 10353509 Application Program Nbr 0

*Campus MAIN Main

*Academic Load Full-Time

Save Return to Search Notify Refresh Add Update/Display **Include History**

5. Enter **PRGC [Program Change]** for the **Program Action** and enter the appropriate **Action Reason**.
- Use **UDIV [Program Change/Certification]** if the student is being certified to upper division from UGST.
 - Use **CPRG [Change program]** for other program changes.

Note: This process will **not** replace the existing batch certifications that occur each semester.

The screenshot shows the 'Student Program' form in a web application. The form is titled 'Student Program' and is part of a 'Student Details' view. It contains various fields for program information, including 'Program Action' (PRGC), 'Action Reason' (UDIV), 'Academic Institution' (FSU01), 'Academic Program' (BACH), 'Admit Term' (2196), 'Requirement Term' (2196), 'Expected Graduation Term', 'Effective Date' (07/19/2021), 'Effective Sequence' (1), 'Action Date' (07/19/2021), 'Joint Program Approval' (checkbox), 'Admissions' (checkbox), 'Application Nbr' (10385849), 'Application Program Nbr' (0), '*Campus' (MAIN), and '*Academic Load' (Full-Time). The 'Program Action' and 'Action Reason' fields are highlighted with a yellow box. The form also includes navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Include History'.

6. Enter the Requested Program and Program Requirement Term values that appear on the UPPC request in the **Academic Program** and **Requirement Term** fields.

| REQUESTED PROGRAM/PLAN | |
|------------------------|--|
| Career Number | 0 |
| Program | BACH Bachelor's Degree |
| Requirement Term | 2196 2019 Summer |
| Academic Plan | FOODNUTSBS Food & Nutrition Science - BS |
| Requirement Term | 2199 2019 Fall |
| Plan Sequence | 10 |
| Map Term | Term 3 |
| Map Status | On Course |

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

Academic Career Undergraduate Career Requirement Term Student Career Nbr 0

Student Details Find | View All First 1 of 1 Last

Status Active in Program
*Effective Date 07/19/2021
*Program Action PRGC Program Change
Action Reason UDIV Program Change/Certification
*Academic Institution FSU01 Florida State University
*Academic Program BACH Bachelor's Degree
*Admit Term 2196 2019 Sum
Requirement Term 2196 2019 Sum
Expected Graduation Term
Last Updated On 07/19/2021 10:05:16AM
By

Effective Sequence 1
Action Date 07/19/2021
Joint Program Approval

Admissions
 From Application
Application Nbr 10385849
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

7. Tab over to the **Student Plan** tab to update the **Academic Plan** and **Plan Requirement Term**.
8. 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 2196 2019 Summer

Academic Plan FOODNUTSBS Food & Nutrition Science - BS

Requirement Term 2199 2019 Fall

Plan Sequence 10

Map Term Term 3

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 2019 Summer

Student Details Find | View All First 1 of 1 Last

| | |
|--|---------------------------|
| Status Active in Program | Admit Term 2019 Sum |
| Effective Date 07/19/2021 | Effective Sequence 1 |
| Program Action Program Change | Action Date 07/19/2021 |
| Action Reason Program Change/Certification | Requirement Term 2019 Sum |
| Academic Program Bachelor's | |

Find | View All First 1 of 1 Last

*Academic Plan FOODNUTSBS Food & Nutrition Science - BS Major

*Plan Sequence 10 Degree BS

*Declare Date 07/19/2021 Degree Checkout Stat

*Requirement Term 2199 2019 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

10. Click **Save** to save your changes.
11. 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 **Program/Plan** and **Map Term/Status** prior to approving request.
12. 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**
- UGRD Program/Plan Change
- Student Program/Plan

FSU Map Term

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

Empl ID begins with

National ID begins with

Campus ID begins with

Last Name begins with

First Name begins with

Include History Correct History Case Sensitive

[Basic Search](#)

13. Click the **Correct History** button and then the + sign in the top right corner to add a new effective dated row.
14. The Academic Program and Plan will update to reflect the changes you made to the student Program/Plan. 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 | 2196 | 2019 Summer |
| Academic Plan | FOODNUTSBS | Food & Nutrition Science - BS |
| Requirement Term | 2199 | 2019 Fall |
| Plan Sequence | 10 | |
| Map Term | Term 3 | |
| Map Status | On Course | |

Find | View All First ◀ 1 of 1 ▶ Last

Institution Florida State University

Effective Date Term 2211

Student Career Nbr 0

Academic Program BACH

Academic Plan FOODNUTSBS

Map Term Mapping Required

Map Status

Comment

Last Updated 07/19/21 10:05AM Updated By MGN09

Save
Return to Search
Notify
Add
Update/Display
Include History
Correct History

15. Click **Save**.

16. 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 push notification and email that the request has been approved and that the updates have been made.