

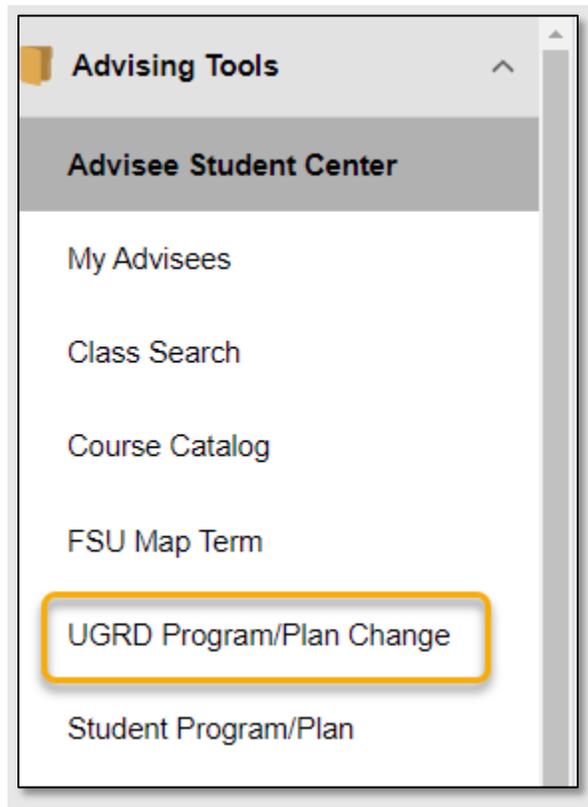
How to Request an Undergraduate Program/Plan Change

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Instructions for Submitting a New UPPC Request

1. On the **Student Central Faculty/Staff Homepage**, click the **Academic Advising** tile.
2. Within the **Advising Tools** folder, click the link for **UGRD Program/Plan Change**.



3. Click the **+Add** button.

The screenshot shows a web application interface for 'UGRD Program/Plan Change'. On the left, there is a 'New Search' section with several input fields: 'Empl ID', 'Campus ID', 'Sequence Number', 'First Name', and 'Last Name'. Below these fields are 'Search' and 'Clear' buttons. To the right of the 'Empl ID' field, there is a '+ Add' button, which is highlighted with a yellow rectangular box.

4. In the box labelled **Empl ID**, enter the Empl ID for the student. Alternately, you may use the spyglass for additional search options. Click the **Search Criteria** arrow to expand the search options and search for the student by Campus ID or First, Middle, and Last Name.
5. Click the **Add** button.

The screenshot shows a form titled 'UGRD Program/Plan Change'. It has three input fields: 'Academic Institution' with the value 'FSU01', 'Empl ID' (empty), and 'Sequence Number' (empty). Each of the first two fields has a search icon (spyglass) to its right. At the bottom of the form are two buttons: 'Add' and 'Clear'.

Note: A student may only have one in progress program/plan change request at any given time. If you receive the “invalid value” error message below when trying to add a form for a student, then that is because the student already has a form in progress.

Invalid value -- press the prompt button or hyperlink for a list of valid values
The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

See the section below on [Instructions for Viewing a Previously Submitted UPPC Request](#) to view a pending request that is on file for the student. After the request that

is already in progress has been completed, you may enter a new program/plan change request for that student.

6. The **Undergraduate Program/Plan Change** request form will populate for that student.
7. Review the **Student Information** and **Current Undergraduate Program/Plan** Information for the student.

Student Information	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Emplid	<input type="text"/>
FSUID	VXZZTEST
FSU Email Address	VXZZTEST@psinvalid.fsu.edu
Mobile Phone Number	<input type="text"/>
Student Athlete	N
International Student	N
Student Veteran	N
Total Hours Earned	16.000
Expected Grad Term	2021 Summer
Current Excess Credit Counter	79.00
Current Excess Credit Hours Threshold	132.00
FSU GPA (Cumulative Enrollment)	3.450
Overall GPA (Cumulative Combined)	3.450

Current Undergraduate Program/Plan Information	
Career Number	0
Program	BACH Bachelor's Degree
Requirement Term	2201 2020 Spring
Academic Plan	CLASARCHBA Classical Archaeology - BA
Requirement Term	2201 2020 Spring
Plan Sequence	10
Map Term	02
Map Status	0

8. Under **Type of Request** select the type of change being requested:
 - **Option A** (for changing the primary plan to a new plan within the same program the student is currently in).
 - **Option B** (for changing the primary plan to a plan in a different program from the one the student is currently in).
9. Select the career number for the primary plan that is being changed in the drop-down menu for **Select career number from within current programs**.

Type of Request

Select the type of program/plan change you are requesting with this form. Select one option only.

A. Change Primary Plan (within current Program, e.g. UGST -> UGST)

B. Change Primary Plan (within a different Program, e.g. UGST -> BACH)

Select career number from current programs Career Number 0

10. Use the spyglasses to enter new values in the empty fields provided. **Note: All fields are required.** If no changes are needed for the Requirement Term(s), Map Status and/or Map Term, use the spyglass to select the current values as they appear in **the Current Program/Plan** section of the page.

Type of Request

Select the type of program/plan change you are requesting with this form. Select one option only.

A. Change Primary Plan (within current Program, e.g. UGST -> UGST)

B. Change Primary Plan (within a different Program, e.g. UGST -> BACH)

Select career number from current programs Career Number 0

Use the spyglasses to look up and change the plan information for the student below. You must select a value for all fields with a spyglass. If no changes are required to the Requirement Term, Map Term and/or Map Status values, use the spyglass to select the current values for the student.

Career Number 0

Program BACH Bachelor's Degree

Requirement Term 2201 2020 Spring

Academic Plan

Requirement Term

Plan Sequence 10

Map Term

Map Status

Type of Request

Select the type of program/plan change you are requesting with this form. Select one option only.

A. Change Primary Plan (within current Program, e.g. UGST -> UGST)

B. Change Primary Plan (within a different Program, e.g. UGST -> BACH)

Select career number from current programs

Use the spyglasses to look up and change the plan information for the student below. You must select a value for all fields with a spyglass. If no changes are required to the Requirement Term, Map Term and/or Map Status values, use the spyglass to select the current values for the student.

Career Number 0

Program	<input type="text"/>	<input type="button" value="Q"/>
Requirement Term	<input type="text"/>	<input type="button" value="Q"/>
Academic Plan	<input type="text"/>	<input type="button" value="Q"/>
Requirement Term	<input type="text"/>	<input type="button" value="Q"/>
Plan Sequence	10	
Map Term	<input type="text"/>	<input type="button" value="v"/>
Map Status	<input type="text"/>	<input type="button" value="v"/>

11. Use the **Advisor Comments** box to enter any notes regarding the request that you want approvers of the form to be able to view. Comments will be visible to all approvers, **as well as the student**. This field is optional.

Select career number from current programs

Use the spyglasses to look up and change the plan information for the student below. You must select a value for all fields with a spyglass. If no changes are required to the Requirement Term, Map Term and/or Map Status values, use the spyglass to select the current values for the student.

Career Number 0

Program	BACH	Bachelor's Degree
Requirement Term	2201	2020 Spring
Academic Plan	ANCHISTBA <input type="button" value="Q"/>	Ancient History - BA
Requirement Term	2219 <input type="button" value="Q"/>	2021 Fall
Plan Sequence	10	
Map Term	Term 2 <input type="button" value="v"/>	
Map Status	On Course <input type="button" value="v"/>	

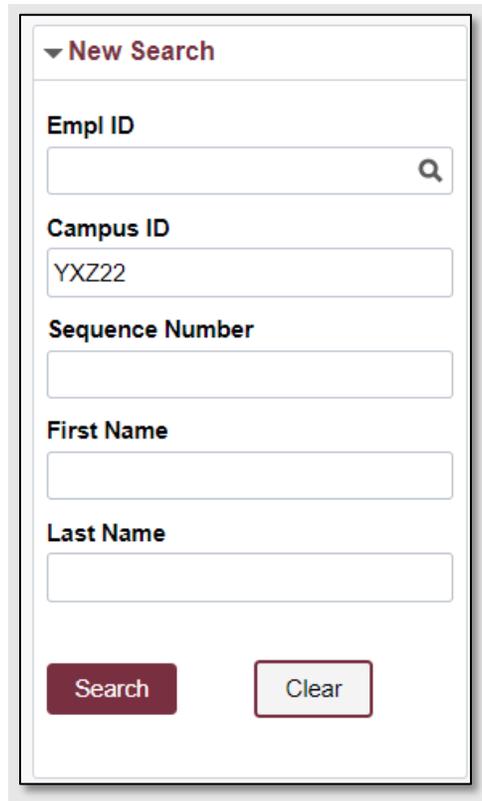
Advisor Comments (optional)

Must take CLA3440 next semester.

12. Click **Save** after all information has been entered. A popup box **Saved successfully** will confirm the request was saved and the student Checklist has been assigned. The name of the advisor and the date/time of the save will be recorded at the bottom of the page.

Instructions for Viewing a Previously Submitted UPPC Request

1. Use this page to view the advisor submission for an **UGRD Program/Plan Change**.
2. On the **Student Central Faculty/Staff Homepage**, click the **Academic Advising** tile.
3. Within the **Advising Tools** folder, click the link for **UGRD Program/Plan Change**.
4. Within the **New Search** box, use the search boxes provided to search for the student by Empl ID, Campus ID, First or Last Name.



▼ **New Search**

Empl ID

Campus ID

Sequence Number

First Name

Last Name

Search **Clear**

5. Click **Search**.
6. Submitted requests for the student will populate to the right of the **New Search** box.
7. The status field indicates the overall status of the form. Initiate indicates the request has been initiated and now resides with the student for acknowledgement.

1 results found.

Chart No

1 row

ID	Campus ID	Sequence	First Name	Last	Career	Career Nbr	Acad Prog	Acad Plan	Status	Advisor Comment	Owner	Created DTTM
		1			Undergrad	0	BACH	CLASARCHBA	INITIATE	Must take CLA3440 next semester.		2021-08-23-16.01.46.000000

8. Click anywhere on the row to view the details of the UPPC request.

Type of Request

Select the type of program/plan change you are requesting with this form. Select one option only.

A. Change Primary Plan (within current Program, e.g. UGST -> UGST)

B. Change Primary Plan (within a different Program, e.g. UGST -> BACH)

Select career number from current programs Career Number 0

Use the spyglasses to look up and change the plan information for the student below. You must select a value for all fields with a spyglass. If no changes are required to the Requirement Term, Map Term and/or Map Status values, use the spyglass to select the current values for the student.

Career Number	0	
Program	BACH	Bachelor's Degree
Requirement Term	2201	2020 Spring
Academic Plan	<input type="text" value="ANCHISTBA"/> <input type="button" value="Q"/>	Ancient History - BA
Requirement Term	<input type="text" value="2219"/> <input type="button" value="Q"/>	2021 Fall
Plan Sequence	10	
Map Term	<input type="text" value="Term 2"/> <input type="button" value="v"/>	
Map Status	<input type="text" value="On Course"/> <input type="button" value="v"/>	

Advisor Comments (optional)

Created By

08/23/21 4:01PM

Note: Approval steps/routing will not be visible on this page. This page shows only what the advisor submitted, and does not include workflow routing paths.

To view details and status of approval steps for a request for which you are/were an approver, navigate to **Academic Advising Tile > Workflow Folder > FSU AA Forms Admin** and use the filters icon on the page to locate the request for that student.