

Program/Plan Overview



Purpose

Use this procedure to get an overview of the screens involved in maintaining Programs and Plans for students.

Trigger

Perform this procedure as a reference for Plan Maintenance.

Prerequisites

None

Menu Path

Use the following menu path(s) to begin this task:

- **Records and Enrollment → Career and Program Information → Student Program/Plan**


Helpful Hints



The primary Academic Plan (Major) must be assigned a Plan Sequence of **10** (and should be the only Academic Plan with a Plan Sequence of 10).

- All non-primary Academic Plans should have Plan Sequences of 20, 30, 40, etc.
- Minors are Academic Plans, just like Majors. To add a minor, follow the procedure for adding a Plan.
-



When performing Program Actions, always insert a new Effective Dated Row (click the  button) in order to maintain the history of the student's record.



Procedure

1. Records and Enrollment → Career and Program Information → Student Program/Plan

Student Academic Program/Plan

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Student Program/Plan

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

Find Existing Value | [Add a New Value](#)






Include History Correct History

 [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. At a minimum, complete the following required fields to find the appropriate record:

Field Name	R/O/C	Description
ID	R	KSIS unique system identifier. Example: 0000000051
Academic Career	O	A Grouping of all academic work undertaken by a student grouped into a single statistical record. KSU will use Undergraduate, Graduate, and Veterinary Medicine careers to designate their students. Example: (left blank)

Field Name	R/O/C	Description
Student Career Nbr	O	<p>Order in which Academic Programs are processed within a given Academic Career.</p> <p> Lower Student Career Numbers are processed before higher numbers.</p> <p> The first Student Career Number for a student is 0. Additional Student Career Numbers increment by 1.</p> <p> For students with multiple Programs within the same Career, each Program must have a unique Student Career Number.</p> <p> When an Academic Program is changed for a student, the Student Career Number does not change.</p> <p> Primary Programs are to have the LOWEST Career Number. The Primary Academic Program controls the values on various fields on the student's career term record.</p> <p>Example: (left blank)</p>
Campus ID	O	<p>K-State issued student identifier. Also called, the Wildcat ID (WID).</p> <p>Example: (left blank)</p>
National ID	O	<p>National identification number issued by the government. Social Security Number (SSN).</p> <p>Example: (left blank)</p>
Last Name	O	<p>Person's last name.</p> <p>Example: (left blank)</p>
First Name	O	<p>Person's first name.</p> <p>Example: (left blank)</p>



If the search has only one matching value, that record will open automatically. If a student has more than one Program within a Career, you will be provided with a list of all the available Academic Programs. The only way to determine which of the Programs for a student are active is to open each individual Program.

Student Academic Program/Plan – Student Program

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Student Program
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Academic Career: Undergraduate [Career Requirement Term](#) Student Career Nbr: 2

Find | View All First 1 of 1 Last

Status:	Active in Program
'Effective Date:	08/13/2007 Effective Sequence: 1
'Program Action:	PRGC Program Change Action Date: 07/11/2007
Action Reason:	RQST Student Requested Change Joint Prog Appr: <input type="checkbox"/>
'Academic Institution:	KSUNV Kansas State University
'Academic Program:	EDUDG ED Undergraduate Degree
'Admit Term:	2085 F2008
Requirement Term:	2085 F2008
Expected Grad Term:	<input type="text"/>

Admissions
 From Application
Application Nbr:
Application Program Nbr: 0




'Campus: KSU K-State **'Acad Load:** Full-Time







Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History Correct History

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3. As required, complete/review the following fields:







Field Name	R/O/C	Description
Status	R	<p>Indicates the Status of the Academic Program as of the Effective Date below.</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <p>A student must have a Status Active in Program for at least one Program to be able to enroll in Classes.</p> <p>Example: Active in Program</p> </div>
Effective Date	R	<p>The date on which the settings become effective.</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <p>Effective Dates are to be set to 01/01/YYYY to be effective for a given Spring term, 05/01/YYYY for a Summer term, and 08/01/YYYY for a Fall term.</p> </div> <div style="display: flex; align-items: flex-start; margin-top: 10px;"> <div style="margin-right: 10px;"></div> <p>Effective Dates must be set to a date prior to the beginning of the term in which any processing within KSIS should occur.</p> <p>Example: 08/01/2007</p> </div>

Field Name	R/O/C	Description
Program Action	R	<p>Change to be performed to a student's Program.</p>  <p>Common Program Actions include:</p> <ul style="list-style-type: none"> - PRGC (Program Change): used to change a Program and Plan within the same Career - PLNC (Plan Change): used to change the Plan within the same Program - Data (Data Change): used to change data for an existing Program or Plan - ACTV (Activate): used to make the student active in an additional Program within the same Career - DISC (Discontinuation): used to discontinue a Program <p>Example: EDUDG</p>
Action Reason	R	<p>Reason code that describes why the action was taken or offers a further description of the Program Action.</p> <p>Example: RQST (Student Requested Change)</p>
Academic Institution	R	<p>Kansas State University, indicated as 'KSUNV'.</p> <p>Example: KSUNV</p>
Academic Program	R	<p>The academic entity to which the student applies and which oversees the degree progress of a particular Academic Plan. For example, Undergraduate in the College of Education, Degree Seeking.</p> <p>Example: EDUDG</p>
Admit Term	R	<p>Term in which the student is admitted to the Academic Program or Plan.</p>  <p>This is not the term in which the student is admitted to K-State.</p>  <p>If the Program Action is set to PLNC, DATA, or DISC, then DO NOT change the Admit Term. If the Program Action is set to PRGC or ACTV, then the Admit Term must be set to match the Effective Date.</p> <p>Example: 2085</p>

Field Name	R/O/C	Description
Requirement Term	R	<p>Indicates the term in which academic degree progress requirements apply to the student for this Academic Program or Plan.</p> <p> This value will default to the Admit Term. Since K-State will be using the Requirement Term at the Plan level (not here at the Program level), accept the default value.</p> <p> This field must be populated for requisite checking against pre-requisites that require a specific Academic Plan or Program.</p> <p>Example: 2085</p>
Expected Grad Term	O	<p>Term in which the student expects to graduate from the specified Academic Program.</p> <p> This field is to be left blank until a student applied for graduation. Errant values here will effect the student's eligibility for Financial Aid in KSIS.</p> <p>Example: (left blank)</p>
Effective Sequence	R	<p>Order in which conditions are to be assessed.</p> <p> Higher Effective Sequence numbers take precedence over lower Effective Sequence numbers.</p> <p> This value will be set by the system unless the same record is adjusted twice in the same day. Then the higher number will indicate the most recent change to the record.</p> <p>Example: 1</p>
Action Date	R	<p>Date a specific action was taken within KSIS.</p> <p> This field is for display only and will likely be different from the Effective Date. This value is stored for tracking purposes.</p> <p>Example: 07/11/2007</p>
Joint Program Appt	O	This field is not being used by K-State.
Campus	O	<p>"KSU". The Campus in KSIS is used to designate entities that use a single transcript, course catalog, and other academic differences. The Salina and Continuing Education classes are designated as Locations in KSIS.</p> <p>Example: KSU</p>

5. As required, complete/review the following fields:

Field Name	R/O/C	Description
Academic Plan	R	<p>A course of study leading to a formal award given by an institution, such as a degree, diploma or certificate. For example, Bachelor of Arts in Mathematics.</p> <p> A student may have multiple Academic Plans within the same Academic Program.</p> <p>Example: BEDBUS</p>
Plan Sequence	R	<p>Order in which Academic Plans are to be processed.</p> <p> Primary Academic Plans are to be assigned a Plan Sequence of 10. All other Plans should be assigned values of 20, 30, 40, etc.</p> <p> There can be only one active Plan Sequence with a value of 10 across all active Academic Careers and Programs. Plan Sequence values increment by 10 with each successive Plan.</p> <p>Example: 10</p>
Declare Date	R	<p>Date corresponding to the term for which the Academic Plan became active.</p> <p> This value defaults to the Effective Date.</p> <p>Example: 08/13/2007</p>
Requirement Term	R	<p>Indicates the term in which academic degree progress requirements apply to the student for this Academic Program or Plan.</p> <p> This value defaults to the Requirement Term from the Program, and may be adjusted manually, if necessary.</p> <p> This value will be used by DARS in determining the Catalog Year.</p> <p> Double-check this value before saving the record.</p> <p>Example: 2074</p>

Field Name	R/O/C	Description
Advisement Status	R	For use in Academic Advising. K-State is not using this field.  This field is required by KSIS to be completed. K-State recommends keeping the default Include value. Example: Include
Degree	O	The degree title associated with the Academic Plan.  This value is for display only. Example: BS
Degree Checkout Stat	O	Status of a student's application for graduation.  Possible values include Applied and Awarded .  This value is for display only. Example: (blank)
Student Degree Nbr	O	Order in which this Academic Plan will appear on the student's diploma.  Lower numbers will appear before higher numbers. Example: (blank)
Completion Term	O	Term in which the student graduated from the Academic Plan.  This value is for display only. Example: (blank)

6. Click [Student Sub-Plan](#) .

Student Academic Program/Plan – Student Sub-Plan

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Academic Career: Undergraduate **Student Career Nbr:** 2

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Status: Discontinued **Admit Term:** F2008

Effective Date: 08/14/2007 **Effective Sequence:** 1

Program Action: Discontinuation **Action Date:** 08/14/2007

Action Reason:


Academic Program: ED Undergraduate Degree Kansas State University

[Find](#) | [View All](#) | First 1 of 1 Last


Academic Plan: Education-Business-B Major


Requirement Term: Summer 2007











[Find](#) | [View All](#) | First 1 of 1 Last

'Academic Sub-Plan: 


Academic Sub-Plan Type:



'Declare Date: 

'Requirement Term: 

 Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh
 Add
 Update/Display
 Include History
 Correct History

7. As required, complete/review the following fields:

Field Name	R/O/C	Description
Academic Sub-Plan	R	The further specialization as an academic plan or major. Sub-plans may include concentrations, specializations, or, in some cases, minors. Example: (left blank)
Academic Sub-Plan Type	C	Type of Sub-Plan offered. Example: (left blank)
Declare Date	R	Date corresponding to the term for which the Academic Plan became active.  This value defaults to the current date. Example: 08/13/2007

Field Name	R/O/C	Description
Requirement Term	R	<p>Indicates the term in which academic degree progress requirements apply to the student for this Academic Program or Plan.</p> <p> This value defaults to the Requirement Term from the Plan.</p> <p> Double-check this value before saving the record.</p> <p>Example: 2074</p>

8. Click  .

9. You have completed this task.

Result

You have reviewed the fields associated with assigning a Program/Plan to a student.

Comments

For further information, refer to these specific documents relating to Academic Programs and Plans:

- Changing an Academic Plan (within the same Academic Program)
- Changing an Academic Plan (outside the same Academic Program)
- Adding an Academic Plan
- Inactivating an Academic Plan
- Changing Data About an Existing Program or Plan
- Adding an Academic Program
- Inactivating an Academic Program
- Changing the Student Career Number
- Adding an Academic Career
- Inactivating an Academic Career