

Program/Plan Action Summary



With the exception of the ACTV, all Program Actions must be accomplished by adding a new Effective Dated Row (clicking the '+' button) on the Student Program tab.

Scenario	Program Action	Process Summary	Notes
Adding a Plan into an existing Program	PLNC (Plan Change)	Find existing Program. Add Plan.	Use the '+' button to add a new row in the Student Plan tab.
Adding a Plan into a new Program	ACTV (Activate)	Add New Value. Add Program and Plan.	Create a new Program and Plan.
Replacing a Plan to a Plan within the same Program	PLNC (Plan Change)	Find existing Program. Change Plan.	Overwrite the existing data in the newly created Effective Dated Row.
Replacing a Plan to a Plan in a Different Existing Program	<ol style="list-style-type: none"> PLNC (Plan Change) PLNC (Plan Change) or DISC (Discontinue) 	<ol style="list-style-type: none"> Find target existing Program. Add new Plan. Find original existing Program. Remove original Plan. 	<p>New Plan is added first to ensure student has at least one active Plan at all times.</p> <p>Plan Change is used when multiple Plans exist in Program. If the originating Plan is the last in the Program, the Program is Discontinued.</p>
Replacing a Plan to a Plan in a New Program (Single Plan in Original Program)	PRGC (Program Change)	Find existing Program. Change Program and Plan.	Overwrite the existing data in the newly created Effective Dated Row.
Replacing a Plan to a Plan in a New Program (Multiple Plans in Original Program)	<ol style="list-style-type: none"> ACTV (Plan Change) PLNC (Plan Change) 	<ol style="list-style-type: none"> Add New Value. Add Program and Plan. Find original existing Program. Remove original Plan. 	<p>New Plan is added first to ensure student has at least one active Plan at all times.</p> <p>Use the '-' button to remove the existing Plan from the Student Plan tab.</p>
Adding a Sub-Plan into an existing Plan	PLNC (Plan Change)	Find existing Program. Add Sub-Plan.	Use the '+' button to add a new row in the Student Sub-Plan tab.



Scenario	Program Action	Process Summary	Notes
Adding a new Sub-Plan	ACTV (Activate)	Add New Value. Add Program, Plan and Sub-Plan.	Create a new Program, Plan and Sub-Plan.
Replacing a Sub-Plan	PLNC (Plan Change)	Find existing Program. Change Sub-Plan.	Overwrite the existing data in the newly created Effective Dated Row.
Dropping the only Plan in a Program	DISC (Discontinue)	Find existing Program. Discontinue Program.	Dropping the only Plan from a Program is the same as Discontinuing that Program.
Dropping a Plan with other Plans in Program	PLNC (Plan Change)	Find existing Program. Remove Plan.	Use the '-' button to remove the existing Plan from the Student Plan tab.
Dropping a Sub-Plan	PLNC (Plan Change)	Find existing Program. Remove Sub-Plan.	Use the '-' button to remove the existing Sub-Plan from the Student Sub-Plan tab.
Adding a Plan in a Program after Degree Completion	ACTV (Activate)	Add New Value. Add Program and Plan.	After a Program has been completed, any new Plan attempts in that same Program must be treated as a new Program.
Changing Data (i.e., Requirement Term) about existing Program or Plan	DATA (Data Change)	Find existing Program. Change Program or Plan Data	This applies to Admit Term and Requirement Term only. All other "data" changes should be addressed by Program or Plan Changes.
Changing the Primary Program	<p>1. ACTV (Activate)</p> <p>2. DISC (Discontinue)</p>	<p>1. Add New Value. Add existing Program and Plan, again.</p> <p>2. Find existing Program. Discontinue Program.</p>	<p>Note: The Primary Program must have the lowest active Student Career Number.</p> <p>The effect of this process is to discontinue all Programs with a lower Student Career Number, then re-establish them with a higher number.</p>
Adding a New Program	ACTV (Activate)	Add New Value. Add Program and Plan.	See "Adding a Plan into a New Program" above.
Adding a New Career	ACTV (Activate)	Add New Value. Add Program and Plan.	See "Adding a Plan into a New Program" above.