

Expected Graduation Term

The following step-by-step guide shows how to change a student's expected graduation term.

There are some risky elements to these pages. Please make sure you are changing the Expected Graduation Term only.

Effective Dating in AIS. Some changes, like college changes or returning to the university after a leave of absence, require a future effective date to begin the change at the beginning of the next quarter. When changing student expected graduation terms, please pay close attention to the effective date on the student's program page. If there is a future dated row, please follow the instructions on page 5.

Step-by-Step Overview	Page 1
Program/Plan Stack at a Glance	Page 2
Expected Graduation Term.....	Page 4
Expected Graduation Term Change with a Future Dated Row.....	Page 6

Step-by-Step Overview

STEP 1: Navigate to "Student Program/Plan"

Navigate: Advisor Home Page > Advising and Curriculum > Career Program/Plan > Student Program/Plan

OR

NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Program/Plan

STEP 2: Search for the Student

STEP 3: Check Effective Date and Add Row (if there is a future effective-dated row, see p. 7)
STEP 3A: Program Action (DATA) and Reason Entry (EXGT or EXEN)

STEP 4: Expected Graduation Term Data Entry

STEP 5: Check Work and Save

Student Program/Plan Stack at a Glance

Student's program and plan information is nested within AIS*. Adding a row to a student's Program/Plan Stack copies all of the Program/Plan values except for the Program Action and Action Reason values. Changing the plan values while keeping prior history will give us an accurate picture of a student's progress through the university.

Page 1: Student Program

Effective Date

Career Requirement Term

Career Requirement Term (Catalog Year) DO NOT CHANGE**

Add New Program Action

Program Action/Reason Values:
PLNC - Plan Change for declaration of major or updating proposed major.
Program Reasons for PLNC:
CCOL - Change of College
MAJR - Change of Major

DATA - Data Change for updating data in one's Program/Plan
Program Reasons for DATA:
EXGT - Expected Grad Term Change
EXEN - Extension of Enrollment
RTRM - Requirement Term Change

NEVER CHANGE THESE ELEMENTS:
 Academic Institution
 Academic Program
 Admit Term
 Academic Load

Program Requirement Term (Catalog Year)**

Expected Graduation Term

Page 2: Student Plan

Nodes

Career Information

Program Information: Plan Change
 (information from Program Tab)

Plan 1: College

Academic Plans

Plan 2: Major

View one or all plans.

Add or Delete Plan

Plan Requirement Term (Catalog Year)**

Page 3: Student Sub-Plan

Nodes

Career Information

Program Information: Plan Change
(information from Program Tab)

Plan 1: College
(from)

Sub-Plan of 1: Blank

Plan 2: Literature

Sub-Plan of 2: Creative Writing

* Nodal tables in PeopleSoft can be confusing and may take some time to get used to. An example of nodal tables in PeopleSoft is a student's Career/Program/Plan tables. The Sub-Plan table is a node of the Plan table which are a node of Program which are node of Career values. This nodal structure is visually represented with blue bars across the page (here represented in blue/grey). The blue/grey line gets lighter as it grows off the original node.

** Per academic policy student's may choose only one catalog year. Requirements can be attached to a student's Career, Program, Plan and Sub-Plan. At UCSC requirements are attached to the Program, Plan and SubPlan levels. The Career Requirement Term is an indication of a student's initial admission to the university. Because there are no requirements attached to a student's Career and we want to retain a student's initial admit quarter, do not change the Career Requirement Term. However, requirement terms for the Program, Plan and SubPlan must match. If a student selects a later requirement term for one major, this new requirement term applies to all of their requirements.

Expected Graduation Term

STEP 1: Navigate to "Student Program/Plan"

Navigate: Advisor Home Page > Advising and Curriculum > Career Program/Plan > Student Program/Plan

OR

NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Program/Plan

STEP 2: Search for the Student

Enter data and click on Search. Some students, like the one below, have two career sequences (e.g., they attended Summer Session) so be sure to choose the "Undergrad" program.

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Home Help Sign Out

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan [New Window](#)

Student Program/Plan

Find an Existing Value

ID:

Academic Career:

Student Career Nbr:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

Search Results

[View All](#) First 1-2 of 2 Last

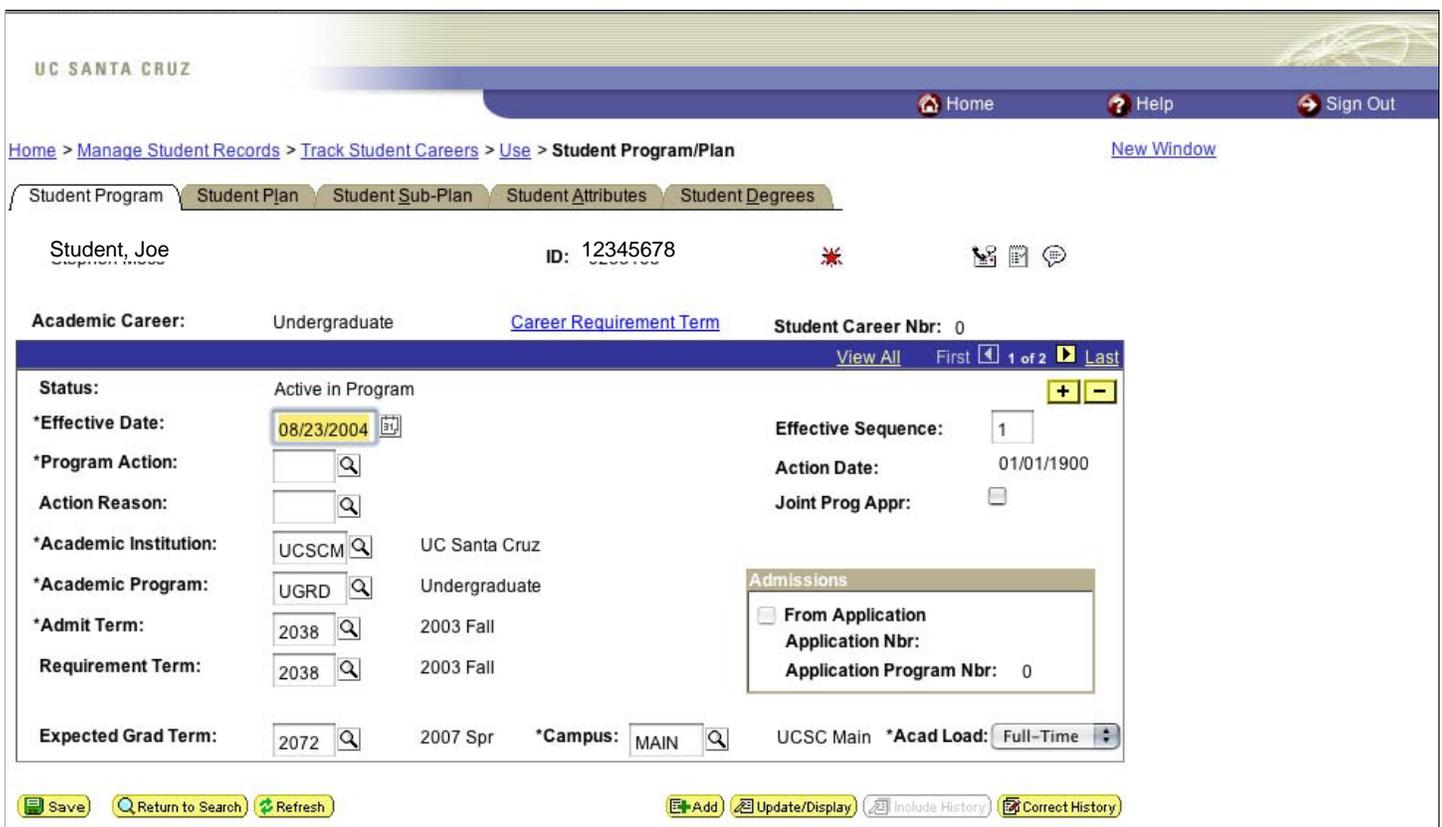
ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
Undergrad 1			UordNonDeg	UCSC		Male				USA	SSN		
Undergrad 0			Undergrad	UCSC		Male				USA	SSN		

STEP 3: Check Effective Date, Program Action and Add a Program Action

Check the Effective Date. If the effective date is a future dated row (today's date or later) please see the instructions on page 5.

Check the Program Action. If the program action displays Discontinuation (DISC) or Completion of Program (COMP) you will not be able to update the Expected Graduation Term. Students who have the Program Action of Data Change and Action Reason of Announced Candidacy should be directed to the Office of the Registrar to reschedule their candidacy.

Enter a new stack in the Student Program by clicking on the  button. This will duplicate the previous stack with blank Program Action and Program Reason values. To complete the change in the expected graduation term, select the EGT and enter a new term.



STEP 3A: Program Action and Reason Entry

Entry:

Program Action/Reason Values

DATA - Data Change for updating data in one's Program/Plan

Program Reasons for DATA:

EXGT - Expected Grad Term Change

EXEN - Extension of Enrollment

CAUTION :



Do not change the following fields. Changing may result in loss of the student data or change in fees.

- ACADEMIC INSTITUTION
- ADMIT TERM
- ACADEMIC PROGRAM
- CAMPUS
- ACADEMIC LOAD

STEP 4: Expected Graduation Term Data Entry

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Home Help Sign Out

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan [New Window](#)

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

Stephen Moss ID: 0233166

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

*Effective Date: 08/23/2004 Effective Sequence: 1

*Program Action: Action Date: 01/01/1900

Action Reason: Joint Prog Appr:

*Academic Institution: UCSCM UC Santa Cruz

*Academic Program: UGRD Undergraduate

*Admit Term: 2038 2003 Fall

Requirement Term: 2038 2003 Fall

Admissions

From Application

Application Nbr: 0

Application Program Nbr: 0

Expected Grad Term: 2072 2007 Spr *Campus: MAIN UCSC Main *Acad Load: Full-Time

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

Expected Graduation Term

STEP 5: Check Work and Save

If you extend a student's enrollment, email Erin Burns (eaburns@ucsc.edu) in Financial Aid.

Expected Graduation Term Changes with Future Effective-Dated Rows

Email registrar@ucsc.edu) the student name, ID and Expected Graduation Term. The Office of the Registrar will add the plan change to the quarter and the future effective dated row.

If you have any questions, please contact Tchad Sanger (cpsanger@ucsc.edu)