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
STEP 1: Navigate to “Student Program/Plan”
Navigate: Home > Manage Student Records > Track Student Careers > Use > 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

Add New Program Action

Program Action/Reason Values:
- **PLNC** - Plan Change for declaration of major or updating proposed major.
- **CCOL** - Change of College
- **MAJR** - Change of Major
- **DATA** - Data Change for updating data in one’s Program/Plan
- **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
- Expected Graduation Term

**Program Requirement Term (Catalog Year)**

**Effective Date**

Page 2: Student Plan

View one or all plans.

Add or Delete Plan

**Plan Requirement Term (Catalog Year)**

**NEVER CHANGE THESE ELEMENTS:**
- Academic Career
- Student Career Nbr.
- Car Req Term

**Academic Career:** Undergraduate

**Student Career Nbr:** 0

**Career Requirement Term:** 2038

**Career Requirement Term (Catalog Year)**

DO NOT CHANGE

**Program Requirement Term (Catalog Year)**

**Effective Sequence:** 0

**Effective Date:** 2038

**Program Action:** Plan Change

**Action Date:** 2038

**Action Reason:** Change of Major via Office
**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 to Home > Manage Student Records > Track Student Careers > Use > 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.
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

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

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 Jill Ritter (jriter@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) or Jill Ritter (jriter@ucsc.edu).