Plan Change – Declaration of Major/Proposed Major Change

Department super-users may declare students to their program. College super-users may update a student’s proposed major.

This training manual documents the process by which an adviser updates a student’s plan in AIS. Process documentation is found here: http://advising.ucsc.edu/staff/declaration/index.html

If you have questions please email the AIS Help Desk (ais-help@ucsc.edu).
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Module 1: Proposed Major

Objectives:
- Navigating to Student Program Plan
- Updating a Proposed Major

Lesson 1: Navigating to Student Program/Plan

This process is the same for changing a Proposed Major, declaring or deleting a Major.

1. From the “academics” tab in the Student Center. Click on the edit program data button.

2. From One-Click Academic Advising Pagelet. Click on Student Program/Plan. Enter ID.

3. From AIS. Records and Enrollment > Career and Program Information > Student Program/Plan. Enter ID.

Notes:
Lesson 2: Updating a Proposed Major

Do not enter a new Proposed Major if the student’s current row is DISC, COMP, they have applied to graduate (Program Action = DATA, Action Reason = ACAN or value is blank), or rescheduled candidacy to graduate (Program Action = DATA, Action Reason = RSCH).

1. Student Program Tab.
   If not on Student Program Tab, click on Student Program.
   Keystroke = Ctrl-R

2. On Student Program click Add a New Row icon.
   Adds a new row in the Student Program/Plan Stack.
   a. Enter Program Action and Action Reason.
      Program Action = PLNC
      Action Reason = MAJR

3. Click Student Plan Tab.
   Keystroke = Ctrl-L
a. Click the second View All.


c. Delete any incorrect proposed majors by clicking Delete icon.

d. Update Plan Sequencing. 
   First: Major's (A-Z)
   Second: Minor's (A-Z)
   Third: College

e. Do not delete College.

4. Save.

Question and Answer Session
Module 2: Declaring Majors/Minors

**Objectives:**
- Declaring a Single Major
- Declaring a Second Major/Plan

**Lesson 1: Declaring a Single Major**

Do not enter a new Major if the student’s current row is DISC, COMP, they have applied to graduate (Program Action = DATA, Action Reason = ACAN or value is blank), or rescheduled candidacy to graduate (Program Action = DATA, Action Reason = RSCH).

1. **Student Program Tab.**
   - *If not on Student Program Tab, click on Student Program.*
   - *Keystroke = Ctrl-R*

2. **On Student Program click Add Row icon.**
   - *Adds a new row in the Student Program/Plan Stack.*
   - a. **Enter Program Action and Action Reason.**
     - *Program Action = PLNC*
     - *Action Reason = MAJR*

3. **Click Student Plan Tab.**
   - *Keystroke = Ctrl-L*
Plan Change – Declaration of Major/Proposed Major Change

1. **Step 1: View All**
   - Click the second “View All.”

2. **Step 2: Enter Major**
   - Enter Major in Academic Plan.

3. **Step 3: Use Look Up Button**
   - Use Look Up Button if unsure of the correct code.

4. **Step 4: Delete Other Majors/Minors**
   - Delete any other Proposed Major or Second Major/Minor.

5. **Step 5: Update Plan Sequencing**
   - Update Plan Sequencing:
     - First: Major/s (A-Z) – Plan Sequence 1
     - Second: College – Plan Sequence 2
   - Do not delete College.

6. **Step 6: Continue**
   - Follow Step 4 if the Major has a concentration. If not, proceed to Step 5.

4. **Step 7: Click on Student Sub-Plan**
   - Keystroke = Ctrl-S
a. Click the second “View All.”

b. Find correct Academic Plan.

c. Enter Academic Sub-Plan.

d. Use Look Up Button if unsure of the correct code.

5. Save.

Question and Answer Session

Lesson 2: Declaring a Second Major/Minor

Do not enter a new Major if the student’s current row is DISC, COMP, they have applied to graduate (Program Action = DATA, Action Reason = ACAN or value is blank), or rescheduled candidacy to graduate (Program Action = DATA, Action Reason = RSCH).

1. Student Program Tab.

   If not on Student Program Tab, click on Student Program.

   Keystroke = Ctrl-R

Notes:
2. On Student Program Tab click Add Row icon.
   Adds a new row in the Student Program/Plan Stack.
   a. Enter Program Action and Action Reason.
      Program Action = PLNC
      Action Reason = MAJR

3. Click Student Plan Tab.
   Keystroke = Ctrl-L
   a. Click the second “View All.”
   b. Click Add Row icon.
   c. Enter second Major or Minor.
   d. Use Look Up Button if unsure of the correct code.
   e. Update Plan Sequencing.
      First: Major/s (A-Z) – Plan Sequence 1
Second: Minor(s) (A-Z) – Plan Sequence 2
Third: College – Plan Sequence 3

Follow Step 4 if the Major has a concentration. If not, proceed to Step 5.

4. **Click on Student Sub-Plan.**
   
   *Keystroke = Ctrl+S*

   ![Image of Sub-Plan view]

   - **a. Click the second “View All.”**
   - **b. Find correct Academic Plan.**
   - **c. Enter Academic Sub-Plan.**
   - **d. Use Look Up Button if unsure of the correct code.**

5. **Save.**

   ![Question and Answer Session]

   **Question and Answer Session**
Module 3: Deleting Majors

Objectives:
- Removing a Major/Minor
- Disqualifying a Student from a Major

Lesson 1: Removing a Major/Minor

Do not delete a Major if the student’s current row is DISC, COMP, they have applied to graduate (Program Action = DATA, Action Reason = ACAN or value is blank), or rescheduled candidacy to graduate (Program Action = DATA, Action Reason = RSCH).

1. Student Program Tab.
   If not on Student Program Tab, click on Student Program.
   Keystroke = Ctrl-R

2. On Student Program Tab click Add .
   Adds a new row in the Student Program/Plan Stack.
   e. Enter Program Action and Action Reason.
      Program Action = PLNC
      Action Reason = MAJR

3. Click Student Plan Tab.
   Keystroke = Ctrl-L

Notes:
Lesson 2: Disqualifying a Student from a Major

Do not delete a Major if the student’s current row is DISC, COMP, they have applied to graduate (Program Action = DATA, Action Reason = ACAN or value is blank), or rescheduled candidacy to graduate (Program Action = DATA, Action Reason = RSCH).

1. Student Program Tab.
   *If not on Student Program Tab, click on Student Program.
   Keystroke = Ctrl-R
2. On Student Program Tab click Add Row.
   *Adds a new row in the Student Program/Plan Stack.*
   
a. Enter Program Action and Action Reason.
   
   Program Action = PLNC
   
   Action Reason = MADQ

3. Click Student Plan Tab.
   *Keystroke = Ctrl-L*
   
a. Click the second “View All.”
   
b. Single Major: over-write Disqualified Major to UND.
   
   Double Major: delete Major row.

4. Save.
Frequently Asked Questions

Q. I made a mistake what do I do?
   A. Contact a Records Adviser in the Office of the Registrar. They should be able to assist you in correcting the mistake.

Q. How do I indicate a change in catalog year?
   A. A change in catalog year (Requirement Term) is on the same page, but a different training document. Please see Requirement Term Change documentation.

Q. My department recently changed its name but I don’t see it in a list of options for Academic Plan. How do I enter the plan change?
   A. Plans, like requirements are effective-dated. If your new major is not appearing, enter the quarter the plan became active in the Requirement Term.

Q. I have a student who wants to change their major (change, add or delete) after they have announced candidacy to graduate. How do I change their major?
   A. Contact Student Records in the Office of the Registrar to make the major change and update the student’s Announcement of Candidacy to graduate. The Records Adviser will need the student’s ID and the new Plan and/or Sub-Plan.

Error Messages

Q. I received the following error when I tried to go from the Student Program Tab to the Student Plan Tab:
   Effective date/sequence must be greater than effective date/sequence of current record. (15/6)
   An effective date or sequence number has been entered that is not greater than the effective date or sequence of the current record and you are in Update mode. Either enter an effective date/sequence that is greater than the current record, or change your mode to Correction.
   What is Correction mode? What does the error message mean?

   A. Correction mode is a mode that corrects AIS. It is a very “powerful” mode and is limited to a few individuals.
   The error message indicates there is a future effective dated row and you are trying to make a change before the top/current record. This happens most often when a student takes a Leave of Absence, returns from Readmission, or changes their College.
   You may add the major by changing the effective date to the same future date and increasing the effective sequence by one. If the change should happen before the future effective-dated row, contact a Records Adviser in the Office of the Registrar for assistance.
Q. I received the following error when I tried to save:

A program Action of Completed is not valid for Effective Date: 2006-03-06, Sequence #1. (14600,57)

An Academic Program cannot be Completed unless the Program Status is initially Active

What does this mean?

A. This error message appears when you try to save a row on top of a Completed Program Row (COMP). A similar message will also appear if you try to save a plan change with a Discontinuation Row (DISC). Contact a Records Adviser in the Office of the Registrar for assistance.