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: 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

Program Requirement Term (Catalog Year)**

**Effective Date**

Expected Graduation Term

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

Page 2: Student Plan

View one or all plans.

Add or Delete Plan

Plan Requirement Term (Catalog Year)**

Effective Date

Program Requirement Term (Catalog Year)**

Academic Program
Admit Term
Academic Load

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

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* 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.
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

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)