

# **Academic Information Systems**

Plan Change – Declaration of Major/Proposed Major Change

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7/6/08 (Navigation Revised 7/12/2017)  
Version 3

## 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](mailto:ais-help@ucsc.edu)).

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## Module 1: Proposed Major

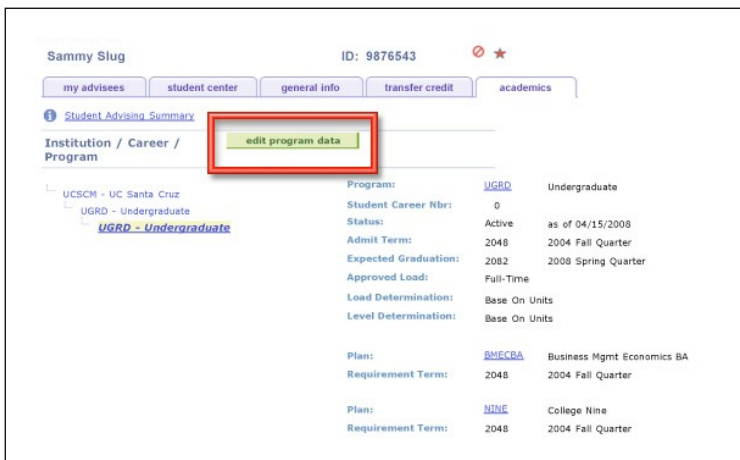
### Objectives:

- 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 Advisor Home Page: *Advising and Curriculum > Career/Program/Plan > Student Program/Plan.*
3. From the NavBar: *Navigator button > Records and Enrollment > Career and Program Information > Student Program/Plan.*



### Question and Answer Session

### Notes:

## Lesson 2: Updating a Proposed Major

Notes:

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*

The screenshot shows the 'Student Program' tab in a web application. The form is titled 'Add a New Row' and contains the following fields:

Status:	Active in Program	Effective Date:	06/13/2006	Effective Sequence:	1	Action Date:	04/15/2008
*Program Action:		Action Reason:		Academic Institution:	UC Santa Cruz	Academic Program:	UGRD Undergraduate
Admit Term:	2048 2004 Fall	Requirement Term:	2048 2004 Fall	Expected Grad Term:	2082 2008 Spr	*Campus:	MAIN UCSC Main
				*Acad Load:	Full-Time		

Buttons: OK, Cancel, Apply, Refresh

*(Student Program Tab)*

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*

Sammy Slug 9876543

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: 2004 Fall Quarter

Status: Active in Program Admit Term: 2004 Fall

Effective Date: 06/13/2008 Effective Sequence: 1

Program Action: Plan Change Action Date: 06/13/2008

Academic Program: Business Mgmt Economics BA Undergraduate Requirement Term: 2004 Fall

\*Academic Plan: BMECBA Business Mgmt Economics BA Declared Major

\*Plan Sequence: 1 Degree: BA

\*Declare Date: 04/21/2008 Degree Checkout Stat: Student Degree Nbr

\*Requirement Term: 2048 2004 Fall Completion Term:

\*Advisement Status: Include

\*Academic Plan: NINE College Nine College

\*Plan Sequence: 2 Degree:

\*Declare Date: 05/07/2004 Degree Checkout Stat:

\*Requirement Term: 2048 2004 Fall Student Degree Nbr

\*Advisement Status: Include Completion Term:

OK Cancel Apply Refresh

- a. Click the second View All.
  - b. Update Proposed Major in Academic Plan by over-writing existing Proposed Major.  
Use Look Up Button if unsure of the correct code.
  - 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

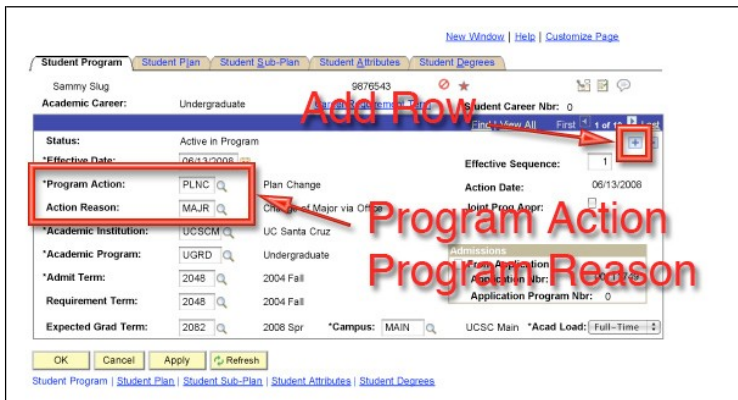
## Objectives:

- 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*



The screenshot shows the 'Student Program' form in a web application. The form is for student 'Sammy Slug' (ID: 9876543) and is currently in the 'Undergraduate' career stage. The 'Status' is 'Active in Program' with an effective date of 06/13/2008. The 'Program Action' is set to 'PLNC' (Plan Change) and the 'Action Reason' is 'MAJR' (Change of Major via Other). The 'Academic Institution' is 'UCSCM' (UC Santa Cruz) and the 'Academic Program' is 'UGRD' (Undergraduate). The 'Admit Term' and 'Requirement Term' are both set to '2048' (2004 Fall), and the 'Expected Grad Term' is '2082' (2008 Spr). The 'Campus' is 'MAIN' (UCSC Main) and the 'Acad Load' is 'Full-Time'. The form includes an 'Add Row' button (a plus sign in a square) and a 'Program Action Reason' dropdown menu. Red annotations highlight the 'Add Row' button and the 'Program Action Reason' dropdown.

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*

## Notes:

- a. Click the second “View All.”
- b. Enter Major in Academic Plan.
- c. Use Look Up Button if unsure of the correct code.
- d. Delete any other Proposed Major or Second Major/ Minor.
- e. Update Plan Sequencing.  
 First: Major/s (A-Z) – Plan Sequence 1  
 Second: College – Plan Sequence 2
- f. Do not delete College.

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

4. 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.



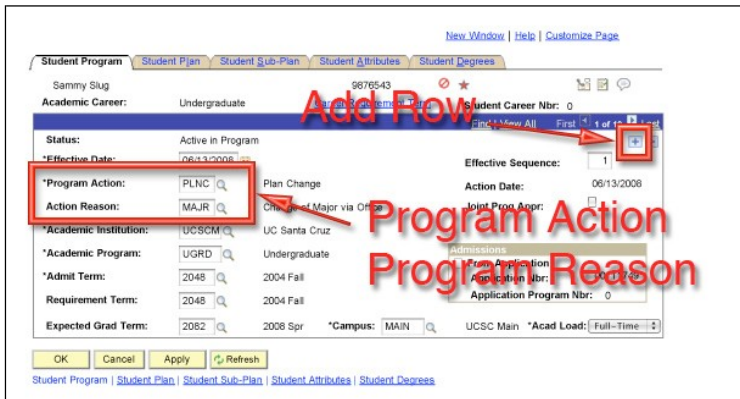
## Question and Answer Session

## Lesson 2: Declaring a Second Major/Minor

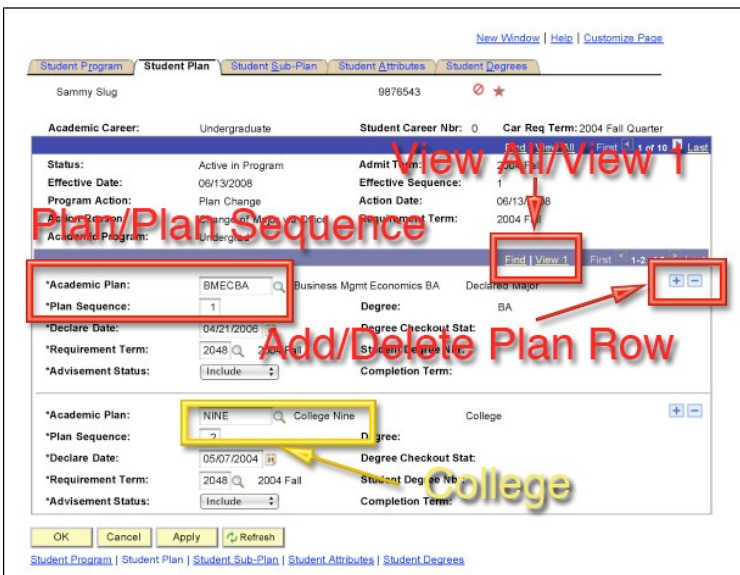
Do not enter a new Major if the student's current row is DISC, COMP, they have applied to graduate (Program Action = DATA, Action Reason = ACAN or value is blank), or rescheduled candidacy to graduate (Program Action = DATA, Action Reason = RSCH).

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*

The screenshot shows the 'Student Sub-Plan' tab in a web application. The student's name is 'Sammy Slug' with ID '9876543'. The 'Academic Career' is 'Undergraduate' and 'Student Career Nbr' is '0'. The 'Status' is 'Active in Program' with an 'Admit Term' of '2004 Fall'. The 'Effective Date' is '06/13/2008' and the 'Effective Sequence' is '1'. The 'Program Action' is 'Change of Major via Office' with an 'Action Date' of '06/13/2008'. The 'Academic Program' is 'Undergraduate' at 'UC Santa Cruz'. A red box highlights the 'Find | View All' link, with a red arrow pointing to it and the text 'VIEW ALL/VIEW 1' overlaid. Below this, the 'Academic Plan' is 'Business Mgmt Economics BA' and the 'Declared Major' is 'Business Mgmt Economics BA'. The 'Requirement Term' is '2004 Fall Quarter'. Another red box highlights the 'Academic Sub-Plan' search field, with a red arrow pointing to it and the text 'Sub-Plan' overlaid. Below the search field, the 'Academic Sub-Plan Type' is empty, the 'Declare Date' is '04/21/2008', and the 'Requirement Term' is empty. A third red box highlights the 'Academic Sub-Plan' search field in the next section, with the 'Declare Date' set to '05/07/2004'. At the bottom, there are buttons for 'OK', 'Cancel', 'Apply', and 'Refresh'.

- Click the second "View All."*
- Find correct Academic Plan.*
- Enter Academic Sub-Plan.*
- Use Look Up Button if unsure of the correct code.*

5. Save.



## 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*

The screenshot shows the 'Student Program' tab in a web application. The 'Add Row' button is highlighted with a red box and a red arrow. The 'Program Action' field is set to 'PLNC' and the 'Action Reason' field is set to 'MAJR'. Other fields include 'Academic Institution' (UCSCM), 'Academic Program' (UGRD), 'Admit Term' (2048), 'Requirement Term' (2048), and 'Expected Grad Term' (2082). The 'Status' is 'Active in Program' and the 'Effective Date' is '06/13/2008'. The 'Action Date' is '06/13/2008'. The 'Campus' is 'MAIN' and the 'Acad Load' is 'Full-Time'. The 'Add Row' button is a yellow square with a black plus sign.

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:

a. *Delete Major/Minor Row*

4. Save.



### Question and Answer Session

## Lesson 2: Disqualifying a Student from a Major

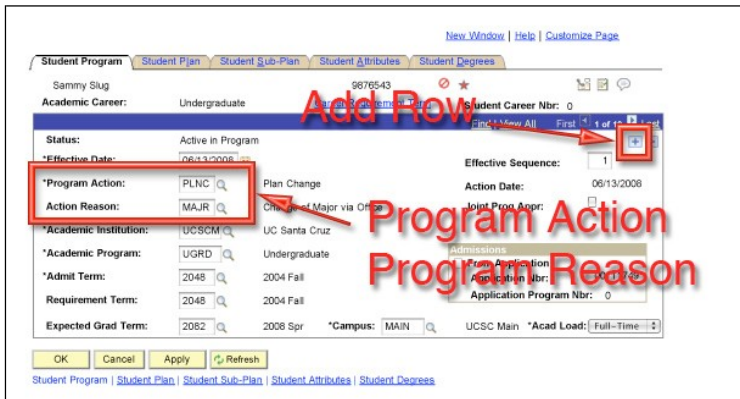
Do not delete a Major if the student's current row is DISC, COMP, they have applied to graduate (Program Action = DATA, Action Reason = ACAN or value is blank), or rescheduled candidacy to graduate (Program Action = DATA, Action Reason = RSCH).

1. Student Program Tab.

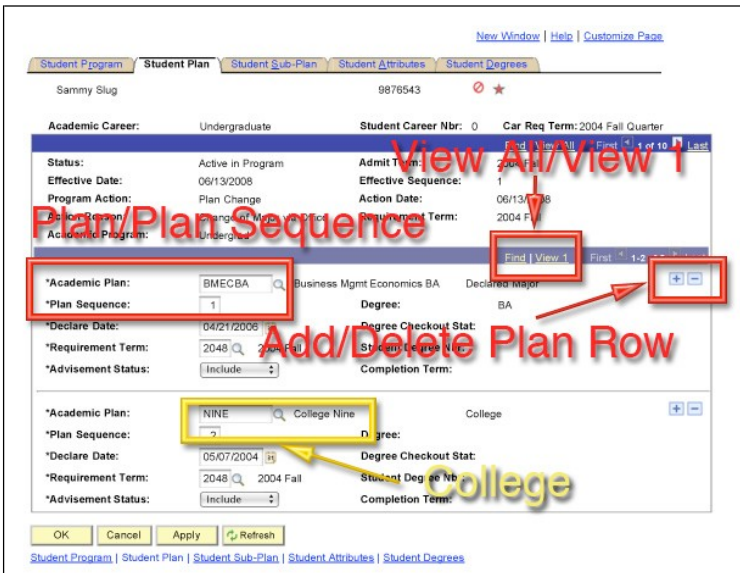
*If not on Student Program Tab, click on Student Program.*

*Keystroke = Ctrl-R*

Notes:



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.



## Question and Answer Session

## 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.*