Maintaining Student Program/Plan Stacks

Purpose: Use this document as a reference for maintaining academic programs in ctcLink.

Audience: Student Records staff.

⚠ You must have at least one of these local college-managed security roles:

- **ZC SR Student Program**
- **ZD SR Student Program**
- **ZZ SR Student Program**
- **ZZ Student Program Limited**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access. Institutional level security views will prevent you from viewing student program plan(s) from another institution. For this reason, the Student Career Nbr sequencing may look different when searching for a student.

ⓘ The Student Program/Plan page can impact Student Financials and Student Financial Aid. Any changes on this page can impact other functional areas. For activation of a new Student Career NBR, follow QRG **9.2 Adding a Student Program/Plan Stack After Admission**.

Maintaining Student's Academic Program

Navigation: Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

1. On the **Student Program/Plan** search page , enter a student ID or look up a student by name.
2. Select the **Include History** button located at the bottom right of the page. You will only view the results for your institution.
5. The **Student Program** tab displays.
6. It is possible to perform different actions on the student program record. The use of specific Program Actions could vary from institution to institution. Guidelines on these actions can be found in the **table included in this document**.

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7. To take action on a program record, select the **Add a New Row [+]** icon at the top right of the page

> ℹ **Effective Date**. All new rows are effective dated. Under special circumstances, an effective date may need to be backdated. It is recommended to future effective dates based on subsequent actions on that record in the system.
>
> **All** *changes on the Student Program/Plan page should be* **effective dated** *between terms [starting the day after the last day of the term and before the first day of the next term].*

8. A row needs to be added to the **Student Program** tab with the appropriate program action to update information on other tabs. Adding a row on this tab will insert a new effective dated row for all tabs.
9. **Effective Date**. All newly added rows have an effective date. Under special circumstances, an effective date may need to be backdated. It is recommended to future-date effective dates based on subsequent actions on that record in the system.
10. ***Changes should be made to the Student Program/Plan page between terms (starting the day after the last day of the current term and before the beginning of the next term).***
11. To delete an academic row, select the **Delete a Row [-]** icon at the top right of the page.
12. **Correct History** access is required to remove a row. This is not common, and caution should be taken in deleting historical data.
13. Select the **Student Plan** tab.
14. The **Student Plan** tab displays.
13. Changes made on the **Student Plan** tab require creating a new row on the **Student Program tab** with a PLNC (Plan Change program action code).
    1. Select the ***Academic Plan** by selecting the looking glass--overwrite the existing code.
    2. The remaining fields will default to match the data entered on the Student Program tab but can be adjusted if required.

14. [Student Sub-Plans](#).
15. Student Attributes. View the [9.2 Managing Student Attributes](#) QRG.
16. The **Student Degrees** tab is only used for program completion. View the [9.2 Awarding a Student Degree](#)QRG.
17. Select **Save**.

Program Action Codes

Code	Description	Status Change	Explanation
ACTV	Activate	Active in Program	A student is ready either to enroll in a term or to be evaluated for transfer credit.

ADRV	Admissions Revocation	Cancelled	A person was admitted into an academic program, but it was later determined that the person did not qualify for admission.
COMP	Completion of Program	Completed Program	A student has completed the program.
DATA	Data Change	No Impact	Data relative to a student's program, plan, or career status was changed.
DEFR	Defer Enrollment	Active in Program	A person has been admitted, and may be active for one admit term, but will actually enroll in a later admit term. This action lets you change the admit term for the applicant and record that they are deferring enrollment.
DISC	Discontinuation	Discontinued	A student discontinues attendance. Post the withdrawal on the student Withdrawal page.
DISM	Dismissal	Dismissed	A student is dismissed from the academic institution. Post the withdrawal on the student Withdrawal page.
MATR	Matriculation	Active in Program	A person has completed all necessary steps to become an active student in an academic program.
LEAV	Leave of Absence	Leave of Absence	A student takes a leave of absence from his program.
PLNC	Plan Change	Active in Program	Used to update the student plan code on the student plan tab.
PRGC	Program Change	Active in Program	Used to update the academic program on the student program tab.
RADM	Readmit	Active in Program	A person has applied to reenter a student career and academic program for which they already have a student record.
REVK	Revoke	Active in Program	Revoke a student's degree. The system automatically updates the student degree tables. Revoked degrees do not appear on the student transcript.
RLOA	Return from Leave of Absence	Active in Program	A student returns from a leave of absence.
SPND	Suspension	Suspended	A student is suspended from your academic institution. Post a withdrawal on the student Withdrawal page.
TRAN	Transfer to Other Career	Completed Program	A student makes an inter-career transfer.

WADM	Administrative Withdrawal	Cancelled	A student is withdrawn for administrative reasons.

Process complete.

Adding a Student Sub-Plan

ℹ️ Academic **Sub-Plans** allow specialization within an academic plan that is linked directly to the plan. It is a college decision to print, or not print, a sub-plan on a transcript.

There are four different sub-plan types.

1. Concentration
2. Emphasis
3. Specialization
4. Option--*this selection is for Workforce Only--aligning with the Program Approval Request inventory (PAR)*

The definition and function of the sub-plans are the same. It is a college decision as to which sub-plan type they choose to use. If there is a sub-plan associated with a PRFTC plan, **Option** must be selected.

There is no mandatory naming convention at this time, but sub-plan codes should remain unique to the associated plan. For example, A college offers a *Sustainability Studies Concentration* in their general DTA, business DTA, and AS-T - Track 1. However, because each sub-plan code must be unique, the college will need to request three separate sustainability Sub Plans—one for each Academic Plan.
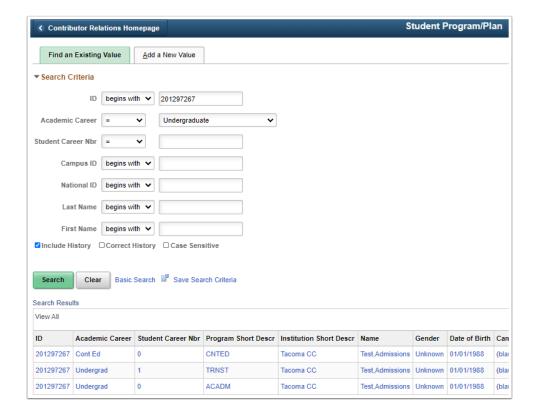
The CS Customer Support Team creates all Sub-Plan codes. When submitting a ticket, please include the following information:

• Institution
• Academic Plan
• Sub-Plan (10 Characters, will display in UPPERCASE)
• Effective Date
• Academic Sub-Plan Type
• Description (30 Characters)
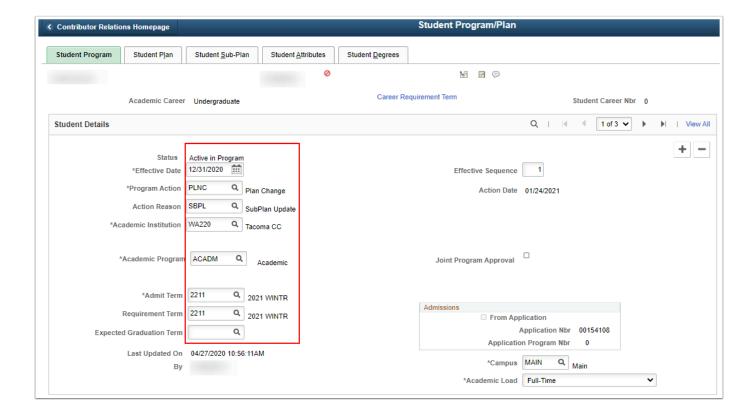• Short Description (10 Characters)

- Print on Diploma (Yes or No)
- Diploma Description (100 Characters)
- Print on Transcript (Yes or No)
- Transcript Description (100 Characters)
- First Term Valid
- Show in What-If Advisor (Yes or No)
- Show in What-If Prematriculated Student (Yes or No)
- Show in What-If Student (Yes or No)

Navigation: Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
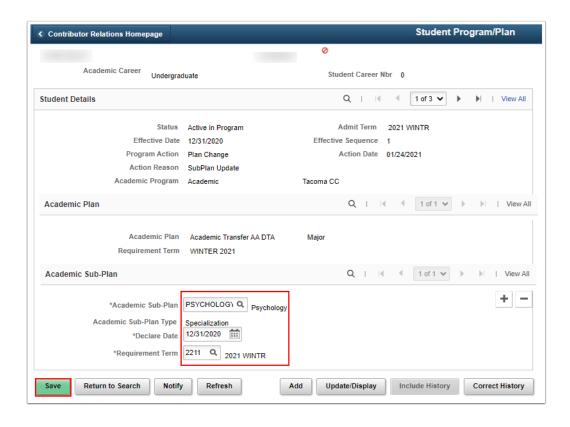
1. The **Student Program/Plan** search page displays.
2. Enter **Search Criteria** to identify your student.
3. Select the **Included History** checkbox. This will allow you to view all program/plan stacks.
4. Select **Search.**

> ❗ Institutional level security views will prevent you from viewing student program plan(s) from another institution. For this reason, the Student Career Nbr sequencing may look different when searching for a student.

5. A student may return multiple program rows to your institution in the Search Results. If so, select the appropriate record by confirming the appropriate **Student Career Nbr**, **Academic Career,** and **Program**.

6. The **Student Program** tab displays.
7. Select the **Add a New Row [+]** icon at the top right of the Student Details section.

> ⚠️ All changes on the Student Program/Plan page should be *effective dated* between terms [starting the day after the last day of the term and before the first day of the next term]. ***You can add the Sub-Plan midterm, but the action will need to be dated between terms.***

8. A new effective dated row displays.
9. Enter the appropriate **Effective Date** for the term in which the sub-plan will be applied to the student's plan. The *Effective Date* on the Student Program/Plan page should be *effective dated* between terms best practices [*starting the day after the last day of the term and before the first day of the next term*].
10. Select **PLNC** for the **Program Action**.
11. Select **SBPL** for the **Action Reason**. The action reason is not a required field, although it supports why a specific **Program Action** was taken.
12. Enter the Academic Institution. If your user defaults have been set, this field will be populated with your institution.
13. Admit Term.
14. Requirement Term.
15. If no changes are required to the Student Plan, select the **Student Sub-Plan** tab.

16. The **Student Sub-Plan** tab displays.
17. In the ***Academic Sub-Plan** field, select the looking glass to select the desired sub-plan.
18. The ***Declare Date** will default to match the data entered on the previous tab.
19. Enter ***Requirement Term.**
20. Select **Save**.

Process complete.

> **ⓘ QUERIES**
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> - To access the most up-to-date query information, visit dataservicesmetalink.sbctc.edu.
> - Discover the best methods for finding queries and reports by visiting Recommended Methods for Searching Queries and Reports.