9.2 Adding a Student Program/Plan Stack After Admission into a Career

Purpose: Use this document as a reference for performing quick program activation 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.

Before you can add the initial Student Program/Plan, the student must first be admitted into that Career. UGRD admissions typically happen via the OAAP. For CNED, you can use Quick Admit to create the first CNED plan stack and then add additional CNED plan stacks if needed. Two important points here (please read both):

1. You do not need a unique admission for each Student Program/Plan—just one admission action per Career type. Once admitted, the student can have as many Student Program/Plans *as needed* for that Career.
2. AND, if you are creating an application for a student who *has* an existing EMPLID, replace NEW with that EMPLID so that it updates the existing EMPLID instead of creating a new one.

Adding a Program Stack

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

1. The **Student Program/Plan** search page displays.

2. Select the **Add a New Value** tab.
3. Enter student **ID**.
4. Select **Academic Career**.
5. The Student Career Nbr defaults tp "0". Select the **Student Career Nbr** look-up tool and choose (**blank).**
6. Select **Add**. The system automatically increments to the next **Student Career Nbr.**

7. The **Student Program** tab displays.
8. **Effective Date**: date this Program Stack will become effective.
9. **Program Action**: enter "ACTV"**.**
10. **Action Reason**: leave blank.
11. **Academic Institution**: appropriate institution code.
12. **Academic Program**: enter or look up the program code.
13. **Admit Term**: enter or look up the start term for this program.

> ℹ️ Note: This should be in sync with the effective date for the program selected above.

14. **Requirement Term**: enter or look up the catalog term the student will follow.
15. **Campus**: enter the appropriate campus (e.g. Main).
16. **Expected Grad Term**: Do not enter a term unless you have received a graduation application or are in the process of completing a career number.
17. Leave the default values for the remaining fields.
18. Select the **Student Plan** tab.
19. The **Student Plan** tab displays.
20. **Academic Plan**: Enter or select.

21. Remaining fields will default to match the data entered on the Student Program tab but can be adjusted if required.
22. Select **Student Sub-Plan** tab.
23. The **Student Sub-Plan** tab displays (*Optional*).
24. In the ***Academic Sub-Plan** field, select the looking glass to select the desired sub-plan.
25. The ***Declare Date** will default to match the data entered on previous tab.
26. Enter ***Requirement Term.**
27. Select **Save**.

Term-Activate a Student

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

• ZD SR Super User
• ZD SR Term Activation
• ZZ SR Term Activation
• ZZ SR Term Activation Limited

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Menu > Records and Enrollment > Student Term Information > Term Activate a Student

1. The **Term Activate a Student** search page displays.
2. Enter student **ID**.
3. Select **Search**.
4. The **Term Activation** page displays.
5. If the student is already term activated in another program for the term, change the student career number to match the program for enrollment in the term. This must match the career and career number from the program stack added above.

ℹ Note: Students can only be term activated in one program per term, per career. If the student is a Financial Aid recipient, the term activated program should be the program with FA eligibility.

6. If the student does not have term activation from a program in the term:
   a. Select the **Add a New Row [+]** icon.
   b. Enter **Academic Institution**.
   c. Enter **Term**.

d. The **Eligible to Enroll** checkbox will default to checked as long as the program and associated dates and terms have been correctly entered. This allows students to enroll via self-service.

7. Select **Save**.

Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

⚠️ **VIDEO COMING SOON!!**

Video Tutorial via Panopto

View the external link to Adding a Student Program/Plan Stack After Admission into a Career. This link will open in a new tab/window.