

# Student Programs and Plans Documentation

NAVIGATION: HOME – MANAGE STUDENT RECORDS – TRACK STUDENT CAREERS  
USE STUDENT PROGRAM/PLAN – STUDENT PROGRAM – UPDATE/DISPLAY

http://pallas.louisville.edu:8030/servlets/iclientservlet/satype/?cmd=start& - Microsoft Internet Explorer provided by Universi

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Personal Bar Search Favorites History

Address http://pallas.louisville.edu:8030/servlets/iclientservlet/satype/?cmd=start& Go Links >>

**PEOPLE Soft**

Home Help Sign Out

Home > [Manage Student Records](#) > **Track Student Careers**

- + Build Community
- + Develop Enrollment
- + Manage Student Records
- + Administer Financial Aid
- + Manage Student Financials
- + Design Student Administration
- + Define Business Rules
- + SA Self Service
- + U of L Custom
- + UOFL Customizations
- + PeopleTools

- + Establish Courses
- + Define Academic Requirements
- + Track Student Careers
- + Manage Academic Records
- + Process Transfer Credit

- + Use
- + Setup
- + Inquire

Student Program/Plan - Microsoft Internet Explorer provided by University of Louisville

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Back Forward Stop Refresh Home Personal Bar Search Favorites History

Address http://pallas.louisville.edu:8030/servlets/iclientservlet/satype/?cmd=start& Go Links >>

**PEOPLE Soft**

Home Help Sign Out

Home > [Manage Student Records](#) > [Track Student Careers](#) > **Use**

- + Establish Courses
- + Define Academic Requirements
- + Track Student Careers
- + Manage Academic Records
- + Process Transfer Credit

- + Use
- + Setup
- + Inquire

- [Student Program/Plan](#)
- [Student Degrees](#)
- [Student Advisor](#)
- [Student Groups](#)
- [Honors and Awards](#)
- [Service Indicator Data](#)

Enter the student's ID, or Name, or National ID (SSN) and click on Search.

You may have more than one selection for the student if the student has been in more than one career or in multiple programs. Select the link you desire and click on it with your mouse.

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	National ID Country	NID Short Description	National ID	Date of Birth	Name	Gender	Campus ID	Last Name	First Name
1313835	Graduate	0	GK Degree	U of L	USA	SSN	(blank)	(blank)	Test, Advising	Unknown	(blank)	TEST	ADVISING
1313835	Undergrad	0	AS Degree	U of L	USA	SSN	(blank)	(blank)	Test, Advising	Unknown	(blank)	TES	ADVISING

You will be on the Student Program page, the first page in the Student Program/Plan page group at the most current date effective row.

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Home Help Sign Out

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan [New Window](#)

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Advising Test ID: 1313835

Academic Career: Undergraduate [Career Requirement Term](#) Student Career Nbr: 0

Status: Active in Program

\*Effective Date: 08/20/2001

\*Program Action: ACTV Activate

Action Reason:

\*Academic Institution: UOFL1 University of Louisville

\*Academic Program: ASDEG Arts & Sciences Degree

\*Admit Term: 4018 Fall 2001

Requirement Term: 4018 Fall 2002

Expected Grad Term:

\*Campus: UL U of L \*Acad Load: Full-Time

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Save Return to Search Next in List Previous in List Refresh Update/Display Include History

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

Click the STUDENT PLAN tab to move to the second tab and view the student's academic plan.

PEOPLE Soft

Home Help Sign Out

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan [New Window](#)

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Advising Test ID: 1313835

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2001

Status: Active in Program

Effective Date: 08/20/2001

Program Action: Activate

Action Reason:

Academic Program: AS Degree

Admit Term: Fall 2001

Effective Sequence: 0

Action Date: 06/21/2001

Requirement Term: Fall 2002

\*Academic Plan: EC BA Economics - BA Major

\*Plan Sequence: 10

\*Declare Date: 08/20/2001

\*Requirement Term: 4018 Fall 2002

\*Advisement Status: Include

Degree: BA

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

## Student Programs and Plans Documentation

Click back on the STUDENT PROGRAM tab to return to the first tab. If the program action on the first page is ACTV, MATR, RADM, DATA, PLNC, OR PRGC, you may create a new data effective row with an action of PLNC in order to change the major. Do not make any changes if the current program row has an action of DATA and an action reason that begins DE. Those students are degree applicants, and any changes to their majors needs to be sent to the Registrar's Office.

Click on the plus sign and you will see a new row, including academic program, admit term and requirement term will be inserted automatically in this new row.

The screenshot shows a web browser window with the PEOPLE Soft logo and navigation links (Home, Help, Sign Out). The breadcrumb trail is: Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan. The main content area has tabs for Student Program, Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees. The 'Student Program' tab is active, displaying details for ID: 1313835. The 'Academic Career' is Undergraduate, and the 'Student Career Nbr' is 0. The 'Status' is Active in Program. The 'Effective Date' is 01/22/2002. The 'Program Action' is empty. The 'Action Reason' is empty. The 'Academic Institution' is UOFL1 (University of Louisville). The 'Academic Program' is ASDEG (Arts & Sciences Degree). The 'Admit Term' is 4018 (Fall 2001). The 'Requirement Term' is 401β (Fall 2002). The 'Expected Grad Term' is empty. The 'Campus' is U of L. The 'Acad Load' is Full-Time. There is an 'Admissions' section with a checkbox for 'From Application' and fields for 'Application Nbr' (0) and 'Application Program Nbr' (0). Navigation buttons include Save, Return to Search, Next in List, Previous in List, Refresh, Update/Display, and Include History. A small American flag icon is visible in the bottom right corner.

The effective date must be before the beginning of the term in which the change will go in effect. In the sample above, the date automatically entered by the system would be in effect before Summer 2002. If the change was to be effective Fall 2002, a future date would need to be entered. If the change was being made retroactively to the beginning of Spring 2002, a date prior to the beginning of that term would need to be entered. If the current date will not work for our situation, then the suggested date to use is 01/01/YY for changes effective before a spring term; 05/01/YY for changes effective before a summer term, and 08/01/YY for a change effective before a fall term.

Enter a Program Action code of PLNC or use the Lookup icon to find the code for Plan Change and double-click to bring that value into the box.

If the student's requirement term needs to be changed at the same time, then select a new term.

Do not change any other data on this tab.

# Student Programs and Plans Documentation

Click on the Student Plan tab

The screenshot shows the PEOPLE Soft web application interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan'. The main content area has several tabs: 'Student Program', 'Student Plan' (which is selected), 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The 'Student Plan' tab displays the following information:

- Advising Test ID: 1313835
- Academic Career: Undergraduate
- Student Career Nbr: 0
- Car Req Term: Fall 2001

Below this, there are two summary boxes. The first box shows:

- Status: Active in Program
- Effective Date: 01/22/2002
- Program Action: Plan Change
- Action Reason:
- Academic Program: AS Degree
- Admit Term: Fall 2001
- Effective Sequence: 1
- Action Date: 01/22/2002
- Requirement Term: Fall 2001

The second box shows:

- \*Academic Plan: ANTHBA NSC Anthropology/Natural Sci Conc Major
- \*Plan Sequence: 10
- \*Declare Date: 01/22/2002
- \*Requirement Term: 4018 Fall 2001
- \*Advisement Status: Include
- Degree: BA
- Degree Checkout Stat:
- Student Degree Nbr:
- Completion Term:

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Refresh', 'Update/Display', and 'Include History'. There is also a small American flag icon.

You should be on page 1 of 2 at the top and the key to the plan will be information in the middle box on the page. The previous academic plan data will be carried forward to this new row.

Use the Lookup icon to select a new plan, or enter the code directly if you know it.

Change the Declare Date to agree with the date entered on the first panel if necessary.

Change the Requirement Term if the student must now meet requirements for the plan as of a new effective term.

Click on the Student Sub-Plan tab (third tab) to check if that particular academic plan has a sub-plan or concentration. If so, select the appropriate sub-plan for that particular plan (major).

When all data is correctly entered, click on the SAVE icon.

Note: Some academic plans may have Sub\_Plans or concentrations. Please go to: <http://uofl.louisville.edu/student/services/registrar/acadpln.pdf> for an updated list of Academic Advisement Plans.

ADDING A SECOND PLAN WITHIN THE SAME PROGRAM TO AN ACTIVE STUDENT

# Student Programs and Plans Documentation

Go through the steps to insert a new Student Program row with an action of plan change. When the correct data has been entered on that page, click on the Student Plan tab. Click on the plus icon.

Home > [Manage Student Records](#) > [Track Student Careers](#) > [Use](#) > **Student Program/Plan** [New Window](#)

Student Program | **Student Plan** | Student Sub-Plan | Student Attributes | Student Degrees

Advising Test ID: 1313835

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2001

Status:	Active in Program	Admit Term:	Fall 2001
Effective Date:	01/22/2002	Effective Sequence:	2
Program Action:	Plan Change	Action Date:	01/22/2002
Action Reason:		Requirement Term:	Fall 2001
Academic Program:	AS Degree		

\*Academic Plan:

\*Plan Sequence:

\*Declare Date:

\*Requirement Term:

\*Advisement Status:

Degree:

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

Use the Lookup icon to select the correct plan.

The Declare Date will default to the effective date on the Program now. Adjust this necessary to reflect a date prior to the effective term of this major.

The Requirement Term will default to the requirement term on the Program row. Adjust as needed.

Click on the SAVE icon.

RECORDING AN APPROVED MAJOR

If you are entering the major and recording that major as approved at the same time, follow the steps for making a plan change, except enter an Action Reason of APPR on the Student Program tab. If the correct plan is already attached to the student’s program and you just need to record the approval, then insert a new row on the Student Program tab.

Enter DATA as the Program Action.

Enter APPR as the Action Reason.

You should not need to adjust the effective date since the actual program and plan information will not change.

Click on the Save icon.

CHANGING THE REQUIREMENT TERMS

You may change the program requirement term or the plan requirement term by inserting a new program row. The Program Action should be DATA and the requirement term should be changed as needed on both the Student Program tab and the Student Plan tab. You should not need to adjust the effective date since the actual program and plan information will not change.

DEGREE APPLICANT

A degree applicant will have a student program row with a program action of DATA and a program action reason that begins with DE.

NAVIGATION: Home, Manage student records, Track Student Careers, Use Student Program/Plan, Student Program.

The screenshot shows a web browser window with the 'PEOPLE Soft' logo and navigation links: Home, Help, Sign Out. The breadcrumb trail is: Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan. A 'New Window' link is also present.

Navigation tabs include: Student Program (selected), Student Plan, Student Sub-Plan, Student Attributes, Student Degrees.

Program details: Test2 Test, ID: 1269802.

Academic Career: Graduate, Career Requirement Term, Student Career Nbr: 0.

Table of 1 record:

Status:	Active in Program
*Effective Date:	09/15/2001
*Program Action:	DATA Data Change
Action Reason:	DEG6 Degree Applicant Fall 2001
*Academic Institution:	UOFL1 University of Louisville
*Academic Program:	GKDEG Graduate Kent Degree
*Admit Term:	4002 Spr 2000
Requirement Term:	4002 Spr 2000
Expected Grad Term:	
*Campus:	UL U of L
*Acad Load:	Full-Time

Admissions section:  From Application, Application Nbr: 0, Application Program Nbr: 0.

Buttons: Save, Return to Search, Refresh, Add, Update/Display, Include History, Correct.

Footer navigation: Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees.

# Student Programs and Plans Documentation

## CHANGING THE CAREER REQUIREMENT TERM

Click on the Career Requirement Term link on the Student Program tab.

**PEOPLE Soft** Home Help Sign Out

Home > [Manage Student Records](#) > [Track Student Careers](#) > [Use](#) > [Student Program/Plan](#) [New Window](#)

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Advising Test ID: 1313835  
**Academic Career:** Undergraduate **Career Requirement Term** Student Career Nbr: 0

Status: Active in Program  
\*Effective Date: 01/22/2002  
\*Program Action: DATA Data Change  
Action Reason:   
\*Academic Institution: UOFL1 University of Louisville  
\*Academic Program: ASDEG Arts & Sciences Degree  
\*Admit Term: 4018 Fall 2001  
Requirement Term: 4028 Fall 2002  
Expected Grad Term:   
\*Campus: UL U of L \*Acad Load: Full-Time

Admissions  
 From Application  
Application Nbr:   
Application Program Nbr: 0

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

**PEOPLE Soft** Home Help Sign Out

Home > [Manage Student Records](#) > [Track Student Careers](#) > [Use](#) > [Student Program/Plan](#) [New Window](#)

**Career Requirement Term**

Advising Test ID: 1313835

**Academic Career:** Undergraduate  
**Career Requirement Term:** 4018 Fall 2001

OK Cancel

