

## Step-by-Step

# How to Add or Remove a Minor in PeopleSoft

### Section 1

1. Log in to PeopleSoft and navigate to Student Program/Plan (Records and Enrollment > Career and Program Information > Student Program/Plan).
2. Enter the Student ID #, select “Include History”, and Search.

The screenshot shows the 'Student Program/Plan' search interface. At the top, there is a title 'Student Program/Plan' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section is expanded, showing several search fields: 'ID' (set to 'begins with' and '1251014'), 'Academic Career' (set to '='), 'Student Career Nbr' (set to '='), 'Campus ID' (set to 'begins with'), 'National ID' (set to 'begins with'), 'Last Name' (set to 'begins with'), and 'First Name' (set to 'begins with'). There are also three checkboxes: 'Include History' (checked), 'Correct History' (unchecked), and 'Case Sensitive' (unchecked). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Select the plus sign (+) at the top of the Student Program tab to add a new row of data.









The screenshot shows the 'Student Program' tab in PeopleSoft. The tab is active, and the table below it has a plus sign (+) in a green circle at the top right, indicating where to click to add a new row of data. The table has columns for 'Student Test', '1251014', 'Academic Career' (Undergraduate), 'Career Requirement Term', and 'Student Career Nbr' (1). The 'Status' is 'Active in Program'. The table also has a 'Find' button and 'View All' link, and a pagination control showing '1 of 5' and 'Last'.

4. The Effective Date will default to the current date. Change the date to reflect the start of the next semester -> Spring (1/1/xxxx), Summer (5/1/xxxx), Fall (8/1/xxxx). If the change is being made before the last day to add/drop of a term, the date can be back-dated to the beginning of that term.
5. For Program Action, type PLNC, or select the adjacent magnifying glass and select PLNC Plan Change.

***Proceed for steps on how to add a minor. Go to Section 3 for steps on how to remove a minor.***



### **Section 2 - Add**

6. Ensure the Admit Term and Requirement Term are accurate for your college/major. Some will use the terms of the student's first enrollment (or re-enrollment) to UofL and some will use the term that the student was first enrolled in the college/major.

Status	Active in Program
*Effective Date	01/01/2021 
*Program Action	PLNC  Plan Change
Action Reason	<input type="text"/> 
*Academic Institution	UOFL1  University of Louisville
*Academic Program	ASDEG  Arts & Sciences Degree
*Admit Term	4152  Spr 2015
Requirement Term	4152  Spr 2015
Expected Graduation Term	<input type="text"/> 

7. Navigate to the Student Plan tab at the top of the page.

- Select the plus sign (+) next to the student's Academic Plan for the major on the bottom half of the page. A blank new row will display under the major.

*Academic Plan	PSYCBA	Psychology - BA	Major	
*Plan Sequence	10		Degree	5BA
*Declare Date	01/01/2021		Degree Checkout Stat	
*Requirement Term	4152	Spr 2015	Student Degree Nbr	
*Advisement Status	Include		Completion Term	
*Academic Plan				
*Plan Sequence	30		Degree	
*Declare Date	01/01/2021		Degree Checkout Stat	
*Requirement Term			Student Degree Nbr	
*Advisement Status	Include		Completion Term	

- Select the magnifying glass next to the Academic Plan field and select the Academic Plan for the minor.

*Academic Plan	FIN MINOR	Finance Minor	Minor	
*Plan Sequence	30		Degree	
*Declare Date	01/01/2021		Degree Checkout Stat	
*Requirement Term	4152	Spr 2015	Student Degree Nbr	
*Advisement Status	Include		Completion Term	

- The Declare Date should reflect the Effective Date on the Student Program tab and the Requirement Term should match the Requirement Term on the Student Program tab. Select Save.

### **Section 3 - Remove**

- Navigate to the Student Plan tab at the top of the page.
- Select the minus sign (-) next to the student's Academic Plan for the minor on the bottom half of the page. The row for the minor will be removed. Select Save.

*Academic Plan	FIN MINOR	Finance Minor	Minor	
*Plan Sequence	30		Degree	
*Declare Date	01/01/2021		Degree Checkout Stat	
*Requirement Term	4152	Spr 2015	Student Degree Nbr	
*Advisement Status	Include		Completion Term	