

Step-by-Step

How to Process a Major Change in PeopleSoft

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.

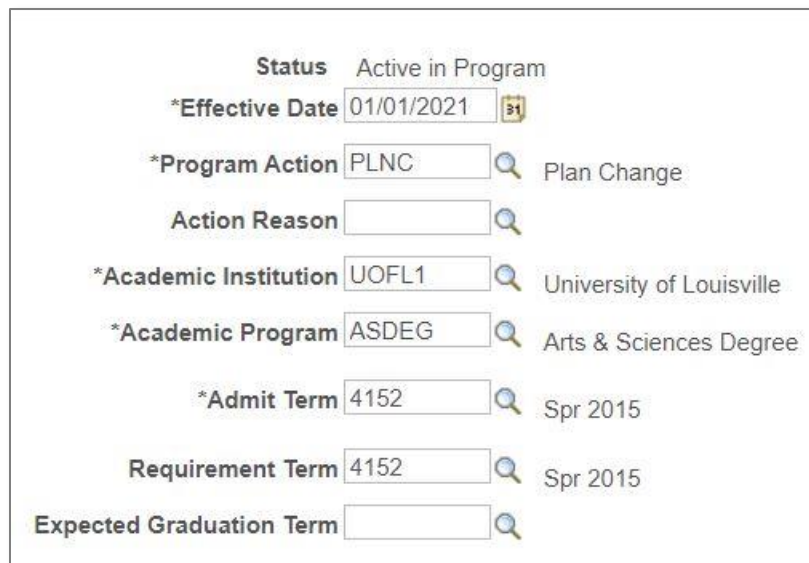
The screenshot shows the 'Student Program/Plan' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several dropdown menus and text input fields. The 'ID' dropdown is set to 'begins with' and the text field contains '1251014'. Other dropdowns include 'Academic Career', 'Student Career Nbr', 'Campus ID', 'National ID', 'Last Name', and 'First Name', all set to 'begins with'. Below the search criteria are three checkboxes: 'Include History' (checked), 'Correct History', and 'Case Sensitive'. 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 'Student Test' field contains '1251014'. Below it, the 'Academic Career' is 'Undergraduate' and the 'Student Career Nbr' is '1'. The 'Status' is 'Active in Program'. At the bottom right, there is a plus sign (+) in a green circle, which is the button to add a new row of data.

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.

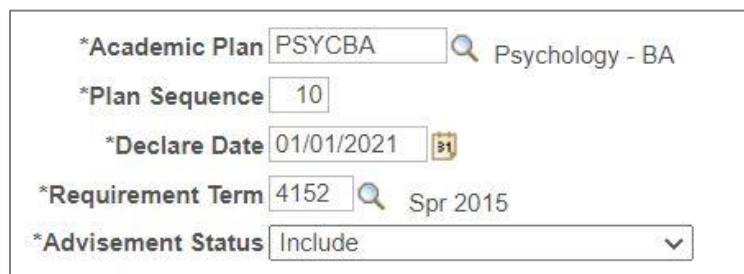
5. For Program Action, type PLNC, or select the adjacent magnifying glass and select PLNC Plan Change.
6. Ensure the Admit Term and Requirement Term are accurate for your college/major. Some will use the terms of the student's first enrollment (or re-enrollment) to UofL and some will use the term that the student was first enrolled in the college/major.



A screenshot of a web form with the following fields and values:

- Status: Active in Program
- *Effective Date: 01/01/2021
- *Program Action: PLNC (with a magnifying glass icon and the text "Plan Change" next to it)
- Action Reason: (empty)
- *Academic Institution: UOFL1 (with a magnifying glass icon and the text "University of Louisville" next to it)
- *Academic Program: ASDEG (with a magnifying glass icon and the text "Arts & Sciences Degree" next to it)
- *Admit Term: 4152 (with a magnifying glass icon and the text "Spr 2015" next to it)
- Requirement Term: 4152 (with a magnifying glass icon and the text "Spr 2015" next to it)
- Expected Graduation Term: (empty)

7. Navigate to the Student Plan tab at the top of the page.
8. Select the magnifying glass next to the Academic Plan that needs to be changed and select the new Academic Plan.



A screenshot of a web form with the following fields and values:

- *Academic Plan: PSYCBA (with a magnifying glass icon and the text "Psychology - BA" next to it)
- *Plan Sequence: 10
- *Declare Date: 01/01/2021
- *Requirement Term: 4152 (with a magnifying glass icon and the text "Spr 2015" next to it)
- *Advisement Status: Include (with a dropdown arrow)

9. 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.
10. Major changes between colleges must be done through the Registrar's Office.