



Business Process Guide

Viewing a Student's Plan and Sub-Plan

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Author	Melissa K. Whatley
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TABLE OF CONTENTS

Topic	Page
Process Overview	1
Where the Data for This Process Comes From	1
Where the Data from This Process Goes	1
Related Information	2
Prerequisites and Assumptions	2
Key Definitions	2
1.0 Viewing a Student's Plan & Sub-Plan	3
1.1 Student Program	4
1.2 Student Program	5
1.3 Student Sub-Plan	6
1.4 Student Plan	7
1.5 Student Degrees	8



Process Overview

A student's **plan** refers to the **major, minor, or concentration**. The **sub-plan** refers to an **emphasis associated with a student's major**. Credential programs "hang" off of a student's plan. University Extended Education certificates are viewed as plans as well but the plan is appended to the student's record only after the certificate has been awarded. A student must always have a plan declared. The default plan is "undeclared".

The sub-plan is attached directly to the plan, with which it belongs, meaning you cannot have a sub-plan (emphasis) without the plan (major).

Most of the student data needed will be displayed on this page. You will see the following data:

- Student Name
- Campus Wide ID
- Admit Term
- Expected Grad Term (anticipated)
- Degree Checkout Status
- Status with the University
- All Majors
- Minors
- Concentrations
- Emphasis

Where the Data for This Process Comes From

A student's plan initially comes from the admissions application completed by the student via CSU Mentor. A student may request a change of plan once during the admissions process by contacting the CSUF Admissions area.

Once a student has been matriculated, all plan changes must be requested in writing on the Change of Program form. The student must complete the form showing the old plan and the new requested plan. The form requires an approval signature from the academic department of the old plan as well as an approval signature from the academic department of the new plan. This form must be submitted to the Admissions and Records Service Center for processing.

Where the Data from This Process Goes

The student's plan(s) are listed on the student's university transcript as well as numerous documents maintained by the university. Requests for various ad hoc reports will frequently ask for plan data to be included or may be a primary selection criterion for the production of a specific report. The plan is utilized to determine the appropriate course of study for the student to follow and is utilized to determine necessary degree requirements for the student to complete in order to be awarded a degree, major, minor, emphasis or certificate. Registration for specific courses may be restricted to students who have specific plans or sub-plans.



Related Information

Prerequisites and Assumptions

A student's plan of study is associated with his/her Academic Program. A specific plan must be applicable to the student's Program in order for the plan to be designated on the student's record. Subsequent changes of plan may only be processed if appropriate to the student's Program. Sub-plans (e.g. emphasis) are related to specific plans and cannot be declared if the student is not already approved for the related plan.

PREREQUISITES AND ASSUMPTIONS	
PREREQUISITE/ASSUMPTION	DETAIL
Academic Program determines eligibility for plan.	A student may only be placed in a degree seeking plan of study if the student is in the process of admission to the university or has been admitted. A student who is not admitted, may not pursue a degree related plan of study.
Sub-plans are linked to specific plans.	Sub-plans are related to specific plans. A student may not declare a sub-plan without previous approval of the related plan.
Credentials are built off of specific plans	The credential subpage "hangs" off of a plan.

Key Definitions

Include important definitions of business or technical terms, including acronyms which may be unfamiliar to the intended audience of this document.

KEY DEFINITIONS	
TERM / ACRONYM	DEFINITION
Plan	Plans refer to a designated plan of study such as major, minor or concentration.
Sub-plan	Sub-plan refers to an emphasis within a major plan of study.
Credential	The educational credential subpage "hangs" off of a plan page.



1.0 Viewing a Student's Plan & Sub-Plan

Navigation: Home > Records & Enrollment > Career and Program Information > Student's Program/Plan

View Academic Plans - Find existing value

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

ID: begins with ▾ 802001180

Academic Career: = ▾ [] ▾

Student Career Nbr: = ▾ []

Campus ID: begins with ▾ []

National ID: begins with ▾ []

Last Name: begins with ▾ []

First Name: begins with ▾ []

Include History **Correct History** **Case Sensitive**

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First ▾ 1-3

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name
802001180	Undergrad 2	[]	Undergrad	CSUFL	Humphreys, Bonnie Lynn	Female	09/26	(blank)	*****1675	USA	SSN	HUMPHRE
802001180	Undergrad 1	[]	UG Trans	CSUFL	Humphreys, Bonnie Lynn	Female	09/26	(blank)	*****1675	USA	SSN	HUMPHRE
802001180	Undergrad 0	[]	Undergrad	CSUFL	Humphreys, Bonnie Lynn	Female	09/26	(blank)	*****1675	USA	SSN	HUMPHRE

Step 1	Enter the student ID number, or Social Security Number (National Number) or Last Name and First Name. Be sure to check the Include History box.
Step 2	Select the Search button.
	If the Search Results show that the student has been in more than one Career or Program , examine the Search Results and find the Career and Program row that pertains to what you are doing. If there are multiple rows in the same career, the best option is to choose the highest Std Career Nbr .

1.1 Student Program

Student Program		Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Paul SRTTesting		000000144			
Academic Career:	Undergraduate	Career Requirement Term		Student Career Nbr:	0
Find View All First 1 of 1 Last					
Status:	Active in Program + -				
'Effective Date:	03/16/2007 BY	Effective Sequence:	0		
'Program Action:	ACTV Q Activate	Action Date:	03/16/2007		
Action Reason:	<input type="text"/> Q	Joint Prog Appr:	<input type="checkbox"/>		
'Academic Institution:	FLCMP Q CSU Fullerton	<div style="border: 1px solid black; padding: 5px;"> Admissions <input type="checkbox"/> From Application Application Nbr: <input type="text"/> Application Program Nbr: 0 </div>			
'Academic Program:	EECR Q Extension Credit				
'Admit Term:	2077 Q Fall 2007				
Requirement Term:	2077 Q Fall 2007				
Expected Grad Term:	<input type="text"/> Q	'Campus:	FUL Q Fullerton	'Acad Load:	Full-Time v
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include					



- **Status** indicates the student's status. Some of the status listings you may see are Active, on Leave of Absence, Discontinued, etc.
- **Effective Date** indicates when the action becomes effective. If there is more than one entry on the Program tab, the Effective Date on top cannot be before the following entry's Effective Date.
- **Action Date** indicates the date the entry was made
- **Program Action** indicates what update was made
- **Admit Term** indicates when the student began the **Academic Program** at CSUF.
- **Requirement Term** is the Degree Catalog Year requirement term. On the Plan tab, the Req Term is the requirement term for the specific Plan (e.g. major, minor).
- **Expected Graduation Term** is when the student has applied for graduation. If the student has not applied, these fields will be blank.
- **Academic Institution** is displayed and will always be **FLCMP**

1.2 Student Program

Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Paul SRTesting		000000144		
Academic Career:	Undergraduate	Student Career Nbr:	0	Car Req Term: Fall 1996
Find View All First 2 of 4 Last				
Status:	Active in Program	Admit Term:	Fall 1996	
Effective Date:	08/21/2000	Effective Sequence:	0	
Program Action:	Plan Change	Action Date:	08/21/2000	
Action Reason:	Change Plan	Requirement Term:	Fall 1996	
Academic Program:	Undergrad			
Find View All First 1 of 2 Last				
*Academic Plan:	29CMTVUBA	*Comm/Television/Film 1MJ 1BA Major		
*Plan Sequence:	10	Degree:	BA	
*Declare Date:	08/21/2000	Degree Checkout Stat:		
*Requirement Term:	1967	Student Degree Nbr:	Credentials	
*Advisement Status:	Include	Completion Term:		
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History				

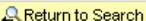
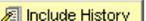
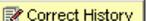
	<ul style="list-style-type: none"> • Academic Plans are coded by college number, major, career, and degree objective on the Student Plan tab. • Academic Plans are displayed in alphabetical order and you need to scroll through or click "View All" to see if a student has multiple majors (see following note on Plan Sequence). • Plan Sequence the academic plan with the lowest plan sequence is the "primary major". Majors and minors are both tracked as "Academic Plans". • Requirement Term was first viewable on the Student Program tab. On the Student Plan tab, the Requirement Term is the requirement term for the specific Plan (e.g. major, minor). • The Credentials link in on the lower right corner. Selection of this link will take you to the credential plan information. See section 1.4 Student Credentials for more information.
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1.3 Student Sub-Plan

Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Paul SRTesting		000000144		
Academic Career:	Undergraduate	Student Career Nbr:	0	
Find View All First 1 of 1 Last				
Status:	Active in Program	Admit Term:	Fall 2007	
Effective Date:	03/16/2007	Effective Sequence:	0	
Program Action:	Activate	Action Date:	03/16/2007	
Action Reason:				
Academic Program:	Extension Credit	CSU Fullerton		
Find View All First 1 of 1 Last				
Academic Plan:	Ex Ed Undgraduate Generic ND Specialization			
Requirement Term:	Fall 2007			
Find View All First 1 of 1 Last				
<div style="border: 1px solid red; padding: 5px;"> <p>*Academic Sub-Plan: <input type="text"/> </p> <p>Academic Sub-Plan Type: <input type="text"/></p> <p>*Declare Date: 03/16/2007 </p> <p>*Requirement Term: <input type="text"/> </p> </div>				
+ -				
<div style="display: flex; justify-content: space-between;"> Save Return to Search Notify Refresh Add Update/Display Include History Correct History </div>				

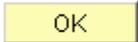
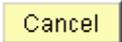
	<ul style="list-style-type: none"> • Academic sub-plan is on the Student Sub-Plan tab. • The Academic Sub-Plan and Declare Date for the sub-plan can be viewed on the lower portion of the screen. • The Requirement Term is the requirement term for the specific sub-plan.
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1.4 Student Credentials

Student Program		Student Plan		Student Sub-Plan		Student Attributes		Student Degrees	
Paul SRTesting					00000144				
Academic Career:		Undergraduate		Student Career Nbr:		0		Car Req Term: Fall 2007	
Find View All First 1 of 1 Last									
Status:		Active in Program		Admit Term:		Fall 2007			
Effective Date:		03/16/2007		Effective Sequence:		0			
Program Action:		Activate		Action Date:		03/16/2007			
Action Reason:				Requirement Term:		Fall 2007			
Academic Program:		EECR							
Find View All First 1 of 1 Last									
*Academic Plan:		90EEGNUND		Ex Ed Undergraduate Generic ND Specialization					
*Plan Sequence:		10		Degree:					
*Declare Date:		03/16/2007		Degree Checkout Stat:					
*Requirement Term:		2077		Fall 2007		Student Degree Nbr:			
*Advisement Status:		Include		Completion Term:				Credentials	
       									

 On the **Credentials Data Subpanel**, you can see information related to the student's credential status. If the student is not pursuing a credential, this page will be blank

Credential Data Subpanel

Credential Data		Find View All		First 1 of 1 Last	
Credential Status:		5-Admit/Enrolld-Integratd PBAC		ERSS Reporting Row <input checked="" type="checkbox"/>	
Status Date:		03/05/2008		Subject Matter Objective Code: 100	
Exp Date:				Credential Class: 01	
Issuance Date:				Credential Action: 08	
Credential Emphasis: 1				Competency Determination:	
  					



1.5 Student Degrees

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

Minnie Mouse 899917108 [stop] [star] [print]

Academic Career: Undergraduate Student Career Nbr: 0

Find | View All First 1 of 4 Last

Status:	Active in Program	Admit Term:	Spr 2006
Effective Date:	03/05/2008	Effective Sequence:	1
Program Action:	Data Change	Action Dt:	03/05/2008
Action Reason:	Change ExpGradTerm or Degr Chk		
Academic Program:	Undergraduate Degree		
Requirement Term:	Spring 2006		

Degree Checkout Stat: Applied [Update Degrees]
 Completion Term: Applied Degree GPA:
 Degree Honors 1: Approved
 Degree Honors 2: Awarded
 Candidate
 Denied
 Dept Reww
 In Review
 Inactive
 Pending
 Pre-Review

[Save] [Return to Search] [list] [Next in List] [Notify] [Refresh] [Add] [Update/Display] [Include History] [Correct History]

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

	<ul style="list-style-type: none"> On the Student Degrees tab you can view the status of the student's application for graduation in the Degree Checkout Stat field. If a degree has been awarded, this can also be viewed on this screen.
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