

Change a Student's Minor

Navigation:

Records and Enrollment → Career and Program Information → Student Program/Plan

Step 1: Locate the Student's Record

1. Enter the **student's PID**
2. Enter the **Academic Career**
3. Click the **Include History** check box
4. Click the **Search** button

Include History

This option displays all rows of an existing effective dated record. All rows will be displayed in chronological order.

***If this option is not checked you see only current and future dates.

Student Program/Plan
Enter any information you have and click Search. Leave fields blank for a list of results

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

ID: begins with []

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

Step 2: Modify the Student's Program and Plan


1. From the Student Program tab, add a new row to the student's program stack
To add a new row click the add icon 

Career Requirement Term Student Career Nbr: 0

Find | View All First 1 of 2 Last

Click to add a new row to the student program record

Action Date	Effective Sequence
0/27/2009	1

2. Use the lookup icon  to set the Program Action to PLNC (Plan Change)

Status: Completed Program

*Effective Date: 05/13/1982

*Program Action: PLNC Plan Change

Action Reason: []

*Academic Institution: UNCCH UNC-Chapel Hill

*Academic Program: ASBA AS Bachelor of Arts

3. From the student plan tab, select the new Academic Plan. Only the options associated with the current Academic Program will be available for selection.