Change a Student’s Minor

Locate the Student’s Record

Click on the **Student Admin WorkCenter** icon

From the **Student Admin WorkCenter** menu go to:

**Student Records > Student Program/Plan**

1. Enter the Student’s PID
2. Enter the Academic Career
3. Click the Include History Check box
4. Click the Search button
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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.

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

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

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.