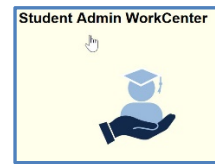


# Change a Student's Minor

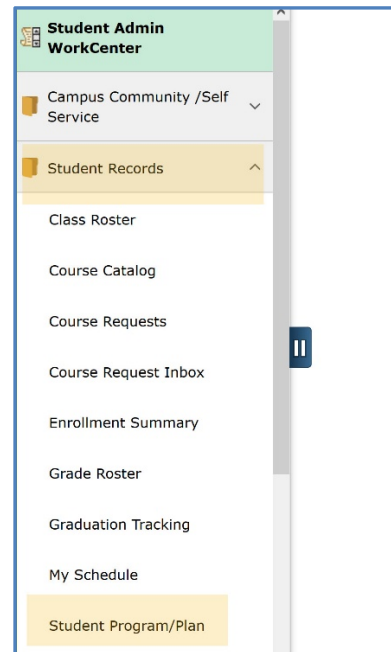
## Locate the Student's Record

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

A screenshot of the "Student Program/Plan" search form. The title "Student Program/Plan" is at the top. Below it is a subtitle: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a green button labeled "Find an Existing Value". Underneath is a section titled "Search Criteria" with a dropdown arrow. It contains several search fields: "ID" with a "begins with" dropdown and a text input field (marked with a red circle 1); "Academic Career" with an "=" dropdown and a dropdown menu set to "Undergraduate" (marked with a red circle 2); "Student Career Nbr" with an "=" dropdown and a text input field; "Campus ID" with a "begins with" dropdown and a text input field; "Last Name" with a "begins with" dropdown and a text input field; and "First Name" with a "begins with" dropdown and a text input field (marked with a red circle 3). Below these fields is a checkbox labeled "Include History" which is checked. At the bottom, there is a green "Search" button (marked with a red circle 4) and a grey "Clear" button. To the right of the "Clear" button are links for "Basic Search" and "Save Search Criteria".


# Change a Student's Minor

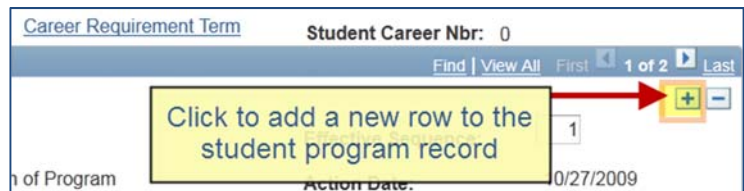
## Include History


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)

Status:	Completed Program	
*Effective Date:	05/13/1982	
*Program Action:	PLNC 	Plan Change
Action Reason:	<input type="text"/>	
*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.