





UMass Plan Change Page

This page is where users will now **change** the student's major, secondary major, minor, and Sub-plan. The **Program/Plan page** will be to view history of student's program/plan information.

- 1) Navigate to **Main Menu > Academic Records > Career & Program Information > UMass Plan Change**. Enter student information or use look up.

Once in the student's record, the first section is a summary of information:

UMass Plan Change

Test, Student 00112233    


Academic Career:	Undergraduate	Admit Term:	Fall 2018
Student Career Nbr:	0	Prog Req Term:	Fall 2018
Car Req Term:	Fall 2018	Approved Academic Load:	Full-Time
Academic Program Status:	Active in Program	Program Action:	Plan Change
Effective Date:	02/28/2019	Action Reason:	Primary Major change
Effective Sequence:	1	Academic Program:	Ugrad(gen)

The next section is the student's **Primary Major** information. Here you can:


- Change the primary major
- Add a Sub-plan
- Change/delete a Sub-plan if a student currently has one


Major


Anthropology(BA)

*Academic Plan: BA-ANTH 

*Plan Sequence: 1

*Declare Date: 02/28/2019 

*Requirement Term: 1193  Spring 2019

*Advisement Status: Include 

Degree: BA

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

- 2) To **Change the student's major**, click "Change Primary Major". You can then look up new plan or highlight the current plan and type in the new plan code. If the student had a Sub-plan attached to the old Primary Major, this also deletes the Sub-plan. **Click Save.**

FYI's applicable to Primary and Secondary Majors:

- Your security will drive what plan(s) you can see.
 - Be aware of the requirement term, which will default to the current term. If it is after the start of the semester, change the declare date to the first day of classes.
 - If you are updating a major for a graduating Senior and it is their last semester, make sure the declare date is prior to the start of their last term.
- 3) To **Add or Delete the student's Sub-plan**, click "Add Sub-Plan" if student does not have one **OR** "Delete Sub-plan" if the student does have one. **Click Save.**

Example 1:

Major

Anthropology(BA)

*Academic Plan: BA-ANTH

*Plan Sequence: 1

*Declare Date: 02/28/2019

*Requirement Term: 1193 Spring 2019

*Advisement Status: Include

Degree: BA

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

Change Primary Major

Add Sub-Plan

Student does not have a Sub-plan

Major Sub-Plan

4) To **Change the student's Sub-plan**, click "Change Sub-Plan". You can then look up new plan or highlight the current plan and type in the new plan code. **Click Save.**

Major

Anthropology(BA)

*Academic Plan: BA-ANTH

*Plan Sequence: 1

*Declare Date: 02/28/2019

*Requirement Term: 1193 Spring 2019

*Advisement Status: Include

Degree: BA

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

Change Primary Major

Add Sub-Plan

Major Sub-Plan

*Academic Sub-Plan: ARCHCULT Archaeology & Cultural Heritag

*Declare Date: 02/28/2019

*Requirement Term: 1193 Spring 2019

Change Sub-Plan

Remove Sub-Plan

Student does have a Sub-plan

The next section is the student's **Secondary Major**. Here you can:

- Add a Secondary major
- Change the Secondary major
- Remove the Secondary major
- Swap the Secondary major with the Primary major
- Add or delete a Sub-plan to the Second major
- Change a Sub-plan if a student currently has one

Secondary Majors

English

*Academic Plan: SM-ENGL

*Plan Sequence: 11

*Declare Date: 02/28/2019

*Requirement Term: 1193 Spring 2019

*Advisement Status: Include

Degree:

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

Add Secondary Major

Change Secondary Major

Remove Secondary Major

Swap With Primary

Add Sub-Plan

Secondary Major Sub-Plan

- 5) To **Add or Change a Secondary Major**, click “Add Secondary Major” **OR** “Change Secondary Major”. You can then look up new plan or highlight the current plan and type in the new plan code. **Click Save.**
 - Please read the FYI’s under Step 2.
- 6) To **Delete a Secondary Major**, click “Remove Secondary Major”. If the student has a Sub-plan attached to the Secondary Major, this also deletes the Sub-plan. **Click Save.**
- 7) To **Swap the Secondary Major with the Primary Major**, click “Swap with Primary”. **If your department has a BS and BA major**, you will be brought to a page to select the correct plan you want to be the Primary Major. **Click Save.**

The next section is the student’s **Minors**. Here you can:

- Add a Minor
- Change the Minor
- Remove the Minor

Minors		<input type="button" value="Add Minor"/>
Art History		
*Academic Plan:	<input type="text" value="MN-ARTHIS"/>	<input type="button" value="Change Minor"/>
*Plan Sequence:	<input type="text" value="21"/>	<input type="button" value="Remove Minor"/>
*Declare Date:	<input type="text" value="02/28/2019"/>	<input type="button" value="Add Sub-Plan"/>
*Requirement Term:	<input type="text" value="1193"/> Spring 2019	
*Advisement Status:	<input type="text" value="Include"/> <input type="button" value="v"/>	
Degree:		
Degree Checkout Stat:		
Student Degree Nbr:		
Completion Term:		
<input type="button" value="Minor Sub-Plan"/>		

- 8) To **Add or Change a Minor**, click “Add Minor” **OR** “Change Minor”. You can then look up new plan or highlight the current plan and type in the new plan code. **Click Save.**
- 9) To **Delete a Minor**, click “Remove Minor”. **Click Save.**

The next section is the student’s **Honors & Certificates information**. Access to these sections are very limited. If it is grayed out, you do not have access to them.

Honors	<input type="button" value="Add Honors"/>
Certificates	<input type="button" value="Add Certificate"/>

At the end of the page you will find a link to the **UMass Advisor Assignment page**. It is Best Practice to add the student’s advisor when you change their plan.

If you changed the the student’s major, you should also update the [UMass Advisor Assignment](#) page to reflect the new major.

<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>
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We will eventually **make the Program/Plan page view only** but you will still be able to see historical data. For technical questions, contact ursystems@registrar.umass.edu