

## 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 and you can also view the **Attributes** by clicking "View Attributes":

### 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)

[View Attributes](#)

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

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

### Major

#### History(BA)

*Academic Plan:	BA-HIST	Degree:	BA
*Plan Sequence:	1	Degree Checkout Stat:	
*Declare Date:	07/16/2020	Student Degree Nbr:	
*Requirement Term:	1205 Summer 2020	Completion Term:	
Advisement Status:	Include		

[▶ Major Sub-Plan](#)

[Change Primary Major](#)

[Add Sub-Plan](#)

[Move to Secondary Major](#)

- 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**

**History(BA)**

\*Academic Plan: BA-HIST

\*Plan Sequence: 1

\*Declare Date: 07/16/2020

\*Requirement Term: 1205 Summer 2020

Advisement Status: Include

Degree: BA

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

Change Primary Major

Add Sub-Plan

Move to Secondary Major

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**

**Legal Studies(BA)**

\*Academic Plan: BA-LEGAL

\*Plan Sequence: 1

\*Declare Date: 07/13/2020

\*Requirement Term: 1205 Summer 2020

Advisement Status: Include

Degree: BA

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

Change Primary Major

Add Sub-Plan

Move to Secondary Major

Student does have a Sub-Plan

Major Sub-Plan

\*Academic Sub-Plan: HN-ORIGDPT Dept Honors (Original)

\*Declare Date: 07/13/2020

\*Requirement Term: 1205 Summer 2020

Change Sub-Plan

Remove Sub-Plan

- 5) To **Move to Secondary Major**, click "Move to Secondary Major". You can then look up new plan or type in the new plan code. If the student had a Sub-plan attached to the old Primary Major, this will move the sub-plan along with old Primary Major. **Click Save.**

**Major**

**Legal Studies(BA)**

\*Academic Plan: BA-LEGAL

\*Plan Sequence: 1

\*Declare Date: 07/13/2020

\*Requirement Term: 1205 Summer 2020

Advisement Status: Include

Degree: BA

Degree Checkout Stat:

Student Degree Nbr:

Completion Term:

Change Primary Major

Add Sub-Plan

Move to Secondary Major

Major Sub-Plan

\*Academic Sub-Plan: HN-ORIGDPT Dept Honors (Original)

\*Declare Date: 07/13/2020

\*Requirement Term: 1205 Summer 2020

Change Sub-Plan

Remove Sub-Plan

**FYI: This is the example of your Old Primary Major that got moved to Secondary Major along with its Sub-Plan.**

### Secondary Majors

Add Secondary Major

#### Journalism

\*Academic Plan: SM-JOURN  
\*Plan Sequence: 11  
\*Declare Date: 03/05/2019  
\*Requirement Term: 1177 Fall 2017  
Advisement Status: Include

Degree:  
Degree Checkout Stat:  
Student Degree Nbr:  
Completion Term:

Change Secondary Major  
Remove Secondary Major  
Swap With Primary  
Add Sub-Plan

▼ Secondary Major Sub-Plan

\*Academic Sub-Plan: GENJOURN Journalism - General  
\*Declare Date: 03/05/2019  
\*Requirement Term: 1177 Fall 2017

Change Sub-Plan  
Remove 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

Add Secondary Major

#### 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:

Change Secondary Major  
Remove Secondary Major  
Swap With Primary  
Add Sub-Plan

▶ Secondary Major Sub-Plan

- 6) 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.
- 7) 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.**
- 8) 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		Add Minor
<b>Art History</b>		
*Academic Plan:	MN-ARTHIS	Change Minor
*Plan Sequence:	21	Remove Minor
*Declare Date:	02/28/2019	Add Sub-Plan
*Requirement Term:	1193 Spring 2019	
*Advisement Status:	Include	
Degree:		
Degree Checkout Stat:		
Student Degree Nbr:		
Completion Term:		
<a href="#">Minor Sub-Plan</a>		

9) 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.**

10) 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	Add Honors
Certificates	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.

Save	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](mailto:ursystems@registrar.umass.edu)