

Maintain Student Program and Plan Data

Student Populations

Postbacs

Post Baccalaureate
 Post Baccalaureate Undeclared
 Credentials

Undergraduates

Undergraduate
 Transitory

Extended Education

Open University
 Extended Ed

Student Record Program Actions/Reasons

The following table outlines the Action and Reason codes used by Student Records in maintaining a student's progress at the university. It also identifies the resulting program status change for each action.

	Program Status	Additional Info
ACTV - Activate	Active	Students who are Quick Admitted will have this status
ADRV - Admission Revocation	Cancelled	Control of student record is returned to Admissions. All program data is deleted.
COMP - Completion of Program	Program Complete	Completes the graduate process in the Student Degrees panel.
DATA - Data Change	No change in status	Use this action to update a student requirement term, admit term, graduation check out status, and student attributes.
DISC - Discontinuation	Discontinued	Use this action to discontinue a students program if the student move to another program without completing the first, if the student doesn't attend the university for more than two consecutive terms, etc.
DISM - Dismissal	Dismissed	Use this action to discontinue a students program if the student is disqualified for academic probation reasons
LEAV - Leave of Absence	Leave	Channel Island will not use this action at this time.
PLNC - Plan Change	No change in status.	Use this action to discontinue a students program to change a student's plan
PRGC - Program Change	No change in status.	Use this action to discontinue a students program to change a student's program

	Program Status	Additional Info
RADM - Readmit student	Active	Use this action to readmit students who have previously attended CI but were discontinued. This will be used by the records staff instead of entering a new application for these students.
REVK - Revoke Student's Degree	Active	Revokes the student's degree from the Student Degrees panel.
RLOA - Return from Leave of Absence	Active	Channel Island will not use this action at this time.
WADM - Administrative Withdrawal	Cancelled	This will be use at Channel Island rarely by the registrar for specific student withdrawals

Maintain Student Program/Plan Data

Follow this step when data about a program or plan changes, but the actual program or plans do not change nor does the student's status within the program change. Data that might change includes: Admit Term, Requirement Term, Campus, Academic Load, Plan Sequence , Declared Date, Requirement Term, or Advisement Status.

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Nancy Gill ID: 000000300

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

'Effective Date: 06/03/2003

'Program Action: DATA Data Change

Action Reason:

'Academic Institution: CICMP Channel Islands

'Academic Program: UGRD Undergraduate

'Admit Term: 2028 Fall 2002

Requirement Term: 2028 Fall 2002

Expected Grad Term:

'Campus: MAIN CI Main 'Acad Load: Full-Time

Effective Sequence: 1

Action Date: 06/03/2003

Joint Prog Appr:

Admissions

From Application

Application Nbr: 0

Application Program Nbr: 0

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

1. Select  to insert a new row
2. **Effective Date:** Enter the Effective Date. The Effective Date is the date on which the Program Action and the other field values will be effective.
3. **Program Action:** Select a Program Action of **DATA** (data change) when making miscellaneous changes to student's program data.

4. Change the following fields as needed on the Student Program Panel: **Admit Term, Requirement Term, Campus, or Academic Load** .
5. Tab to the Student Plan Panel to change the following fields as needed: **Plan Sequence, Declared Date, Requirement Term, or Advisement Status**.
6. Tab to the Student Sub-Plan Panel to change the following fields as needed: **Declared Date or Requirement Term**.
7. Click Save 

In-activate a student (Disqualification, Suspension, Admin Withdrawal)

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Nancy Gill ID: 000000300   

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

View All First 1 of 2 Last

Status:	Dismissed	<input type="button" value="+"/>	<input type="button" value="-"/>
'Effective Date:	06/03/2003 	Effective Sequence:	1
'Program Action:	DISM  Dismissal	Action Date:	06/03/2003
Action Reason:	<input type="text"/> 	Joint Prog Appr:	<input type="checkbox"/>
'Academic Institution:	CICMP  Channel Islands	Admissions <input type="checkbox"/> From Application Application Nbr: Application Program Nbr: 0	
'Academic Program:	UGRD  Undergraduate		
'Admit Term:	2028  Fall 2002		
Requirement Term:	2028  Fall 2002		
Expected Grad Term:	<input type="text"/> 	'Campus: MAIN  CI Main	'Acad Load: Full-Time

1. Select  to insert a new row.
2. **Effective Date:** Enter the date on which the program change should take effect.
3. **Program Action:** Select Program Action of:
 - DISM** (Dismissal) - Use this action for Academic Standing disqualification students
 - SPND** (Suspension) – Use this action to suspend or expel students
 - WADM** (Administrative Withdrawal) – Use this action in rare cases when the registrar decides appropriate
 - LOA** (Leave of Absent) – Channel Island will not currently use this option.

Add an additional or change student's Major, Minor, Certification or Sub-plan

This process will be used for undergraduates, extended education and/or postbacs

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Nancy Gill ID: 000000300

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

Effective Date: 06/03/2003

Program Action: PLNC Plan Change

Action Reason:

Academic Institution: CICMP Channel Islands

Academic Program: UGRD Undergraduate

Admit Term: 2028 Fall 2002

Requirement Term: 2028 Fall 2002

Expected Grad Term:

Campus: MAIN CI Main Acad Load: Full-Time

Effective Sequence: 1

Action Date: 06/03/2003

Joint Prog Appr:

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

1. Select **+** to insert a new row
2. **Effective Date:** Enter the Effective Date. The Effective Date should be the date on which the plan change takes effect.
3. **Program Action:** Select Program Action of **PLNC** (plan change).
4. Tab to the Student Plan Panel or Sub-Plan

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Nancy Gill ID: 000000300

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2002

Status: Active in Program

Effective Date: 06/03/2003

Program Action: Plan Change

Action Reason:

Academic Program: Undergrad

Admit Term: Fall 2002

Effective Sequence: 1

Action Date: 06/03/2003

Requirement Term: Fall 2002

Academic Plan: ART-MIN Minor in Art Minor

Plan Sequence: 20

Declare Date: 06/03/2003

Requirement Term: 2028 Fall 2002

Advisement Status: Include

Degree:

Degree Checkout Stat:

Student Degree Nbr: [Credentials](#)

Completion Term:

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

5. Scroll to the new effective dated row.
6. Select  to insert a new row.
7. **Academic Plan:** Select the new or additional plan.
8. **Plan Sequence:** Plan sequence defaults in 10s. Change as needed.
9. **Declare Date:** Enter or change the Declare Date.
10. **Requirement Term:** Enter or change the requirement term.

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Nancy Gill ID: 000000300

Academic Career: Undergraduate Student Career Nbr: 0

View All First 1 of 2 Last

Status: Active in Program Admit Term: Fall 2002
 Effective Date: 06/03/2003 Effective Sequence: 1
 Program Action: Plan Change Action Date: 06/03/2003
 Action Reason:
 Academic Program: Undergraduate Channel Islands

View All First 1 of 2 Last

Academic Plan: Bachelor of Arts in English Major
 Requirement Term: Fall 2002

View All First 1 of 1 Last

'Academic Sub-Plan: CREATEWR Creating Writing Emph  

Academic Sub-Plan Type: Emphasis

'Declare Date: 06/03/2003

'Requirement Term: 2028 Fall 2002

11. Select  to insert a new row.
12. **Academic Sub-Plan:** Select the new or additional sub-plan.
13. **Declare Date:** Enter or change the Declare Date.
14. **Requirement Term:** Enter or change the requirement term
15. Click Save 

Change a student's program

Program changes will only happen in the Postbac career. Postbac undeclared students can have a program change to the Postbac program.

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Nancy Gill ID: 000000300

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

View All First 1 of 2 Last

Status:	Active in Program	<input type="button" value="+"/>	<input type="button" value="-"/>
'Effective Date:	06/03/2003		Effective Sequence: 1
'Program Action:	PRGC Program Change		Action Date: 06/03/2003
Action Reason:			Joint Prog Appr: <input type="checkbox"/>
'Academic Institution:	CICMP Channel Islands		
'Academic Program:	UGRD Undergraduate		Admissions
'Admit Term:	2028 Fall 2002		<input type="checkbox"/> From Application
Requirement Term:	2028 Fall 2002		Application Nbr:
Expected Grad Term:			Application Program Nbr: 0
	'Campus: MAIN CI Main		'Acad Load: Full-Time

1. Select to insert a new row.
2. **Effective Date:** Enter the date on which the program change should take effect.
3. **Program Action:** Select Program Action of **PRGC** (program change).
4. **Academic Program:** Enter the student's new program
5. **Admit Term:** Enter the student's new admit term
6. **Requirement Term:** Enter the student's new requirement term
7. Tab to the Student Plan panel
8. Select the **Academic Plan** for this program.
9. Click Save

Add Credential data for students

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Daniel Wakelee ID: 000000261

Academic Career: Postbaccalaureate Career Requirement Term Student Career Nbr: 0

Status: Active in Program

'Effective Date: 08/26/2002

'Program Action: ACTV Activate

Action Reason:

'Academic Institution: CICMP Channel Islands

'Academic Program: CRED Credential Program

'Admit Term: 2028 Fall 2002

Requirement Term: 2028 Fall 2002

Expected Grad Term:

'Campus: MAIN CI Main 'Acad Load: Full-Time

Effective Sequence: 0

Action Date: 08/26/2002

Joint Prog Appr:

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Daniel Wakelee ID: 000000261

Academic Career: Postbaccalaureate Student Career Nbr: 0 Car Req Term: Fall 2002

Status: Active in Program

Effective Date: 08/26/2002

Program Action: Activate

Action Reason:

Academic Program: Cred Prog

Admit Term: Fall 2002

Effective Sequence: 0

Action Date: 08/26/2002

Requirement Term: Fall 2002

'Academic Plan: MULTSUB-CT Multiple Subject Teaching Cred Specialization

'Plan Sequence: 10

'Declare Date: 08/26/2002

'Requirement Term: 2028 Fall 2002

'Advisement Status: Include

Degree:

Degree Checkout Stat:

Student Degree Nbr: [Credentials](#)

Completion Term:

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

CSU Credential Data Subpanel

Credential Data

Credential Status: ERSS Reporting Row

Status Date:

Exp Date:

Issuance Date:

Credential Emphasis:

Subject Matter Objective Code:

Credential Class:

Credential Action:

Competency Determination:

OK Cancel

Readmit a former Student - Business process to be determined at a later day.

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Elizabeth Velasco ID: 000000716

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

View All First 1 of 3 Last

Status: Active in Program

'Effective Date: 06/03/2003

'Program Action: RADM Readmit

Action Reason:

'Academic Institution: CICMP Channel Islands

'Academic Program: UGRD Undergraduate

'Admit Term: 2028 Fall 2002

Requirement Term: 2028 Fall 2002

Expected Grad Term:

'Campus: MAIN CI Main 'Acad Load: Full-Time

Effective Sequence: 1

Action Date: 06/03/2003

Joint Prog Appr:

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Revoke a student's Admissions – Business process to be determined at a later day.