

Change a Student's Program or Plan

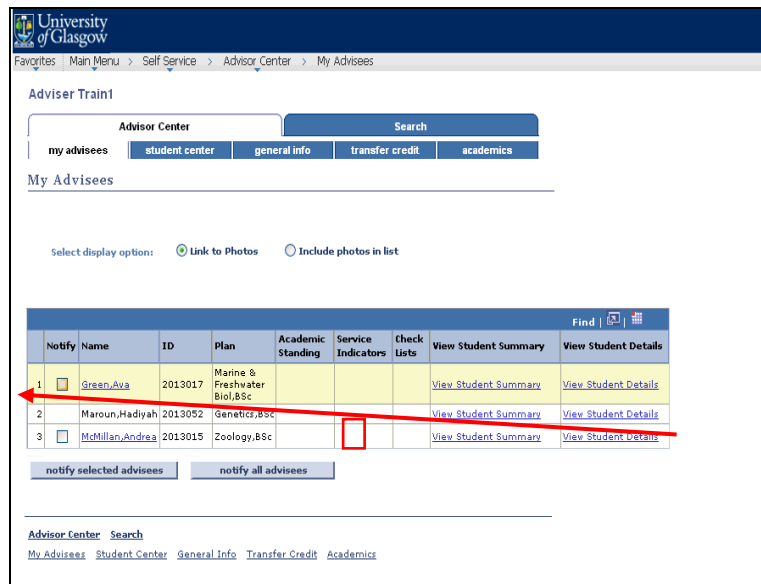
Direct Link:

Navigate To: Records and Enrollment > career and program Information > Student program / plan

Step	Action
1.	Search by student name or ID

As an Adviser:

Navigate To: Self Service> Advisor Center> My Advisees



Advisor Train1

Advisor Center Search

my advisees student center general info transfer credit academics

My Advisees

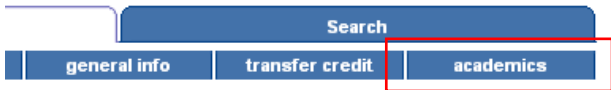
Select display option: Link to Photos Include photos in list

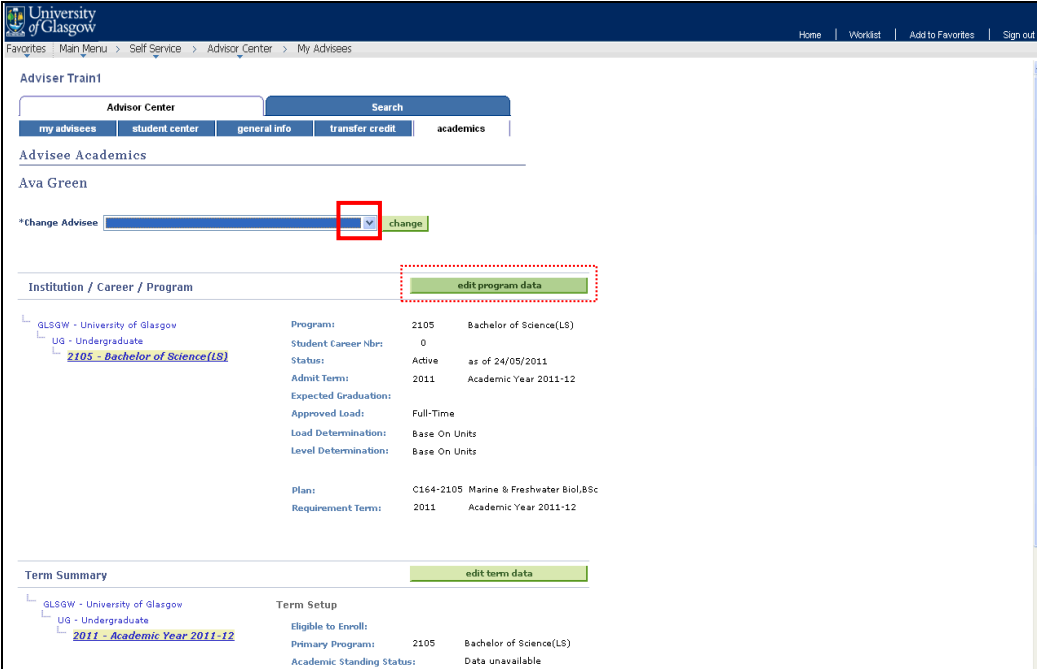
Notify	Name	ID	Plan	Academic Standing	Service Indicators	Check Lists	View Student Summary	View Student Details
<input checked="" type="checkbox"/>	Green, Ava	2013017	Marine & Freshwater Biol, BSc				View Student Summary	View Student Details
<input type="checkbox"/>	Maroun, Hadiyah	2013052	Genetics, BSc				View Student Summary	View Student Details
<input type="checkbox"/>	McMillan, Andrea	2013015	Zoology, BSc				View Student Summary	View Student Details

notify selected advisees notify all advisees

Advisor Center Search

My Advisees Student Center General Info Transfer Credit Academics

Step	Action
2.	<p>Highlight the advisee whose program is to be changed by clicking anywhere the row of data for that student.</p> <p>Click the academics tab.</p>  <p>Ensure that correct student is showing. If not, choose the drop-down arrow beside Change Advisee to choose the correct one.</p>




The screenshot shows the 'Adviser Train1' interface for a student named Ava Green. The 'Institution / Career / Program' section displays the following details:

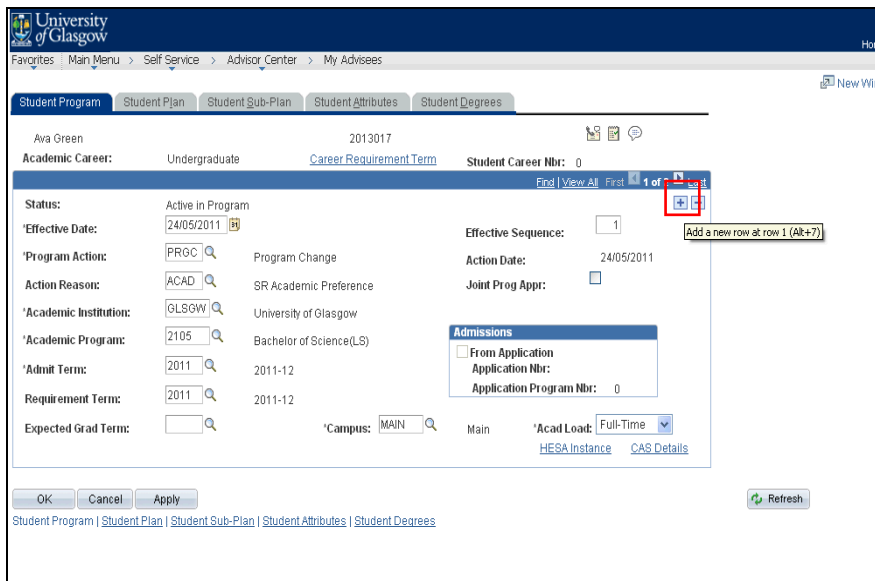
Program:	2105	Bachelor of Science(LS)
Student Career Nbr:	0	
Status:	Active	as of 24/05/2011
Admit Term:	2011	Academic Year 2011-12
Expected Graduation:		
Approved Load:	Full-Time	
Load Determination:	Base On Units	
Level Determination:	Base On Units	
Plan:	C164-2105	Marine & Freshwater Biol,85c
Requirement Term:	2011	Academic Year 2011-12

The 'Term Summary' section shows:

Term Setup		
Eligible to Enroll:		
Primary Program:	2105	Bachelor of Science(LS)
Academic Standing Status:		Data unavailable

Step	Action
3.	Click the Edit Program Data button. 

You will now be on the Student Program / Plan Page



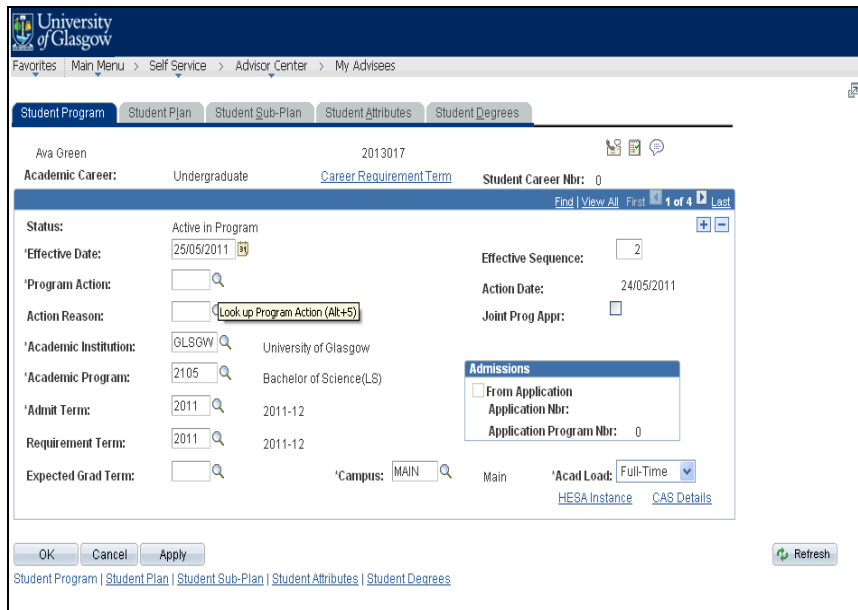
Step	Action
1.	On the Student Program tab Ensure you are on the most recent row (1 of...) and click the 'add a new row' button.
2.	This allows the new program to be added with a new effective date, while maintaining the existing record of the original program. The newest record shows at the top.




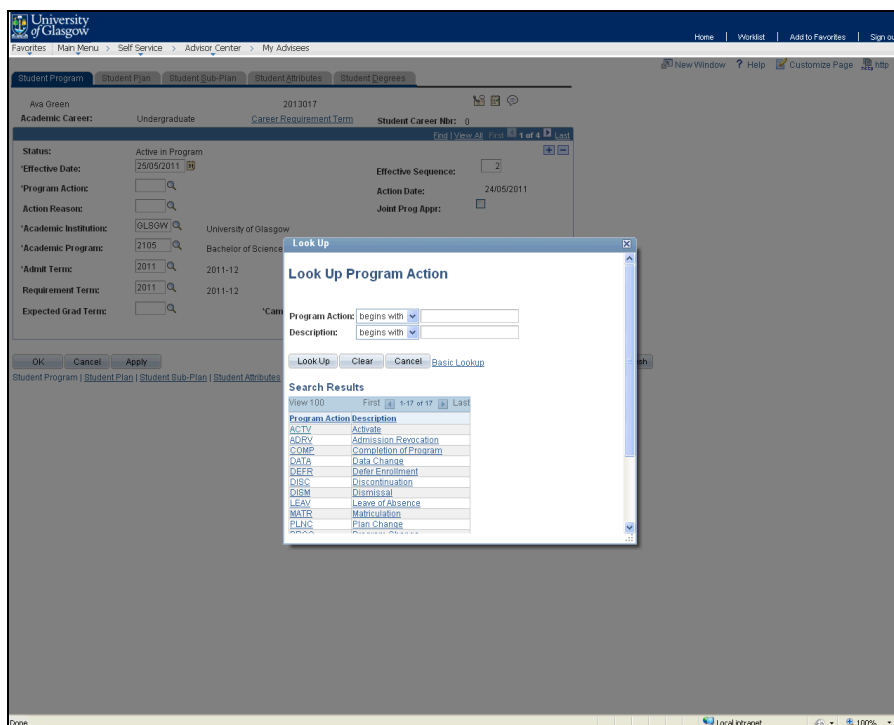
Now you have to decide:


'Am I changing the program and plan or keeping the same program but changing the plan?'

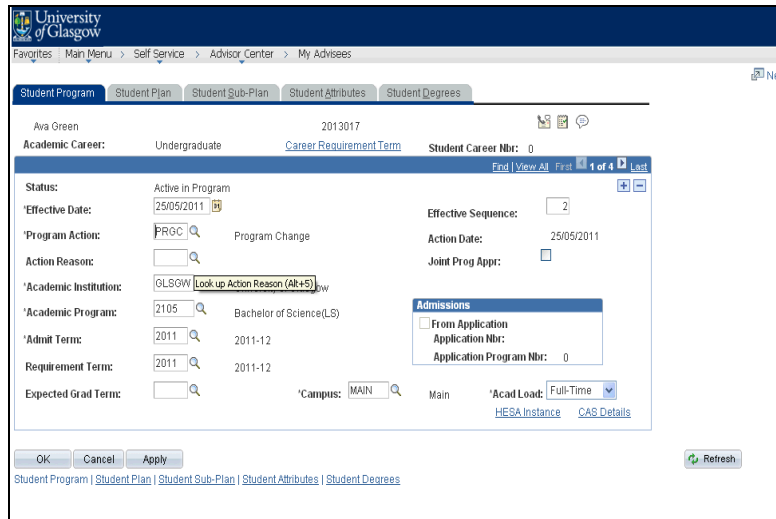
Follow these steps for a **Program Change**



Step	Action
1.	Click the Look up Program Action (Alt+5) button. 



Step	Action
2.	Click the Program Change link. 



University of Glasgow
Favourites | Main Menu | Self Service | Advisor Center | My Advisees

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

Ava Green 2013017 Student Career Nbr: 0

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

Status: Active in Program

Effective Date: 25/05/2011 Effective Sequence: 2

Program Action: PRGC Program Change Action Date: 25/05/2011

Action Reason: [] Joint Prog App: []

Academic Institution: GLSGW **Look up Action Reason (Alt+5)**

Academic Program: 2105 Bachelor of Science(LS)

Admit Term: 2011 2011-12

Requirement Term: 2011 2011-12

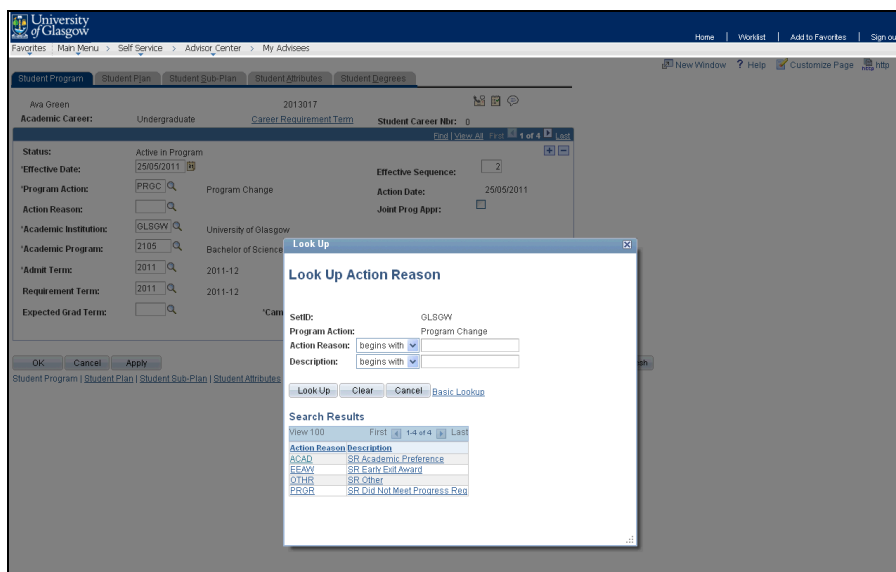
Expected Grad Term: [] Campus: MAIN Main Acad Load: Full-Time

Admissions: From Application Application Nbr: 0 Application Program Nbr: 0

OK Cancel Apply Refresh

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

Step	Action
3.	Click the Look up Action Reason (Alt+5) button. 



University of Glasgow
Favourites | Main Menu | Self Service | Advisor Center | My Advisees

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

Ava Green 2013017 Student Career Nbr: 0

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

Status: Active in Program

Effective Date: 25/05/2011 Effective Sequence: 2

Program Action: PRGC Program Change Action Date: 25/05/2011

Action Reason: [] Joint Prog App: []

Academic Institution: GLSGW University of Glasgow

Academic Program: 2105 Bachelor of Science

Admit Term: 2011 2011-12

Requirement Term: 2011 2011-12

Expected Grad Term: [] Campus: MAIN Main Acad Load: Full-Time

Admissions: From Application Application Nbr: 0 Application Program Nbr: 0

OK Cancel Apply

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

Look Up

Look Up Action Reason

SetID: GLSGW

Program Action: Program Change

Action Reason: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 14 of 4 Last

Action Reason	Description
ACAD	SR Academic Preference
EGAW	SR Early Exit Award
OTHR	SR Other
PRGC	SR Did Not Meet Progress Req


Step	Action
4.	Choose the appropriate action reason.

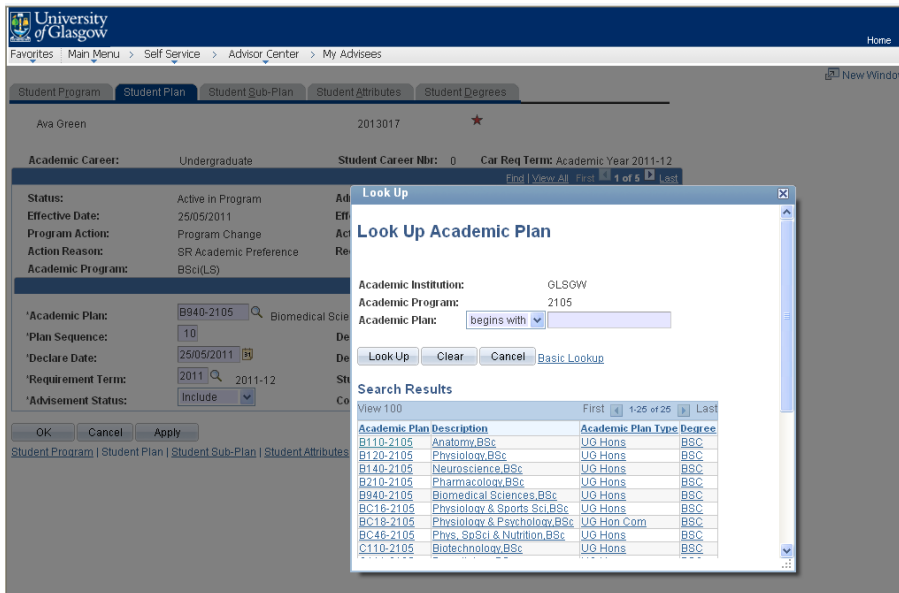
The screenshot shows the 'Student Attributes' tab for student Ava Green. The 'Look Up Academic Program' button is highlighted with a red box. The form includes fields for Status (Active in Program), Effective Date (25/05/2011), Program Action (PRGC), Action Reason (ACAD), Academic Institution (GLSGW), Academic Program (2105), Admit Term (2011), Requirement Term (2011), and Expected Grad Term. There are also buttons for OK, Cancel, Apply, and Refresh.

Step	Action
5.	Click the Look up Academic Program button
6.	Choose the relevant Program record

The screenshot shows the 'Look Up Academic Program' dialog box. The search criteria are: Academic Institution: GLSGW, Academic Career: UG, Academic Program: begins with, and Description: begins with. The search results list includes: 1001 Exchange Incoming (Arts UG), 1002 Semesters Abroad (Arts UG), 1003 Erasmus ICP Exchange (Arts UG), 1008 PG Study at UG level (Arts), 1009 Non-qualifying UG (Arts), 1050 Exchange Incoming (MVLS UG), 1051 Semesters Abroad (MVLS UG), and 1057 Erasmus ICP Exchange (MVI S UG).

Step	Action
7.	Having amended the Program, the plan needs to be amended to match. Click the Student Plan tab
8.	Academic plan: select the new academic plan via the lookup screen NB: you DO NOT ADD A NEW ROW

Step	Action
9.	Click the Look up Academic Plan button and choose the appropriate plan. 




The screenshot shows the 'Look Up' dialog box for selecting an academic plan. The dialog box is titled 'Look Up Academic Plan' and contains the following fields and options:




- Academic Institution:** GLSGW
- Academic Program:** 2105
- Academic Plan:** begins with [dropdown]
- Buttons: **Look Up**, **Clear**, **Cancel**, **Basic Lookup**

Below the dialog box, the 'Search Results' table is visible, showing a list of academic plans with columns for 'Academic Plan Description', 'Academic Plan Type', and 'Degree'.

Academic Plan Description	Academic Plan Type	Degree
B110-2105	Anatomy BSc	UG Hons BSC
B120-2105	Physiology BSc	UG Hons BSC
B140-2105	Neuroscience BSc	UG Hons BSC
B210-2105	Pharmacology BSc	UG Hons BSC
B940-2105	Biomedical Sciences BSc	UG Hons BSC
BC16-2105	Physiology & Sports Sci BSc	UG Hons BSC
BC18-2105	Physiology & Psychology BSc	UG Hon Com BSC
BC46-2105	Phys. SpSci & Nutrition BSc	UG Hons BSC
C110-2105	Biotechnology BSc	UG Hons BSC

10.	Click the OK or SAVE button to save the data. 
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Follow these steps for a **Plan Change**

Step	Action
11.	Click the Look up Program Action (Alt+5) button. 
12.	Choose Plan Change (PLNC)
13.	Click the Action Reason button and choose the appropriate reason. 
14.	Click the Student Plan tab
15.	Academic plan: select the new academic plan via the lookup screen NB: you DO NOT ADD A NEW ROW.
16.	Click the OK or SAVE button to save the data. 

Follow – on Process:

It is now necessary to re-add an adviser to the student, even if the student is keeping the same adviser.

Allocating a Student to an Adviser

Navigate to: Records and Enrollment > Student Background Information > Student Advisor

Step	Action
1.	Search by student ID or name
2.	Click the first Add a new row button – this allows you to choose the effective date this new advisor information comes into effect.
3.	Advisors are attached to a student with a particular role When you add a new effective date row the current advisers are automatically added to this new row. You can either keep these advisers (if appropriate) and or add a new row to attach any new advisers to the student.

Step	Action
4.	Role: choose which role to allocate to the adviser Academic Career: select the student's academic career Academic Program: choose the new program if this was changed. Academic Plan: choose the appropriate plan.
5.	Continue to add a new row or amend the current list until all advisers have been added.
6.	Click the SAVE button to save the data.