



ADMISSIONS & RECORDS

Procedures on How to Update a Students Major/Plan in PeopleSoft

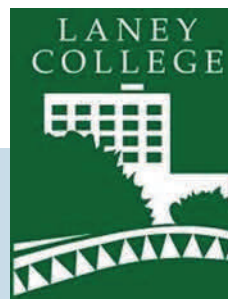
Our goal is to document the procedures for changing a students major/plan in PeopleSoft.

This training documentation will ensure data integrity, improve our methods in Federal and State reporting, as well as, meeting Financial Aid eligibility requirements, the update of a valid student major/plan is a critical requirement. Due to this requirement, all students will be prompted to complete the registration survey when they log on to their Passport account. A&R staff is encouraged to please direct/assist the student to complete the survey. In an instance that the student requires assistance at the counter, it is vital that you verify the student has a valid major/plan (other than an IM major) and update the major with the completion of the Record Correction Form if required.

The step by step tutorial provides easy to follow instructions on how to access the Program/Plan page in PeopleSoft. This documentation will also ensure that there is consistency in how the A&R staff updates a student's major/plan.

To use the full functionality of our systems, we must maintain the integrity of our database. With users from many departments entering data, we want to minimize the entry of duplicate or multiple records.

Academic Year 2014



INSTRUCTIONS FOR UPDATING A MAJOR/PLAN

Step 1: Navigate to Records & Enrollment > Career & Program Information > Student Program/Plan.

Step 2: Enter the student's ID number and check the box next to "Correct History"

Step 3: Click the "Search" button

Step 4: If applicable, choose the most current active career number (if not applicable skip to Step 5)

ORACLE

Menu

Search:

- My Favorites
- Self Service
- Compensation
- Campus Community
- Student Admissions
- Records and Enrollment
 - Enroll Students
 - Student Term Information
 - Career and Program Information
 - Student Program/Plan**
 - Student Groups
 - Student Career
 - Student Term Search
 - Basis of Admission
 - View Student Groups by Student
 - Process Student Group
 - Enrollment Summaries
 - Term Processing
 - Enrollment Reporting
 - Enrollment Verifications
 - Transcripts
 - Graduation
 - Transfer Credit Evaluation
 - Transfer Credit Rules

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

ID: begins with 10851144

Academic Career:

Student Career Nbr:

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Include History ☒ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

ID: begins with 10178874

Academic Career: Undergraduate

Student Career Nbr: 2

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
10178874	Undergrad	2	Matric	PCCD1	Bubba,Peralta	Female	02/02/1975	(blank)	987654321	USA	SSN	BUBBA	PERALTA
10178874	Undergrad	1	Matric	PCCD1	Bubba,Peralta	Female	02/02/1975	(blank)	987654321	USA	SSN	BUBBA	PERALTA
10178874	Undergrad	0	Matric	PCCD1	Bubba,Peralta	Female	02/02/1975	(blank)	987654321	USA	SSN	BUBBA	PERALTA

INSTRUCTIONS FOR UPDATING A MAJOR/PLAN

Step 5: Click the plus sign  to insert a new row.

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

Peralta Bubba 10178874   

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 2 External Transcripts

Find | View All First 1 of 2 Last

Status: Active in Program  

*Effective Date: 03/20/2014 

*Program Action: 

Action Reason: 

*Academic Institution: PCCD1  Peralta Community College Dist

*Academic Program: MATR  Matriculating

*Admit Term: 1043  M04

Requirement Term: 1043  M04

Expected Grad Term: 

Last Updated On: By:

Effective Sequence: 1

Action Date: 06/01/2004

Joint Prog Appr: ☐

Admissions

☐ From Application

Application Nbr:

Application Program Nbr: 0

*Campus: 6  Merritt

*Academic Load: Part-Time 

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

Step 6: Complete the following fields:

Effective Date = The date of the program and/or plan change

***Program Action** = Program Change (this will update the student's home campus if applicable)

Action Reason = Leave blank

***Academic Program** = Select one of the NEW programs listed based on the campus (DO NOT use EXMPT, MATR, or SPX. We will no longer be using these). The new programs are now campus specific. So when you update the program it will automatically update the campus if you are changing their campus.

***Admit Term** = Input the previous admit term (NOT the current term)

*Academic Program: MATRA  Matriculating-COA

*Admit Term: 

Requirement Term: 

Expected Grad Term: 

Admissions

☐ From Application

Application Nbr:

Application Program Nbr: 0

*Campus: 2  Alameda

View 100 First 1-19 of 19 Last

Academic Program	Description
EXMPA	Exempt-Non-matriculation-COA
EXMPB	Exempt-Non-matriculation-BCC
EXMPL	Exempt-Non-matriculation-Laney
EXMPM	Exempt-Non-matriculation-MC
EXMPT	Exempt - Non-matriculation
MATR	Matriculating
MATRA	Matriculating-COA
MATRB	Matriculating-BCC
MATRL	Matriculating-Laney
MATRM	Matriculating-Merritt
SPX	Special Admit - High School
SPXA	Special Admit-High School-COA
SPXB	Special Admit-High School-BCC
SPXL	Special Admit-High School-LC
SPXM	Special Admit-High School-MC
UNDCA	Undeclared-no degree-COA
UNDCB	Undeclared-no degree-BCC
UNDCL	Undeclared-no degree-Laney
UNDCM	Undeclared-no degree-Merritt

INSTRUCTIONS FOR UPDATING A MAJOR/PLAN

Step 7: Click on the Student Plan Tab (the *Academic Plan is now blank).

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

Peralta Bubba 10178874 External Transcripts

Academic Career: Undergraduate Student Career Nbr: 2 Car Req Term:

Find | View All First 1 of 2 Last

Status: Active in Program Admit Term: M04
 Effective Date: 03/20/2014 Effective Sequence: 1
 Program Action: Program Change Action Date: 04/04/2014
 Action Reason: Requirement Term: M04
 Academic Program: Matric

Find | View All First 1 of 1 Last

*Academic Plan: 
 *Plan Sequence: 10 Degree:
 *Declare Date: 03/20/2014 Degree Checkout Stat:
 *Requirement Term:  Student Degree Nbr:
 *Advisement Status: Include Completion Term:

Step 8: Click on the magnifying glass  next to the *Academic Plan field. A list of majors/plans for the campus are the only available options. All of the old majors/plans will stay in the list, BUT YOU MUST choose a new major/plan that has an alpha character at the end (i.e. "M", "E", or "S").

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last			
Academic Plan	Description	Academic Plan Type	Degree
AAAAA871	ADAM Apparel Design & Merchand	AA	AA871
AAAAA871M	ADAM Apparel Design & Merchand	AA	AA871
AAAAFR703	AFRAM African-American Studies	AA	AA703
AAAAFR703M	AFRAM African-American Studies	AA	AA703
AAAAANT707	ANTHR Anthropology	AA	AA707
AAAAANT707M	ANTHR Anthropology	AA	AA707
AAAAART715	ART Art	AA	AA715
AAAAART715M	ART Art	AA	AA715
AAABIO729	BIOL Biology	AA	AA729

Step 9: Verify that the Academic Plan has a description next to the code. If this is blank it is invalid and you must choose another major/plan.

Find | V

*Academic Plan: AAAADA871M  ADAM Apparel Design & Merchand Associate of Arts
 *Plan Sequence: 10 Degree: A.A.
 *Declare Date: 03/20/2014 Degree Checkout Stat:
 *Requirement Term: 1043  M04 Student Degree Nbr:
 *Advisement Status: Include Completion Term:

Step 10: Click the "Save" button.

This completes the "Instructions for Updating a Major/Plan".