



# 9.0 TRAINING

*Student Records*

*Basic Update*

Revised: January 30, 2009

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## **Overview**

You may have the authority to make limited changes to student records information in PAWS. In this training, you will learn how to make the following changes:

- Update a student's program, plan and/or sub-plan.
- Update an advisor for a student.
- Enter Transcript Text for a student.



## Commonly Made Mistakes

**Rows added after a Discontinue row:**

Student remains in discontinued/inactive status so changes have no effect other than they impact clearinghouse reporting.

**Academic Drops:**

Service Indicator is placed; once the school/college enters the transcript text, a work list item is generated so the student can be reinstated and the service indicator removed in the same day.

**Second degrees:**

A person should not be activated as a second degree through the program/plan pages; a new application is needed so the record gets reviewed for resetting cums. The wrong plan code assigned can determine financial aid awards and 2<sup>nd</sup> degrees are not eligible for some types of aid so the correct plan is important.

**Data Change rows:**

Data Change rows track changes in terms (expected grad term especially). Other changes on those rows get 'lost' in processing.

**NSC/expected grad term issues:**

The clearinghouse is where we send our data so they can do enrollment verifications for various agencies and they can track when a student is graduating and are subject to start loan repayment. The NSC reporting errors out when there are future dated rows and rows after disc rows so the NSC thinks the student is not enrolled at all! Problems are also occurring when EGT is changed, sometimes causes the student to go into repayment ahead of schedule.

**Rows added after a Completion row:**

Cum stats are wrong because they reflect the previous degree; the student is not counted correctly in enrollment stats because they are in 'completed' status.

**Plan sequence numbers:**

Sequence numbers are used in reporting so if there is no 1 or 10 plan sequence, the student does not appear on class rosters, grade rosters, the student summary page; also pre-requisite checking may not find the plan.

**Plan codes that are wrong:**


Advisement report is incorrect and in some cases can not be run at all; transcript is wrong; enrollment verification is wrong; pre-requisite checking can fail; the data warehouse reporting can be a nightmare trying to find the correct plan(s); financial aid may be impacted.



**Program codes that are wrong:**

Program codes are sometimes used in enrollment appointment assignment so if the program is wrong, the appointment time is wrong; financial aid may be impacted.

**Advisor changes:**

Forgetting to check if prior advisors should still be listed on student's record. Selecting the  button in the bottom scroll option bar adds a row, but retains the previous row. When conducting a plan change, verify prior advisors should be retained or removed. When conducting a program change, additional rows will be blanked out. It is important to re-enter previous advisors when necessary. Incorrect Advisor entries will appear on a student's transcript and in his/her Student Center.

Attempting to change an advisor when the student is discontinued or has completed his/her degree. An Advisor change should never be done on a student with a "discontinued" or "completed" status.

Attempting to have different Academic Programs listed for different advisors for the same effective dated row. The Academic Program for each advisor row must match the current active Academic Program on the Student Program/Plan page. PAWS requires each Advisor row to be re-entered when a program change has occurred.

Attempting to make an advisor change before the Student's Program/Plan change has been completed. The Advisor date must be the same or greater than the "MATR" or the "PRGC" row on the Student Program/Plan page.



## Change a Student's Program/Plan/Sub-plan

The Student Program is the School/College that a student is admitted to or pursuing his/her degree in. For example, EASUG is an Engineering Undergraduate Program and ARTPB is an Art Post Baccalaureate Program.

Each student is assigned a Program and within each program they have Plans, or majors. Sub-Plans are options or tracks within the major or minor.

To change a student's program, plan, and/or sub-plan you will use the Student Program/Plan pages. In general, you need to do two things:

- Enter the appropriate Effective Date and Program Action.
- Specify the new program/plan/sub-plan as appropriate.

This section provides an example of each type of change: Program, Plan, and Sub-Plan.

**WARNING!** Do not save the change you make until you finish with ALL the pages involved - Student Program, Student Plan, and/or Student Sub-Plan and check your Effective Date. If you save and then find an error, you need to contact the key person in your school/college to make the correction.

### **Correction mode contacts for changing Student Program/Plan in PAWS:**

<b><u>School/College</u></b>	<b><u>Correction Mode User</u></b>
Academic Opportunity Center	John Dorosz
College of Engineering & Applied Science	Todd Johnson
College of Health Sciences	Michelle Janowiak
College of Letters & Science	Barbara Ebert
College of Letters & Science	Cheryl Scherkenbach
Helen Bader School of Social Welfare	Diane Miller
Lubar School of Business	TJ Jeske
Lubar School of Business	Kristine Raymond
Peck School of the Arts	Harriet Pfersch
School of Architecture & Urban Planning	Joan Simuncak
School of Education	Kathy Berry
School of Education	Rita Delzer
School of Information Studies	Twyla McGhee
School of Nursing	Donna Wier
Student Support Services	Pa Muas-Xiong



## Navigating to Student Program/Plan Pages

**Navigation:**

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

**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

ID:

begins with

0604064

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

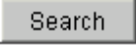
Basic Search

 Save Search Criteria

Find an Existing Value

Add a New Value

Type the Campus ID to select the appropriate student. If you do not have the campus ID, enter the first 4 characters of the Last Name and the first 4 characters of the First Name.

Click the  button.



## Select the appropriate Program

When the Search is completed, one of two things will happen.

- If the Student has one Program, the Student Program/Plan page will open.
- If the Student has multiple Programs listed, the returned results will be shown on the Search Results page.

If the page opens, proceed to page 10 in this manual.

If the Search Results are returned on the bottom of the page, this means the student has multiple rows to select from. (See example below.)

**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

ID: begins with 0604064

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

**Search Results**  
View All

First 1-2 of 2 Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National Country	NID Short Description	Last Name	First Name
0604064	Undergrad	1	LAUG	UWM	Paws,Rita Barbara	Female	06/19/1984	990563905	( blank )	USA	SSN	PAWS	RITA
0604064	Undergrad	0	AHUG	UWM	Paws,Rita Barbara	Female	06/19/1984	990563905	( blank )	USA	SSN	PAWS	RITA

Make sure each row is "Active" before making any changes. If both Student Career Nbrs. In addition, Programs are "Active", make sure you select the correct one for making changes.





If a student has had a program change, the results should look like the following:

Search Results

View All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
0231234	Undergrad	5	MEDUG	UWM	White, Sean	Female	09/05/1978	990-12-1234	390-12-1234	USA	SSN	WHITE	SETTI
0231234	Undergrad	5	NURUG	UWM	White, Sean	Female	09/05/1978	990-12-1234	390-12-1234	USA	SSN	WHITE	SETTI

First 1-2 of 2 Last

Notice the “Student Career Nbrs” are the same, but there are two different “Program Short Descr”. This means the student changed from one school/college to another school/college.

If the student has had more than one career number, the results should look like the following:

Search Results

View All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
0604064	Undergrad	1	LAUG	UWM	Paws, Rita Barbara	Female	06/19/1984	990563905	(blank)	USA	SSN	PAWS	RITA
0604064	Undergrad	0	AHUG	UWM	Paws, Rita Barbara	Female	06/19/1984	990563905	(blank)	USA	SSN	PAWS	RITA

First 1-2 of 2 Last

Notice the Student has two different “Student Career Nbrs” and two different “Program Short Descr”. This means the student has two different careers that could be active at the same time. (See page 11 for information on “Active” students.) If both careers are active at the same time, then this is considered a DUAL Degree. The career with the higher number is usually the current career.

If one of the rows for “Student Career Nbr.” and “Program Short Descr.” Shows DISC or COMP, do nothing. Student is inactive and record should not be altered.

A DUAL Degree means that a student will have two of everything. (Example, two career numbers, two sets of graduation requirements, two diplomas, and two sets of graduation fees.)



## Before Changing a Students Program

When the Student Program page opens, it will appear similar to below:

The screenshot shows the 'Student Program' page for Rita Paws (ID: 0604064). The page has tabs for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The 'Student Program' tab is active. The page displays the following information:

- Academic Career:** Undergraduate
- Career Requirement Term:** Career Requirement Term
- Student Career Nbr:** 1
- Status:** Active in Program
- Effective Date:** 06/26/2003
- Program Action:** PLNC (Plan Change)
- Action Reason:** (Empty)
- Academic Institution:** UWVMIL (University Wisconsin-Milwaukee)
- Academic Program:** LAUG (Letters & Science Undergrad)
- Admit Term:** 1018 (Sum 2001)
- Requirement Term:** 1018 (Sum 2001)
- Expected Grad Term:** 1092 (Fall 2010)
- Campus:** MAIN (Main)
- Acad Load:** Full-Time

There is an 'Admissions' section with the following details:

- From Application:** ☐
- Application Nbr:** 00017568
- Application Program Nbr:** 0

At the bottom of the page, there are several buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History. The page also has a navigation bar at the bottom with links to 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'.

Check the following:

- Correct student
- Status is Active
- Action reason is not dual
- Admit Term Code



Before making any changes, verify and make note of the following pieces of information.

- Make sure this is the **correct student** by verifying name in the upper left hand corner of page.

The screenshot shows the 'Student Program' tab selected. The student's name 'Rita Paws' is circled in the upper left. To the right of the name is the ID number '0604064'. Below the name, it says 'Academic Career: Undergraduate'. To the right of that is a link 'Career Requirement Term'. Further right is 'Student Career Nbr: 1'. There are several icons on the right side of the header area.

- Make sure the student is “**Active in Program**” by checking the status field.

“Active in Program” means that the student is actively pursuing their degree. Students become inactive if the following occur:

1. The student graduated then a “COMP” (completion) row is added to record. The “COMP” row means a student is complete. **DO NOTHING!!!** Have the student contact Admissions at 229-5932.
2. The student missed a semester or more of enrollment or they dropped a dual degree. If a student does not enroll or drops all classes in a given semester they will receive a “DISC” (discontinue) row. The “DISC” row means a student is discontinued. **DO NOTHING!!!** Have student contact Admissions at 229-5932.

This screenshot shows the same student record as the previous one, but with the 'Status' field circled. The status is 'Active in Program'. Below the status field is the 'Effective Date' set to '06/26/2003'. To the right of the status field are navigation buttons: 'Find', 'View All', 'First', '1 of 5', and 'Last'. There are also '+' and '-' buttons next to the status field.

**IMPORTANT:** If the current row shows a Program Action code of DISC or COMP, **stop and contact the appropriate office listed below. DO NOT** insert any additional rows into the record once the student is not active. This student is not an active student and should **NOT** have a Program/Plan/Subplan change made at this point.

Program Action Code	Contact
DISC	Appropriate Admitting Office
COMP	Appropriate Admitting Office, if student is pursuing another degree.



## Samples of Inactive Students

### DISC (Discontinuation) Row:

The “DISC” row means a student is discontinued. DO NOTHING! Have student contact Admissions at 229-5932.

Not Active

The screenshot shows the PAWS Student Program record for Rita Paws (0604064). The record is for an Undergraduate Academic Career with Student Career Nbr: 1. The Status is Discontinued, Effective Date is 01/22/2007, and Program Action is DISC (Discontinuation). The Action Date is 01/22/2007. A red 'X' icon is visible next to the student name. A red arrow points from the text 'Not Active' to the 'Status: Discontinued' field.

Contact the appropriate admitting office to make any changes or corrections to this student's record.

### COMP (Completion) Row:

The “COMP” row means a student is complete. DO NOTHING! Have student contact Admissions at 229-5932.

Not Active

The screenshot shows the PAWS Student Program record for Rita Paws (0604064). The record is for an Undergraduate Academic Career with Student Career Nbr: 0. The Status is Completed Program, Effective Date is 04/01/2003, and Program Action is COMP (Completion of Program). The Action Date is 09/26/2005. A red 'X' icon is visible next to the student name. A red arrow points from the text 'Not Active' to the 'Status: Completed Program' field.

Once a student has graduated, **NO** changes should be made to the student's record. If student is re-entering in another program, appropriate admitting office should be contacted.



- Check the Action Reason field for **"DUAL"**. If the field shows "DUAL" and you add a new row, you will need to re-type "DUAL" in the Action Reason field on the new row. DUAL will not be carried forward automatically. DUAL is important because this lets people know the student is a DUAL degree person.

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

Rita Paws 0604064

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Find | View All First 1 of 6 Last

Status: Active in Program

'Effective Date: 01/22/2007

'Program Action: MATR Matriculation

'Action Reason: **DUAL**

'Academic Institution: UWMIL University Wisconsin-Milwaukee

'Academic Program: LAUG Letters & Science Undergrad

'Admit Term: 1018 Sum 2001

Requirement Term: 1018 Sum 2001

Expected Grad Term: 1092 Fall 2010 'Campus: MAIN Main 'Acad Load: Full-Time

Admissions

☐ From Application

Application Nbr: 00017568

Application Program Nbr: 0

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

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

Dual Degree means two of everything. (Example: Two career numbers, two diplomas, two sets of graduation requirements, and two sets of graduation fees.) Dual degrees can be within the same school/college or in different schools/colleges.

For Dual Degrees, both undergraduate career numbers have to be active at the same time. To find out if a career number is active, go to the Program/Plan page and follow steps shown on pages 11 and 12. Status should show "Active in Program".



Write down the current “**Admit Term**”. You will need to re-enter it in a later step. The “Admit Term” is the first term the student was admitted into UWM and this should NOT change. The field is used by multiple departments and should remain the same even when moving from one school/college to another.

The screenshot shows the 'Student Program' tab for Rita Paws (ID: 0604064). The form displays various fields for student information and program details. The 'Admit Term' field is circled in red, indicating it is the current term of admission.

Student Program		Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Rita Paws		0604064			
Academic Career:	Undergraduate	Career Requirement Term		Student Career Nbr: 1	
Status:	Active in Program				
*Effective Date:	06/26/2003	Effective Sequence:		2	
*Program Action:	PLNC	Plan Change		Action Date: 06/26/2003	
Action Reason:		Joint Prog Appr:		<input type="checkbox"/>	
*Academic Institution:	UWMIL	University Wisconsin-Milwaukee			
*Academic Program:	LAUG	Letters & Science Undergrad			
*Admit Term:	1018	Sum 2001			
Requirement Term:	1018	Sum 2001			
Expected Grad Term:	1092	Fall 2010		*Campus:	MAIN
		Main		*Acad Load:	Full-Time

**Admissions**

- ☐ From Application
- Application Nbr: 00017568
- Application Program Nbr: 0

Buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, Correct History

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



- Note:** the Expected Grad Term field will copy from the previous row. PLEASE DO NOT CHANGE OR ALTER the Expected Grad Term. If a student wants to change their Expected Grad Term, they need to contact the Graduation Processing Office at 229-6571. If the student needs to apply for graduation, they can complete an application for graduation through PAWS.

The screenshot shows the PAWS Student Program record for Rita Paws (ID: 0604064). The record is for an Undergraduate student with a Career Requirement Term. The 'Expected Grad Term' field is circled in red, showing '1092' and 'Fall 2010'. Other fields include 'Effective Date' (06/26/2003), 'Program Action' (PLNC - Plan Change), 'Academic Institution' (UWMIL - University Wisconsin-Milwaukee), 'Academic Program' (LAUG - Letters & Science Undergrad), 'Admit Term' (1018 - Sum 2001), and 'Requirement Term' (1018 - Sum 2001). The 'Admissions' section shows 'From Application' with 'Application Nbr: 00017568' and 'Application Program Nbr: 0'. The 'Acad Load' is set to 'Full-Time'. The interface includes tabs for Student Program, Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees, along with various action buttons like Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History.

**Important Note:** Changing the Expected Grad Term field causes problems with the National Student Clearinghouse and can cause students to go into repayment of student loans at the wrong time. Again, DO NOT change or alter the Expected Grad Term.



## Change a Student Program

(i.e. Student wants to change from Letters and Science undergraduate to Business Administration undergraduate (LAUG to BUSUG).)

### Navigation:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Check to make sure:

- \* You have the correct student (Page 11)
- \* The status of the student is Active (Page 11)
- \* Check the Action Reason (Page 13)
- \* Write down the Admit Term (Page 14)

**Note:** Reference pages listed for more information.

You are now ready to start the Change a Student Program Process.

The screenshot shows the 'Student Program' form for Rita Paws (ID: 0604064). The form is divided into several sections. The top section shows the student's name and ID. Below that, there are tabs for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The main form area contains fields for 'Academic Career' (Undergraduate), 'Career Requirement Term', 'Student Career Nbr' (1), 'Status' (Active in Program), 'Effective Date' (06/26/2003), 'Program Action' (PLNC), 'Action Reason' (Plan Change), 'Academic Institution' (UWMIL), 'Academic Program' (LAUG), 'Admit Term' (1018), 'Requirement Term' (1018), 'Expected Grad Term' (1092), 'Campus' (MAIN), and 'Acad Load' (Full-Time). A circled '+' button is located in the top right corner of the form area, next to the 'Find | View All' button. An 'Admissions' section is also visible, showing 'From Application' with 'Application Nbr' (00017568) and 'Application Program Nbr' (0).





Click button to insert new row/s.

Notice the new row's Effective Date is today's date and the Program Action and Action Reason fields are blank. Press tab to move from field to field.





Complete the following fields:

STEP	Field	DESCRIPTION /ACTION
1.	Effective Date	<p>Date defaults to today's date. If the change on student's record should be retroactive to a past date, back date the Effective Date to the start of that term.</p> <p><b>Note:</b> Check the front section of the appropriate Schedule/Timetable to find the date for the start of term.</p> <p><b>Note:</b> You can receive an error message if the dates on previous rows are later than the date on the row last entered. <b>Do not change dates on previous rows!</b></p>
2.	Program Action	<p>Type <b>PRGC</b> or click  icon and select from the list.</p> <p><b>Note:</b> Do not insert a row if the student has a "DISC" or "COMP" row. Remember the student must be active in order to complete a Program or Plan change.</p>
3.	Action Reason	<p>In most situations this field will remain blank, however, if you are working with a student who has multiple Student Career Nbr. active at the same time, enter "DUAL" for the Action Reason.</p> <p><b>Note:</b> If you are not sure if the student is a "DUAL" career, scroll down to the prior row to see if "DUAL" was entered in the prior row's Action Reason field.</p>
4.	Academic Institution	Should default "UWMIL" for you.
5.	Academic Program	Type or click  icon and select the new program code.
6.	Admit Term	<p>Type or click  icon and select the student's original admit term.</p> <p><b>Note:</b> This is the term that you made note of before inserting a row. If you forgot to write this down, scroll down to the prior row to see what the Admit Term was listed as. Scroll back to the new row and enter the term in the Admit Term field.</p>
7.	Requirement Term	<p>The admit term defaults here. If the requirement term differs, click  icon select the appropriate requirement term or type it in.</p> <p><b>Note:</b> This is the term the student was admitted into the new Program/Plan.</p>



STEP	Field	DESCRIPTION /ACTION
8.	Expected Grad Term	<p>This is the expected term of graduation. You made note of this earlier. If a date was present, please re-enter into the field. If a date was not entered, please <b>do not</b> alter this field.</p> <p><b>DO NOT CHANGE THIS FIELD TO ANYTHING OTHER THAN WHAT IT WAS INITALLY.</b> This field is used by the Grad Processing department and for reporting to the National Student Clearinghouse.</p>

**WARNING!** Do not save the change until you finish with ALL the pages involved - Student Program, Student Plan, and/or Student Sub-Plan and check your Effective Date. If you save and then find an error, you need to contact the key person in your school/college to make the correction.



## Student Plan Tab

Click on the "Student Plan" page tab.

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1 Car Req Term:

Status: Active in Program Admit Term: Sum 2001  
 Effective Date: 01/22/2007 Effective Sequence: 1  
 Program Action: Program Change Action Date: 01/22/2007  
 Action Reason: Requirement Term: Sum 2001  
 Academic Program: SWUG

\*Academic Plan: [ ]  
 \*Plan Sequence: 10 Degree:  
 \*Declare Date: 01/22/2007 Degree Checkout Stat:  
 \*Requirement Term: [ ] Student Degree Nbr:  
 \*Advisement Status: Include Completion Term:

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

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

Complete the following fields and press tab to update the Declare date and Requirement Term.

STEP	Field	DESCRIPTION / ACTION
1.	Academic Plan	Type or click  icon and select the appropriate plan within the new program. See page 51 for help selecting the correct plan code.
2.	Plan Sequence	This number should fill in for you automatically.  <b>Note:</b> For the Student's primary plan the number must be a 1 or a 10.  For any additional plans the sequence number will increase in increments of 10. So the number will increase from 1 to 11 or from 10 to 20.
3.	Declare Date	This date should default to the effective date listed on program page. Or you can update to the correct effective date.
4.	Requirement Term	This defaults to the Admit Term. Change this, if necessary, to the requirement term for this Plan.
5.	Advisement Status	Leave as "Include".



## Student Sub-Plan Tab

Click on the "Student Sub-Plan" page tab.

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1

Find | View All First 1 of 6 Last

Status: Active in Program Admit Term: Sum 2001  
 Effective Date: 01/22/2007 Effective Sequence: 1  
 Program Action: Program Change Action Date: 01/22/2007  
 Action Reason:  
 Academic Program: Social Welfare Undergraduate University Wisconsin-Milwaukee

Find | View All First 1 of 1 Last

Academic Plan: Social Work - Int Major  
 Requirement Term: Summer 2001

Find | View All First 1 of 1 Last

\*Academic Sub-Plan:    
 Academic Sub-Plan Type:  
 \*Declare Date: 01/22/2007   
 \*Requirement Term:

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

Not all plans have sub-plan. If you are not sure, click icon to see if any sub-plans appear. The sub-plans are specific to the plan the student is in.

If the student requires a sub-plan, then enter the following:

STEP	Field	DESCRIPTION / ACTION
1.	Academic Sub-Plan	Type or click  icon and select the appropriate sub-plan.
2.	Declare Date	This will default to the effective date listed on program page. Or you can update to the correct effective date.
3.	Requirement Term	This defaults to the Admit Term. Change this, if necessary, to the requirement term for this Sub-Plan.

Scroll to the bottom of the page and click button.



## **Delete a Multiple Student Program**

(i.e. student has Career Number 0 in EASUG with ENGINEERING1 and has Career Number 1 in EASUG with COMPSCIBSE, student wants to delete the Computer Science Program.)

**Note: Please contact the appropriate office to have a program deleted for a student that has Dual Degrees. (Example: Program of BUSUG, Career Number 1 and Program of EASUG, Career Number 11. Student is pursuing dual degrees and decides to drop one of them.)**

For Graduate Students contact Donna Fox in the Graduate School Office.

For Undergraduate Students contact Rita Freiburger and Shelly Bednar in Enrollment Services.

You can send an e-mail to the appropriate individual and they will make sure that the proper student career is deleted while not disturbing the correct Career Number's student enrollment information.

Please provide the following information in your e-mail:

- The Student's Campus ID
- The Student's Program that should be kept
- The Student's Program to be deleted
- The date this change should be effective for.



## Change a Student Plan

(i.e. Student going from intended to declared (PSYCHBA1 to PSYCHBA2) or changing from one major or minor to another (PSYCHBA2 to ENGLBA2).)

### Navigation:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Check to make sure:

- \* You have the correct student (Page 11)
- \* The status of the student is Active (Page 11)
- \* Check the Action Reason for "DUAL" (Page 13)

**Note: Reference pages listed for more information.**

You are now ready to start the Change a Student Plan process.

The screenshot shows the 'Student Program' page for Rita Paws (0604064). The page includes tabs for Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees. The 'Student Plan' tab is active. The page displays student information, academic career (Undergraduate), and a list of program actions. A red circle highlights the '+' button in the top right corner of the program action list, indicating where to click to add a new row. An arrow points from the text 'IMPORTANT' block to this button.

**IMPORTANT:** If the current row shows a Program Action code of DISC or COMP, **DO NOT** insert any additional rows into the record. This student is not an active student and should **NOT** have a Program/Plan/Subplan change made at this point.

If this is the case, please contact the following:


PROGRAM ACTION CODE	CONTACT
DISC	Appropriate Admitting Office
COMP	Appropriate Admitting Office if student pursuing another degree.

If the student is an active student, click  button on the student Program page to insert a row.



Notice the new row's Effective Date is today's date and the Program Action and Action Reason fields are blank. Press tab to move from field to field.

Complete the following fields:

STEP	FIELD	DESCRIPTION /ACTION
1.	Effective Date	<p>Date defaults to today's date. If the change on student's record should be retroactive to a past date, back date the Effective Date to the start of that term.</p> <p><b>Note:</b> Check the front section of the appropriate Schedule/Timetable to find the date for the start of term.</p> <p><b>Note:</b> You can receive an error message if the dates on previous rows are later than the date on the row last entered. <b>Do not change dates on previous rows!</b></p>
2.	Program Action	<p>Type PLNC or click  and select from the list.</p> <p><b>Note:</b> Do not insert a row if the student has a "DISC" or "COMP" row. Remember the student must be active in order to complete a Program or Plan change.</p>
3.	Action Reason	<p>In most situations this field will remain blank, however, if you are working with a student who has dual careers active at the same time, enter "DUAL" for the Action Reason.</p> <p><b>Note:</b> If you are not sure if the student is a "DUAL" career, scroll down to the prior row to see if "DUAL" was entered in the prior row's Action Reason field.</p>





## Student Plan page

Click on the "Student Plan" page tab.

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1 Car Req Term: Sum 2001

Status: Active in Program Admit Term: Sum 2001  
 Effective Date: 01/23/2007 Effective Sequence: 1  
 Program Action: Plan Change Action Date: 01/23/2007  
 Action Reason: LAUG Requirement Term: Sum 2001  
 Academic Program: LAUG

'Academic Plan: HISTORYBA2 History Major  
 'Plan Sequence: 10 Degree: BA  
 'Declare Date: 06/26/2003 Degree Checkout Stat:  
 'Requirement Term: 1056 Sprng 2006 Student Degree Nbr:  
 'Advisement Status: Include Completion Term:

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

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

Complete the following fields and press tab to update the Declare date and Requirement Term, if necessary.

**Note:** When you select "PLNC" the system inserts a new line and it copies the old information into the fields automatically. You will type over the existing "Academic Plan" code. Or highlight the code, press delete, and then click the magnifying glass to do a search.

STEP	FIELD	DESCRIPTION / ACTION
1.	Academic Plan	Type or click  icon to select the new plan. See page 51 for help selecting the correct plan code.
2.	Plan Sequence	This number should fill in for you automatically.  <b>Note:</b> Student's primary plan must be a 1 or a 10.  For any additional plans the sequence number will increase in increments of 10. So the number will increase from 1 to 11 or from 10 to 20.
3.	Declare Date	This date should default to the effective date listed on program page. Or you can update to the correct effective date.
4.	Requirement Term	The Admit Term appears. Change this, if





STEP	FIELD	DESCRIPTION /ACTION
		necessary, to the requirement term for this Plan.
5.	Advisement Status	Leave as "Include".

**WARNING!** Don't save the change you make until you finish with ALL the pages involved - Student Program, Student Plan, and/or Student Sub-Plan and check your Effective Date. If you save and then find an error, you need to contact the key person in your school/college to make the correction.



## Student Sub-Plan page

Click on the "Sub-Plan" page tab.

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1

Find | View All First 1 of 6 Last

Status: Active in Program Admit Term: Sum 2001  
 Effective Date: 01/23/2007 Effective Sequence: 1  
 Program Action: Plan Change Action Date: 01/23/2007  
 Action Reason:  
 Academic Program: Letters & Science Undergrad University Wisconsin-Milwaukee

Find | View All First 1 of 1 Last

Academic Plan: English - Int Major  
 Requirement Term: Summer 2001

Find | View All First 1 of 1 Last

'Academic Sub-Plan:    
 Academic Sub-Plan Type:  
 'Declare Date: 01/23/2007   
 'Requirement Term:

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

Do not enter anything unless the plan has a sub-plan.

Enter the following:

STEP	TASK	DESCRIPTION /ACTION
1.	Academic Sub-Plan	Type or click  and select the appropriate sub-plan.
2.	Declare Date	This will default to the effective date listed on program page. You can change this if you need to.
3.	Requirement Term	The Admit Term appears. Change this, if necessary, to the requirement term for this Sub-Plan.

Scroll to the bottom of the page and click button.



## Add a Multiple Student Plan

(i.e. Student adding additional majors or minors to current program. Letters and Science Undergraduate student wants a major in Geological Sciences and Anthropology (GEOSCIBA2 and ANTHBA3).)

### Navigation:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Check to make sure:

- \* You have the correct student (Page 11)
- \* The status of the student is Active (Page 11)
- \* Check the Action Reason for "DUAL" (Page 13)

**Note:** Reference pages listed for more information.

You are now ready to start the Change a Student Plan process.

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

Rita Paws 0604064

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Find | View All First 1 of 5 Last

Status:	Active in Program	Effective Sequence:	2
Effective Date:	06/26/2003	Action Date:	06/26/2003
Program Action:	PLNC Plan Change	Joint Prog Appr:	<input type="checkbox"/>
Action Reason:			
Academic Institution:	UWMIL University Wisconsin-Milwaukee	<b>Admissions</b> <input type="checkbox"/> From Application Application Nbr: 00017568 Application Program Nbr: 0	
Academic Program:	LAUG Letters & Science Undergrad		
Admit Term:	1018 Sum 2001		
Requirement Term:	1018 Sum 2001		
Expected Grad Term:	1092 Fall 2010	Campus: MAIN Main	Acad Load: Full-Time


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

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

**IMPORTANT:** If the current row shows a Program Action code of DISC or COMP, **DO NOT** insert any additional rows into the record. This student is not an active student and should **NOT** have a Program/Plan/Subplan change made at this point.

If this is the case, please contact the following:


PROGRAM ACTION	CONTACT
DISC	Appropriate Admitting Office
COMP	Appropriate Admitting Office if student pursuing another degree.

If the student is active, click  button on the student Program page to insert a row.



Notice the new row's Effective Date is today's date and the Program Action and Action Reason fields are blank. Press tab to move from field to field.

Complete the following fields:

STEP	FIELD	DESCRIPTION /ACTION
1.	Effective Date	<p>Date defaults to today's date. If the change on student's record should be retroactive to a past date, backdate the Effective Date to the start of that term.</p> <p><b>Note:</b> Check the front section of the appropriate Schedule/Timetable to find the date for the start of term.</p> <p><b>Note:</b> You can receive an error message if the dates on previous rows are later than the date on the row last entered. <b>Do not change dates on previous rows!</b></p>
2.	Program Action	<p>Type PLNC or click  icon and select from the list.</p> <p><b>Note:</b> Do not insert a row if the student has a "DISC" or "COMP" row. Remember the student must be active in order to complete a Program or Plan change.</p>
3.	Action Reason	<p>In most situations this field will remain blank, however, if you are working with a student who has dual careers active at the same time, enter "DUAL" for the Action Reason.</p> <p><b>Note:</b> If you are not sure if the student is a "DUAL" career, scroll down to the prior row to see if "DUAL" was entered in the prior row's Action Reason field.</p>



## Student Plan page

Click on the “Student Plan” page tab.

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1 Car Req Term:

Find | View All First 1 of 6 Last

Status: Active in Program Admit Term: Sum 2001  
 Effective Date: 01/23/2007 Effective Sequence: 1  
 Program Action: Plan Change Action Date: 01/23/2007  
 Action Reason: Requirement Term: Sum 2001  
 Academic Program: LAUG

Find | View All First 1 of 1 Last

\*Academic Plan: HISTORYBA2 History Major  
 \*Plan Sequence: 10 Degree: BA  
 \*Declare Date: 06/26/2003 Degree Checkout Stat:  
 \*Requirement Term: 1056 Spring 2006 Student Degree Nbr:  
 \*Advisement Status: Include Completion Term:

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

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

**Note:** When you insert a row and enter a “Program Action” of “PLNC” on the “Student Program” page, PAWS inserts a new line on the “Student Plan” page and copies the old plan information into the fields automatically.

To add an additional plan, click button in the second frame.



When the new row is added, the fields are blanked out as shown below:

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1 Car Req Term:

Status: Active in Program Admit Term: Sum 2001  
 Effective Date: 06/26/2003 Effective Sequence: 3  
 Program Action: Plan Change Action Date: 01/23/2007  
 Action Reason: Requirement Term: Sum 2001  
 Academic Program: LAUG

Find | View All First 2 of 2 Last

\*Academic Plan: [ ]  
 \*Plan Sequence: 20 Degree:  
 \*Declare Date: 06/26/2003 Degree Checkout Stat:  
 \*Requirement Term: [ ] Student Degree Nbr:  
 \*Advisement Status: Include Completion Term:

Save Return to Search Add Update/Display Include History Correct History

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

Notice that the second frame scroll options now has multiple rows for you to scroll through.

Complete the following fields and press tab to update the Declare Date and Requirement Term, if necessary.

STEP	FIELD	DESCRIPTION / ACTION
1.	Academic Plan	Type or click  icon to select the new plan. See page 51 for help selecting the correct plan code.
2.	Plan Sequence	This number should fill in for you automatically.  <b>Note:</b> Student's primary plan must be a 1 or a 10.  For any additional plans the sequence number will increase in increments of 10. Therefore, the number will increase from 1 to 11 or from 10 to 20.  <b>Note:</b> See above the second plan has a "Plan Sequence" of 20.
3.	Declare Date	This date should default to the effective date listed on program page. Or you can update to the correct effective date.
4.	Requirement Term	The Admit Term appears. Change this, if



STEP	FIELD	DESCRIPTION /ACTION
		necessary, to the requirement term for this Plan.
5.	Advisement Status	Leave as "Include".

**WARNING!** Do not save the change you make until you finish with ALL the pages involved - Student Program, Student Plan, and/or Student Sub-Plan and check your Effective Date. If you save and then find an error, you need to contact the key person in your school/college to make the correction.




## Student Sub-Plan page

Click on the "Sub-Plan" page tab.

Do not enter anything unless the plan has a sub-plan.

Enter the following:

STEP	TASK	DESCRIPTION / ACTION
1.	Academic Sub-Plan	Type or click  icon and select the appropriate sub-plan.
2.	Declare Date	This will default to the effective date listed on program page. You can change this if you need to.
3.	Requirement Term	The Admit Term appears. Change this, if necessary, to the requirement term for this Sub-Plan.

Scroll to the bottom of the page and click  button.





## Delete a Multiple Student Plan

(i.e. Letters and Science Undergraduate student no longer wants a major or minor. Has GEOSCIBA2 and ANTHBA3 and wants to get rid of ANTHBA3.)

### Navigation:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Check to make sure:

- \* You have the correct student (Page 11)
- \* The status of the student is Active (Page 11)
- \* Check the Action Reason for "DUAL" (Page 13)

**Note: Reference pages listed for more information.**

You are now ready to start the Delete a Multiple Student Plan process.

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

Rita Paws 0604064

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Find | View All First 1 of 5 Last

Status:	Active in Program		Effective Sequence:	2
'Effective Date:	06/26/2003		Action Date:	06/26/2003
'Program Action:	PLNC	Plan Change	Joint Prog Appr:	<input type="checkbox"/>
Action Reason:				
'Academic Institution:	UWMIL	University Wisconsin-Milwaukee		
'Academic Program:	LAUG	Letters & Science Undergrad		
'Admit Term:	1018	Sum 2001		
Requirement Term:	1018	Sum 2001		
Expected Grad Term:	1092	Fall 2010	'Campus:	MAIN Main
			'Acad Load:	Full-Time

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

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

**IMPORTANT:** If the current row shows a Program Action code of DISC or COMP, **DO NOT** insert any additional rows into the record. This student is not an active student and should **NOT** have a Program/Plan/Subplan change made at this point.

If this is the case, please contact the following:

PROGRAM ACTION	CONTACT
DISC	Appropriate Admitting Office
COMP	Appropriate Admitting Office if student pursuing another degree.


If the student is active, click button on the student Program page to insert a row.



**Note:** It is important to insert a new row when deleting a Student Plan or Sub-Plan because it provides an audit trail of actions performed on the student's record.

Notice the new row's Effective Date is today's date and the Program Action and Action Reason fields are blank. Press tab to move from field to field.

Complete the following fields:

STEP	FIELD	DESCRIPTION /ACTION
1.	Effective Date	<p>Date defaults to today's date. If the change on student's record should be retroactive to a past date, backdate the Effective Date to the start of that term.</p> <p><b>Note:</b> Check the front section of the appropriate Schedule/Timetable to find the date for the start of term.</p> <p><b>Note:</b> You can receive an error message if the dates on previous rows are later than the date on the row last entered. <b>Do not change dates on previous rows!</b></p>
2.	Program Action	<p>Type PLNC or click  icon and select from the list.</p> <p><b>Note:</b> Do not insert a row if the student has a "DISC" or "COMP" row. Remember the student must be active in order to complete a Program or Plan change.</p>
3.	Action Reason	<p>In most situations this field will remain blank, however, if you are working with a student who has dual careers active at the same time, enter "DUAL" for the Action Reason.</p> <p><b>Note:</b> If you are not sure if the student is a "DUAL" career, scroll down to the prior row to see if "DUAL" was entered in the prior row's Action Reason field.</p>



## Student Plan page

Click on the “Student Plan” page tab.

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1 Car Req Term: Sum 2001

Status: Active in Program Admit Term: Sum 2001

Effective Date: 01/23/2007 Effective Sequence: 1

Program Action: Plan Change Action Date: 01/24/2007

Action Reason: Plan Change Requirement Term: Sum 2001

Academic Program: LAUG

'Academic Plan: ENGLBA1 English - Int Major

'Plan Sequence: 20 Degree:

'Declare Date: 01/24/2007 Degree Checkout Stat:

'Requirement Term: 1018 Sum 2001 Student Degree Nbr:

'Advisement Status: Include Completion Term:

Save Return to Search Add Update/Display Include History Correct History

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

**Note:** When you insert a row and enter a “Program Action” of “PLNC” on the “Student Program” page, PAWS inserts a new line on the “Student Plan” page and copies the old plan information into the fields automatically.

To delete a second or third plan, click on the second frame, find the plan you want to delete, and click button in the second frame.



A window pops up, "Delete current row?" Click **OK**.



System returns to the Student Plan page.

A screenshot of the "Student Plan" page in the PAWS system. The page shows details for student Rita Paws (ID 0604064). The "Academic Career" is Undergraduate, and the "Student Career Nbr" is 1. The "Car Req Term" is Sum 2001. The "Status" is Active in Program, "Effective Date" is 01/24/2007, "Program Action" is Plan Change, "Action Reason" is Plan Change, and "Academic Program" is LAUG. The "Admit Term" is Sum 2001, "Effective Sequence" is 1, "Action Date" is 01/24/2007, and "Requirement Term" is Sum 2001. Below this, there is a table of academic plans. The first row is highlighted. The table has columns for "Find | View All", "First", "1 of 1", and "Last". A circled "Find | View All" button is highlighted with an arrow pointing to the text "additional rows to scroll through". The page also includes a "Save" button, a "Return to Search" button, and buttons for "Add", "Update/Display", "Include History", and "Correct History".

For the example above, after the row is deleted there are no  
scroll through.

additional rows to



If there are multiple plans and one is deleted, it is VERY IMPORTANT to verify the Plan Sequence Numbers for accuracy.

To see each plan easily, select **View All** link.

The screenshot displays the 'Student Plan' tab in the PAWS system. At the top, navigation tabs include 'Student Program', 'Student Plan' (selected), 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The student's name 'Rita Paws' and ID '0604064' are shown. Below this, a summary section includes 'Academic Career: Undergraduate', 'Student Career Nbr: 1', and 'Car Req Term:'. A table of details follows, with columns for 'Find | View All', 'First', '1 of 6', and 'Last'. The table lists fields such as 'Status: Active in Program', 'Admit Term: Sum 2001', 'Effective Date: 01/23/2007', 'Effective Sequence: 1', 'Program Action: Plan Change', 'Action Date: 01/24/2007', 'Action Reason:', 'Requirement Term: Sum 2001', and 'Academic Program: LAUG'. Below the table, a search bar contains 'ENGLBA1' and 'English - Int Major'. Other fields include 'Plan Sequence: 20', 'Declare Date: 01/24/2007', 'Degree:', 'Requirement Term: 1018 Sum 2001', 'Degree Checkout Stat:', 'Student Degree Nbr:', 'Advisement Status: Include', and 'Completion Term:'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'View All' link in the table's header is circled, and an arrow points to it from the text above.

This will allow you to see all the student's plans at one time.



View All option shown below

The screenshot shows the PAWS Student Plan interface. At the top, there are tabs for Student Program, Student Plan (selected), Student Sub-Plan, Student Attributes, and Student Degrees. Below the tabs, the student's name 'Rita Paws' and ID '0604064' are displayed. The 'Academic Career' is 'Undergraduate' and 'Student Career Nbr' is '1'. The 'Car Req Term' is 'Sum 2001'. The 'Status' is 'Active in Program', 'Effective Date' is '01/23/2007', 'Program Action' is 'Plan Change', 'Action Reason' is 'LAUG', and 'Academic Program' is 'LAUG'. The 'Admit Term' is 'Sum 2001', 'Effective Sequence' is '1', 'Action Date' is '01/24/2007', and 'Requirement Term' is 'Sum 2001'. The 'Find | View All' button is circled in red. Below this, there are two academic plans listed: 'ENGLBA1' (English - Int) and 'HISTORYBA2' (History). The 'Plan Sequence' for 'ENGLBA1' is '20' and for 'HISTORYBA2' is '10'. The 'Degree' for 'ENGLBA1' is 'BA' and for 'HISTORYBA2' is 'BA'. The 'Declare Date' for 'ENGLBA1' is '01/24/2007' and for 'HISTORYBA2' is '06/26/2003'. The 'Requirement Term' for 'ENGLBA1' is '1018' (Sum 2001) and for 'HISTORYBA2' is '1056' (Spring 2006). The 'Advisement Status' for both is 'Include'. The 'View All' button is located in the top right of the plan list section.

Plan Sequence Numbers should follow one of two paths. (Example: 10, 20, 30, 40, etc or 1, 11, 21, 31, 41, etc.) See chart below.

Plan Description	Plan Sequence Number Increment in Levels of 10	
Primary Plan (First)	1	10
Secondary Plan (Second)	11	20
Tertiary Plan (Third)	21	30

If the Plan Sequence Numbers are out of order, highlight and type over the existing number in the correct Plan Sequence Number from the table above. **If there are more than three plans, increment each plan by 10.**

If the Primary Plan above is deleted the remaining Plan Sequence would need to be altered to either a 1 or 10. Once a Plan is added the Plan Sequence numbers are NOT automatically updated for you.

**When the Plan is deleted, PAWS deletes all the Sub-Plans that are associated with that specific Plan.**

Scroll to the bottom of the page and click  Save button.





## Change a Student Sub-Plan

(i.e. Art undergraduate student with Art BFA major wants to change from Ceramics to Print Making (ARTCRMBFA2 to ARTPRNBFA2) OR Education undergraduate student with Education BS major wants to change from Exceptional Education Interpreter Training Program to Broad Field Social Studies - Political Science/Anthropology Concentration (EXEDITPBS2 to EDSSPOABS2).)

### Navigation:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Check to make sure:

- \* You have the correct student (Page 11)
- \* The status of the student is Active (Page 11)
- \* Check the Action Reason for "DUAL" (Page 13)

**Note: Reference pages listed for more information.**

You are now ready to start the Change a Student Sub-Plan process.

**IMPORTANT:** If the current row shows a Program Action code of DISC or COMP, **DO NOT** insert any additional rows into the record. This student is not an active student and should **NOT** have a Program/Plan/Subplan change made at this point.

If this is the case, please contact the following:


PROGRAM ACTION CODE	CONTACT
DISC	Appropriate Admitting Office
COMP	Appropriate Admitting Office if student pursuing another degree.

If the student is active, click button on the student Program page to insert a row.



Notice the new row's Effective Date is today's date and the Program Action and Action Reason fields are blank. Press tab to move from field to field.

Complete the following fields:

STEP	FIELD	DESCRIPTION /ACTION
1.	Effective Date	<p>Date defaults to today's date. If the change on student's record should be retroactive to a past date, backdate the Effective Date to the start of that term.</p> <p><b>Note:</b> Check the front section of the appropriate Schedule/Timetable to find the date for the start of term.</p> <p><b>Note:</b> You can receive an error message if the dates on previous rows are later than the date on the row last entered. <b>Do not change dates on previous rows!</b></p>
2.	Program Action	<p>Type PLNC or click  and select from the list.</p> <p><b>Note:</b> Do not insert a row if the student has a "DISC" or "COMP" row. Remember the student must be active in order to complete a Program or Plan change.</p>
3.	Action Reason	<p>In most situations this field will remain blank, however, if you are working with a student who has dual careers active at the same time, enter "DUAL" for the Action Reason.</p> <p><b>Note:</b> If you are not sure if the student is a "DUAL" career, scroll down to the prior row to see if "DUAL" was entered in the prior row's Action Reason field.</p>





## Student Plan page

If this is just a sub-plan change, skip the “Student Plan” page.

**Note:** If the student has more than one current plan, be sure the correct plan is displayed before going to the “Student Sub-Plan” page.

## Student Sub-Plan page

Click on the “Student Sub-Plan” page tab.

**Note:** When you insert a row and enter a “Program Action” of “PLNC” on the “Student Program” page, PAWS inserts a new line on the “Student Sub-Plan” page and copies the old sub-plan information into the fields automatically.

Complete the following fields and press tab to move from field to field.

STEP	TASK	DESCRIPTION /ACTION
1.	Academic Sub-Plan	Type or click  and select the appropriate sub-plan.
2.	Declare Date	This will default to the effective date listed on program page. You can change this if you need to.
3.	Requirement Term	The Admit Term appears. Change this, if necessary, to the requirement term for this Sub-Plan.

Scroll to the bottom of the page and click button.



## Add a Multiple Student Sub-Plan

(i.e. Education undergraduate student with Education BS major wants to add teacher certificates in Exceptional Education Interpreter Training Program and Broad Field Social Studies - Political Science/Anthropology Concentration (EXEDITPBS2 to EDSSPOABS2).)

### Navigation:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Check to make sure:

- \* You have the correct student (Page 11)
  - \* The status of the student is Active (Page 11)
  - \* Check the Action Reason for "DUAL" (Page 13)
- Note: Reference pages listed for more information.**

You are now ready to start the Change a Student Sub-Plan process.

**IMPORTANT:** If the current row shows a Program Action code of DISC or COMP, **DO NOT** insert any additional rows into the record. This student is not an active student and should **NOT** have a Program/Plan/Subplan change made at this point.

If this is the case, please contact the following:


PROGRAM ACTION	CONTACT
DISC	Appropriate Admitting Office
COMP	Appropriate Admitting Office if student pursuing another degree.

If the student is active, click button on the Student Program page to insert a row.



Notice the new row's Effective Date is today's date and the Program Action and Action Reason fields are blank. Press tab to move from field to field.

Complete the following fields:

STEP	FIELD	DESCRIPTION /ACTION
1.	Effective Date	<p>Date defaults to today's date. If the change on student's record should be retroactive to a past date, backdate the Effective Date to the start of that term.</p> <p><b>Note:</b> Check the front section of the appropriate Schedule/Timetable to find the date for the start of term.</p> <p><b>Note:</b> You can receive an error message if the dates on previous rows are later than the date on the row last entered. <b>Do not change dates on previous rows!</b></p>
2.	Program Action	<p>Type PLNC or click  icon and select from the list.</p> <p><b>Note:</b> Do not insert a row if the student has a "DISC" or "COMP" row. Remember the student must be active in order to complete a Program or Plan change.</p>
3.	Action Reason	<p>In most situations this field will remain blank, however, if you are working with a student who has dual careers active at the same time, enter "DUAL" for the Action Reason.</p> <p><b>Note:</b> If you are not sure if the student is a "DUAL" career, scroll down to the prior row to see if "DUAL" was entered in the prior row's Action Reason field.</p>



## Student Plan page

If this is just a sub-plan change, skip the “Student Plan” page.

**Note:** If the student has more than one current plan, be sure the correct plan is displayed before going to the “Student Sub-Plan” page.

## Student Sub-Plan page

Click on the “Student Sub-Plan” page tab.

**Note:** When you insert a row and enter a “Program Action” of “PLNC” on the “Student Program” page, PAWS inserts a new line on the “Student Plan” and “Sub-Plan” pages and copies the old plan information into the fields automatically.

To add an additional plan, click button in the second frame.

Complete the following fields and press tab to update the Declare date and Requirement Term.

STEP	TASK	DESCRIPTION /ACTION
1.	Academic Sub-Plan	For an additional sub-plan, click  button to add a sub-plan row and type or select the additional sub-plan.
2.	Declare Date	This will default to the effective date listed on program page. You can change this if you need to.
3.	Requirement Term	The Admit Term appears. Change this, if necessary, to the requirement term for this Sub-Plan.

Scroll to the bottom of the page and click button.



## Delete a Multiple Student Sub-Plan

(i.e. Education undergraduate student with Education BS major with teacher certification in Exceptional Education Interpreter Training Program and Broad Field Social Studies - Political Science/Anthropology Concentration (EXEDITPBS2 to EDSSPOABS2) wants to delete Broad Field Social Studies - Political Science/Anthropology Concentration (EDSSPOABS2).)

### Navigation:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Check to make sure:

- \* You have the correct student (Page 11)
- \* The status of the student is Active (Page 11)
- \* Check the Action Reason for "DUAL" (Page 13)

**Note:** Reference pages listed for more information.


You are now ready to start the Delete a Multiple Student Sub-Plan process.

The screenshot shows the 'Student Program' page for Rita Paws (ID: 0604064). The page is divided into tabs: Student Program, Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees. The 'Student Program' tab is active. It displays student information, academic career (Undergraduate), and a list of sub-plans. A red circle highlights the '+' button in the top right corner of the sub-plan list, indicating where to click to add a new row. A black arrow points from the text 'If the student is active, click + button on the student Program page to insert a row.' to this button.

**IMPORTANT:** If the current row shows a Program Action code of DISC or COMP, **DO NOT** insert any additional rows into the record. This student is not an active student and should **NOT** have a Program/Plan/Subplan change made at this point.

If this is the case, please contact the following:

PROGRAM ACTION	CONTACT
DISC	Appropriate Admitting Office
COMP	Appropriate Admitting Office if student pursuing another degree.


If the student is active, click  button on the student Program page to insert a row.



**Note:** It is important to insert a new row when deleting a Student Plan or Sub-Plan because it provides an audit trail of actions performed on the student's record.

Notice the new row's Effective Date is today's date and the Program Action and Action Reason fields are blank. Press tab to move from field to field.

Complete the following fields:

STEP	FIELD	DESCRIPTION /ACTION
1.	Effective Date	<p>Date defaults to today's date. If the change on student's record should be retroactive to a past date, backdate the Effective Date to the start of that term.</p> <p><b>Note:</b> Check the front section of the appropriate Schedule/Timetable to find the date for the start of term.</p> <p><b>Note:</b> You can receive an error message if the dates on previous rows are later than the date on the row last entered. <b>Do not change dates on previous rows!</b></p>
2.	Program Action	<p>Type PLNC or click  icon and select from the list.</p> <p><b>Note:</b> Do not insert a row if the student has a "DISC" or "COMP" row. Remember the student must be active in order to complete a Program or Plan change.</p>
3.	Action Reason	<p>In most situations this field will remain blank, however, if you are working with a student who has dual careers active at the same time, enter "DUAL" for the Action Reason.</p> <p><b>Note:</b> If you are not sure if the student is a "DUAL" career, scroll down to the prior row to see if "DUAL" was entered in the prior row's Action Reason field.</p>



## Student Plan page

If this is just a sub-plan change, skip the “Student Plan” page.

**Note:** If the student has more than one current plan, be sure the correct plan is displayed before going to the “Student Sub-Plan” page.

## Student Sub-Plan page

Click on the “Student Sub-Plan” page tab.

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

Rita Paws 0604064

Academic Career: Undergraduate Student Career Nbr: 1

Status: Active in Program Admit Term: Sum 2001  
 Effective Date: 01/25/2007 Effective Sequence: 2  
 Program Action: Plan Change Action Date: 01/25/2007  
 Action Reason:  
 Academic Program: School of the Arts-Undergrad University Wisconsin-Milwaukee

Academic Plan: Art BFA Major  
 Requirement Term: Summer 2001

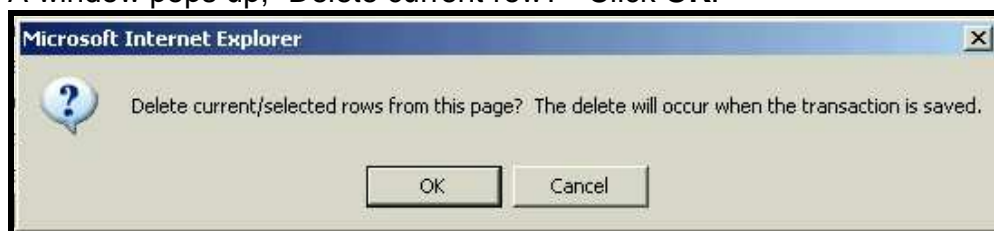
\*Academic Sub-Plan: ARTPHOBFA2 Photography  
 Academic Sub-Plan Type: Sub-Major  
 \*Declare Date: 01/25/2007  
 \*Requirement Term: 1018 Sum 2001

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

**Note:** When you insert a row and enter a “Program Action” of “PLNC” on the “Student Program” page, PAWS inserts a new line on the “Student Plan” page and copies the old plan information into the fields automatically.

To delete a second or third Sub-Plan using the frame’s scroll options, find the Sub-Plan you want to delete, and click button.

A window pops up, “Delete current row?” Click **OK**.



System returns to the Student Sub-Plan page.

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

Rita Paws 0604064 [Icons]

Academic Career: Undergraduate Student Career Nbr: 1

**Find | View All** First 1 of 7 Last

**Status:** Active in Program **Admit Term:** Sum 2001  
**Effective Date:** 01/25/2007 **Effective Sequence:** 2  
**Program Action:** Plan Change **Action Date:** 01/25/2007  
**Action Reason:**  
**Academic Program:** School of the Arts-Undergrad University Wisconsin-Milwaukee

**Find | View All** First 1 of 1 Last

**Academic Plan:** Art BFA **Major:**  
**Requirement Term:** Summer 2001

**Find | View All** First 1 of 1 Last

\*Academic Sub-Plan: ARTFBRBFA2 Fibers  
Academic Sub-Plan Type: Sub-Major  
\*Declare Date: 01/25/2007  
\*Requirement Term: 1018 Sum 2001

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

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

After the row is deleted, there are no new rows to scroll through.

Scroll to the bottom of the page and click  Save button.





## Add a Data Change Row

(i.e. Requirement term for a Program/Plan/Sub-Plan is incorrect.)

On the program/plan pages, there are situations where data needs to be changed. For example, a requirement term needs to be changed or a sequence number is wrong.

In order to make that change, navigate to the Student Program/Plan page.

**Note:** Never alter a data change row, unless you put the row in. When students apply for graduation through PAWS a data change row appears on the Program/Plan component. Altering the Expected Graduation Term could force the student into repayment of loans accidentally.

### Navigation:

**Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**

Select the appropriate student to make the change to.

In the following example, the student's requirement term for her program should be 1020, but it is set to 1018.

The screenshot displays the 'Student Program' page for Rita Paws (ID: 0604064). The page is divided into several sections. The 'Academic Career' is 'Undergraduate'. The 'Status' is 'Active in Program'. The 'Effective Date' is '01/23/2007'. The 'Program Action' is 'PLNC' (Plan Change). The 'Action Reason' field is empty and circled in red. The 'Academic Institution' is 'University Wisconsin-Milwaukee'. The 'Academic Program' is 'Letters & Science Undergrad'. The 'Admit Term' is '1018' (Sum 2001). The 'Requirement Term' is '1018' (Sum 2001). The 'Expected Grad Term' is '1092' (Fall 2010). The 'Campus' is 'MAIN'. The 'Acad Load' is 'Full-Time'. The 'Add' button is circled in red. The 'Admissions' section shows 'From Application' with 'Application Nbr: 00017568' and 'Application Program Nbr: 0'. The 'Find | View All' button is also circled in red.

Check the Action Reason field before proceeding.

**Note:** If the Action Reason field is set to "DUAL", you must re-enter that information in the new row of information.

Click  button to insert a Data Change row.



In the Program Action field, enter a program action of "DATA".

**Note:** If the Action Reason field was filled in, you must re-enter that information in the new row of information.

Then change the information that needs to be changed, example the Requirement Term was changed to "1020" in the sample below.

The screenshot displays the PAWS Student Program form for Rita Paws (ID: 0604064). The form is divided into several sections. The top section includes tabs for Student Program, Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees. Below these tabs, the student's name and ID are shown. The Academic Career is set to Undergraduate, and the Career Requirement Term is selected. The Student Career Nbr is 1. The Status is Active in Program, and the Effective Date is 01/25/2007. The Program Action is set to DATA, and the Action Reason is Data Change. The Academic Institution is UWML (University Wisconsin-Milwaukee), and the Academic Program is LAUG (Letters & Science Undergrad). The Admit Term is 1018 (Sum 2001), and the Requirement Term is 1020 (Fall 2001). The Expected Grad Term is 1092 (Fall 2010). The Campus is MAIN, and the Acad Load is Full-Time. The Admissions section shows the From Application checkbox, Application Nbr (00017568), and Application Program Nbr (0). The Save button is highlighted with a red circle and an arrow pointing to it.

Scroll to the bottom of the page and click  Save button.



## Undergraduate Plan/Sub-plan Naming Scheme

The last character of an undergraduate plan or sub-plan code determines the type and use of the plan or sub-plan. This scheme is explained below.

Ending Code Value	Description of when this code type should be used
0	Intended in AOC; can only be assigned to AOCUG program.
1	First Degree; Intended for everyone except AOC; can only be assigned to the program it is linked to.
Q	Second Degree; Intended for everyone; can only be assigned to the program it is linked to.
2	First Degree; Declared 1 <sup>st</sup> plan or sub-plan; can only be assigned to the program it is linked to.
E	Second Degree; Declared 1 <sup>st</sup> plan or sub-plan; can only be assigned to the program it is linked to.
3	Declared 2 <sup>nd</sup> /3 <sup>rd</sup> /etc. plan or sub-plan; can be assigned to anyone because it is attached to the career.
4	Declared 1 <sup>st</sup> plan or sub-plan for Education Certification (our current EDCS) only.
5	Declared 2 <sup>nd</sup> /3 <sup>rd</sup> /etc. plan or sub-plan; Intended for Ed Cert, but could be assigned to anyone because it is linked to the career.
6	Declared 1 <sup>st</sup> plan or sub-plan for Post-Bac (our current programs that end in PB) only.
7	Declared 2 <sup>nd</sup> /3 <sup>rd</sup> /etc. plan or sub-plan; Intended for Post-Bac, but could be assigned to anyone because it is linked to the career.
8	Declared 1 <sup>st</sup> plan or sub-plan for Cert of Major (our current programs that end in CM) only.
9	Declared 2 <sup>nd</sup> /3 <sup>rd</sup> /etc. plan or sub-plan; Intended for Cert of Major, but could be assigned to anyone because it is linked to the career.



## Change a Student's Advisor

The Advisor component in PAWS shows the name of the advisor/(s) assigned to a student. Recommendation is to change the advisor to reflect the new school/college/program after completing a program change.

To change a student's advisor navigate to the Student Advisor page.

- Enter the appropriate: Effective Date, Advisor Role, Advisor Number, Academic Career, Academic Program, and Academic Advisor.

This section provides an example of each type of advisor change.

**WARNING!** Do not save the change you make until you finish. If you save or find an error with a historic row, you need to contact the key person in your school/college to make the correction.

### Correction mode contacts for changing Advisor/(s) in PAWS:

<u>School/College</u>	<u>Correction Mode User</u>
Center for International Education	Andrea Joseph
Center for International Education	Tracy Buss
College of Engineering & Applied Science	Debra Abanathy
College of Engineering & Applied Science	Tina Current
College of Engineering & Applied Science	Todd Johnson
College of Health Sciences	Michelle Janowiak
College of Letters & Science	Barbara Ebert
College of Letters & Science	Cheryl Scherkenbach
College of Letters & Science	Richard Church
Helen Bader School of Social Welfare	Diane Miller
Lubar School of Business	Kristine Raymond
Lubar School of Business	Sarah Sandin
Peck School of the Arts	Cheryl Walsch
Peck School of the Arts	Harriet Pfersch
School of Architecture & Urban Planning	Tammy Taylor
School of Education	Kerry Korinek
School of Education	Mary Barajas
School of Education	Rachelle Alioto
School of Education	Rita Delzer
School of Education	Roger Kocher
School of Education	Sara Heiser
School of Information Studies	Twyla McGhee
School of Nursing	Donna Wier



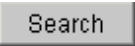
## Add First Student Advisor

(i.e. Student is a freshman and has never been assigned an advisor.)

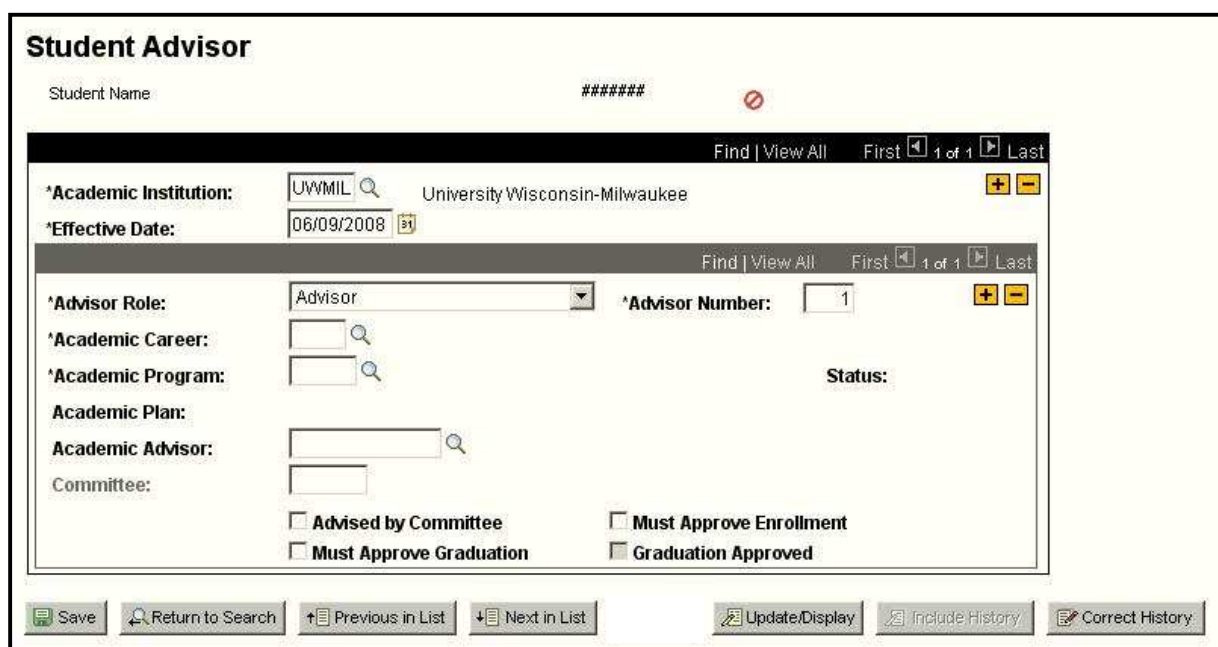
### Navigation:

Menu > Records and Enrollment > Student Background Information > Student Advisor

In the selection box, enter the Campus ID or first 4 characters of the Last Name and the first 4 characters of the First Name to select the appropriate student.

Click the  button.

The following page appears.



**Student Advisor**

Student Name: #####

Find | View All First 1 of 1 Last

\*Academic Institution: UWWMIL University Wisconsin-Milwaukee

\*Effective Date: 06/09/2008

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career: Academic Program: Status:


Academic Plan: Academic Advisor: Committee:

☐ Advised by Committee ☐ Must Approve Enrollment


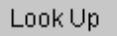
☐ Must Approve Graduation ☐ Graduation Approved

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

Begin entering the information listed on the table below. Use tab to move from one field to the next.

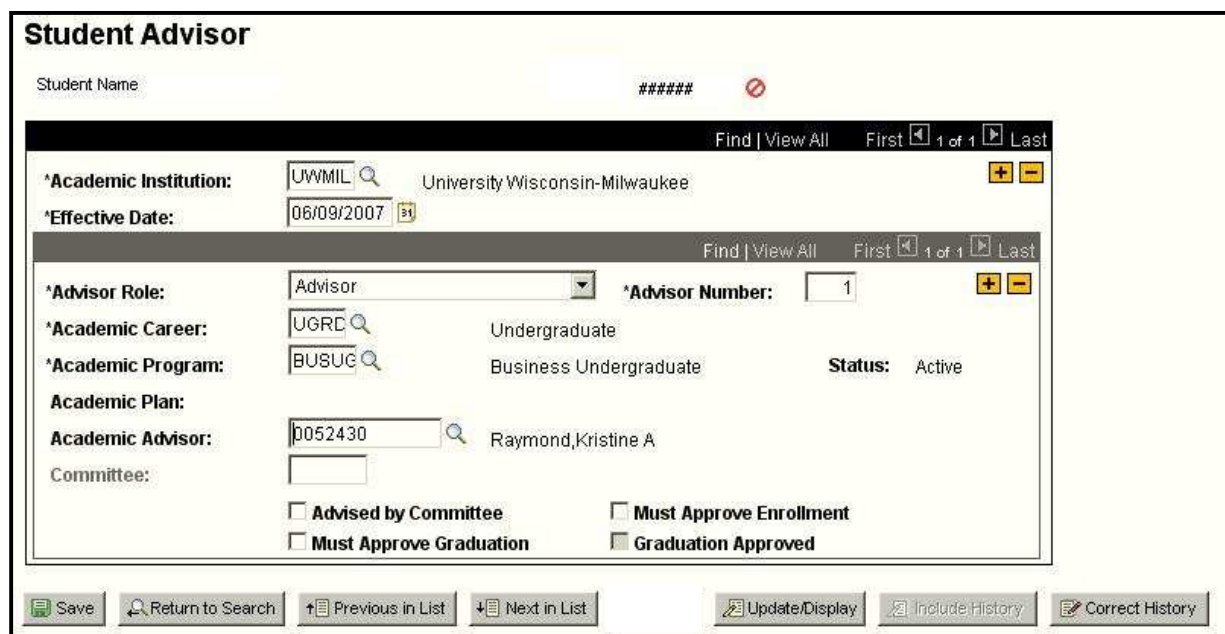
STEP	FIELD	DESCRIPTION /ACTION
1.	Advisor Role	Advisor defaults for you.
2.	Advisor Number	1 defaults for you.
3.	Academic Career	Select or type UGRD (undergraduate) or GRAD (graduate).
4.	Academic Program	Click  icon to search or type the appropriate active "Academic Program" code. (Ex. BUSUG)



STEP	FIELD	DESCRIPTION /ACTION
		<b>Note:</b> Academic Program must match Student Program/Plan page.
5.	Academic Plan	We do not assign advisors at the Plan level.  <b>Note:</b> The textbox/data entry field has been removed. You will see "Academic Plan", but no data entry box shown.
6.	Academic Advisor	Enter the advisor's Empl ID if you know it, or click  icon to search. The search page appears. Type the first 4 characters of the advisor's Last Name. Type the first 4 characters of the advisor's First Name. Click  button. Select the correct advisor from the list.

The checkboxes at the bottom of the page for "Advised by Committee", "Must Approve Graduation", "Must Approve Enrollment", and "Graduation Approved" are for informational purposes only. We do not currently use these options at UWM.

The page should now look like the example below:



Scroll to the bottom of the page and click  button.

The student will now see the advisor name on his or her student center.





## Replace Current Student Advisor

(i.e. Student changed from LAUG to BUSUG and needs a new advisor for Business.)

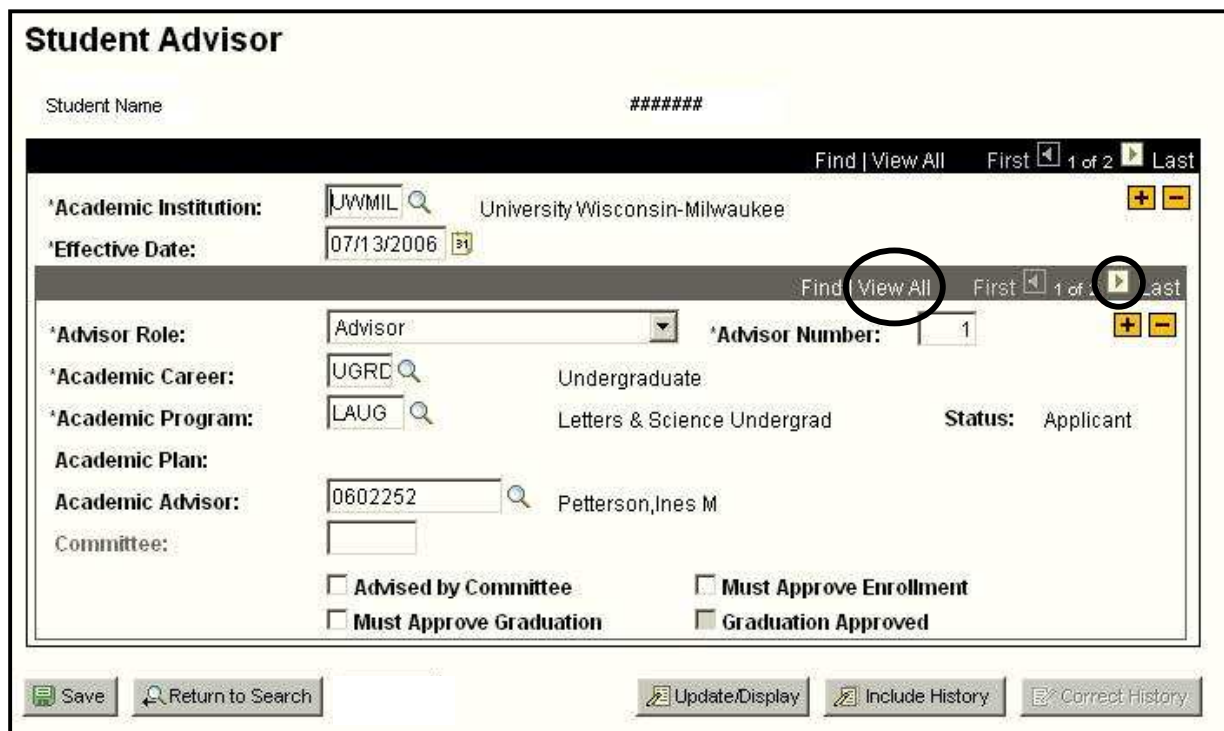
### Navigation:

**Menu > Records and Enrollment > Student Background Information > Student Advisor**

In the selection box, enter the Campus ID or first 4 characters of the Last Name and the first 4 characters of the First Name to select the appropriate student.

Click the  button.

The following page appears.



**Student Advisor**

Student Name: #####

Find | View All First 1 of 2 Last

\*Academic Institution: UWVWIL University Wisconsin-Milwaukee

\*Effective Date: 07/13/2006

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career: UGRD Undergraduate

\*Academic Program: LAUG Letters & Science Undergrad Status: Applicant

Academic Plan:


Academic Advisor: 0602252 Petterson, Ines M


Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History Correct History

Before beginning your advisor change, scroll through all advisors on the current effective dated row. On the bottom scroll option bar select **View All** link or use the Click  button to navigate through all of the active advisors. Write down the Academic Advisor Id number of all advisors listed.

To begin the advisor change, click  button in the top frame to insert a row. The effective date changes to today's date. The date of the advisor change should be the same or greater than the last "MATR", "PRGC", or "PLNC" row. Note: If the student is



not currently "Active in Program" (Discontinued or Complete) you will receive an error message when attempting to save. **You should never do a Student Program/Plan or Advisor change if the student is not active in program.**

PAWS will blank out the Academic Program and Academic Advisor Id number if the Academic Program does not match Program/Plan page.

See screen shot below for example:



**Note:** Because the Academic Program has changed on the Program/Plan page from LAUG to BUSUG, PAWS blanked out the lower portion of the Student Advisor page. The Academic Program on the Student Advisor page must now match the active Academic Program on the Program/Plan page for all advisor rows.

Begin entering the information listed on the table below. Use tab to move from one field to the next.

STEP	FIELD	DESCRIPTION /ACTION
1.	Advisor Role	Advisor defaults for you.
2.	Advisor Number	1 defaults for you. Note: If there are multiple rows, click  button to see additional rows.
3.	Academic Career	Select or type UGRD (undergraduate) or GRAD (graduate).
4.	Academic Program	Click  icon to search or type the appropriate





STEP	FIELD	DESCRIPTION /ACTION
		active "Academic Program" code.  <b>Note:</b> The Academic Program for this effective date must be the same for each Advisor row. The Academic Program listed here, must match the current active row on Student Program/Plan page.
5.	Academic Plan	We do not assign advisors at the Plan level.  <b>Note:</b> The textbox/data entry field has been removed. You will see "Academic Plan", but no data entry box shown.
6.	Academic Advisor	Enter the advisor's Id number if you know it, or click  icon to search. A search page appears. Type the first 4 characters of the advisor's Last Name. Type the first 4 characters of the advisor's First Name. Click  button. Select the correct advisor from the list.

The checkboxes at the bottom of the page for "Advised by Committee", "Must Approve Graduation", "Must Approve Enrollment", and "Graduation Approved" are for informational purposes only. We do not currently use these options at UWM.



The page should now look like the example below:

**Student Advisor**

Student Name: #####

Find | View All First 1 of 3 Last

\*Academic Institution: UWMIL University Wisconsin-Milwaukee

\*Effective Date: 06/10/2008

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career: UGRD Undergraduate

\*Academic Program: BUSUG Business Undergraduate Status: Active

Academic Plan:


Academic Advisor: 0052430 Raymond, Kristine A

Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History Correct History

It is important to check for additional advisor rows. On the bottom scroll option bar, select **View All** link or click  button to navigate through all of the active advisors.



Notice that the details of the second advisor have been blanked out.

**Student Advisor**

Student Name: #####

Find | View All First 1 of 3 Last

\*Academic Institution: UWMIL University Wisconsin-Milwaukee

\*Effective Date: 06/10/2008

Find | View All First 2 of 2 Last

\*Advisor Role: Advisor \*Advisor Number: 2

\*Academic Career: UGRD Undergraduate

\*Academic Program: Status:

Academic Plan:

Academic Advisor:

Committee:

**Keep or Remove?**

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History Correct History

**NOTE:** It is important to verify if a prior advisor is still needed.

Check the Student's Academic Program and Academic Plan/(s). If the student has an active plan/(s) that corresponds to the second (or more) advisor that you wrote down earlier, than retain that advisor.

For example if a student is in Pre-Law and has Gwyn Wallander listed as his/her advisor, Gwyn should appear on the Advisor page as the Pre-Law Advisor.

If the advisor is no longer needed click button next to the Advisor Number you wish to remove.

**Note:** Remember to adjust the Advisor Number if necessary. This number will determine the order the Advisor name appears on the Student Center and on the student's transcripts.

If the student still has a Plan that corresponds to that advisor:

- Verify the Advisor Number (Ex. 1, 2, 3, 4, etc.)
- Enter the current active Academic Program (Ex. BUSUG)
- Re-enter the Academic Advisor Id number (Ex. 0052430)

Scroll to the bottom of the page and click Save button.



## Enter Multiple Student Advisors

(i.e. Student has a school/college advisor and a faculty advisor OR student has a school/college advisor and an AOC advisor. Both examples, the advisors are active at the same time.)

### Navigation:

**Menu > Records and Enrollment > Student Background Information > Student Advisor**

When the search criteria screen appears, enter the Campus ID or first 4 characters of the Last Name and the first 4 characters of the First Name to select the appropriate student.

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

**Find an Existing Value**

ID: 

begins with

Campus ID: 

begins with

National ID: 

begins with

Last Name: 

begins with

First Name: 

begins with

☒ Include History ☐ Correct History ☐ Case Sensitive

Search


Clear

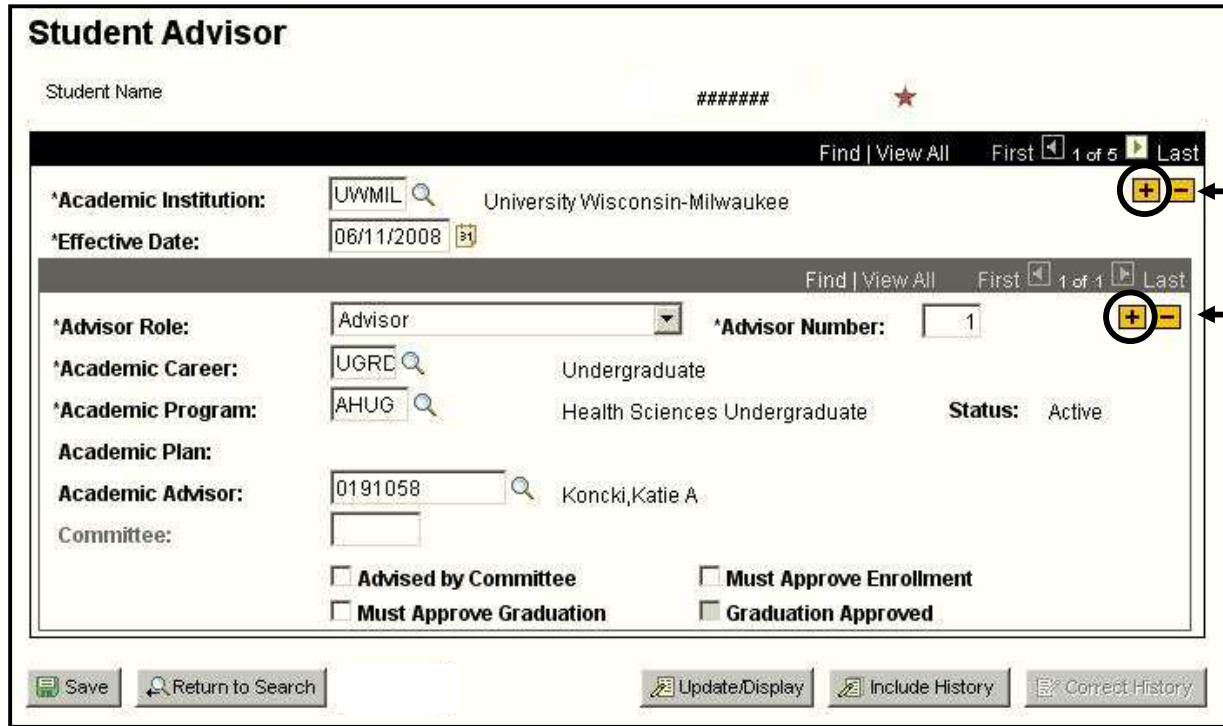
Basic Search

 Save Search Criteria

Click the  button.




When the Student Advisor page appears, click  button in the top scroll option bar. This will give you a new effective dated row.




**Student Advisor**

Student Name: ##### ★

Find | View All First 1 of 5 Last 

\*Academic Institution: UWVWIL University Wisconsin-Milwaukee

\*Effective Date: 06/11/2008

Find | View All First 1 of 1 Last 

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career: UGRD Undergraduate

\*Academic Program: AHUG Health Sciences Undergraduate Status: Active

Academic Plan:


Academic Advisor: 0191058 Koncki, Katie A.

Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History Correct History

Click  button in the second scroll option bar to insert an additional row.

Note: This means, you want multiple advisors active at the same time with the same effective date.



The page should now look like the example below:

**Student Advisor**

Student Name: #####

Find | View All First 1 of 5 Last

\*Academic Institution: UWMIL University Wisconsin-Milwaukee

\*Effective Date: 06/11/2008

Find | View All First 2 of 2 Last

\*Advisor Role: Advisor

\*Advisor Number: 2

\*Academic Career:

\*Academic Program:

Academic Plan:

Academic Advisor:

Committee:

Status:

☐ Advised by Committee ☐ Must Approve Enrollment


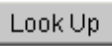
☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History Correct History

Begin entering the second advisor information as shown below. Use the tab key to move from one field to the next.

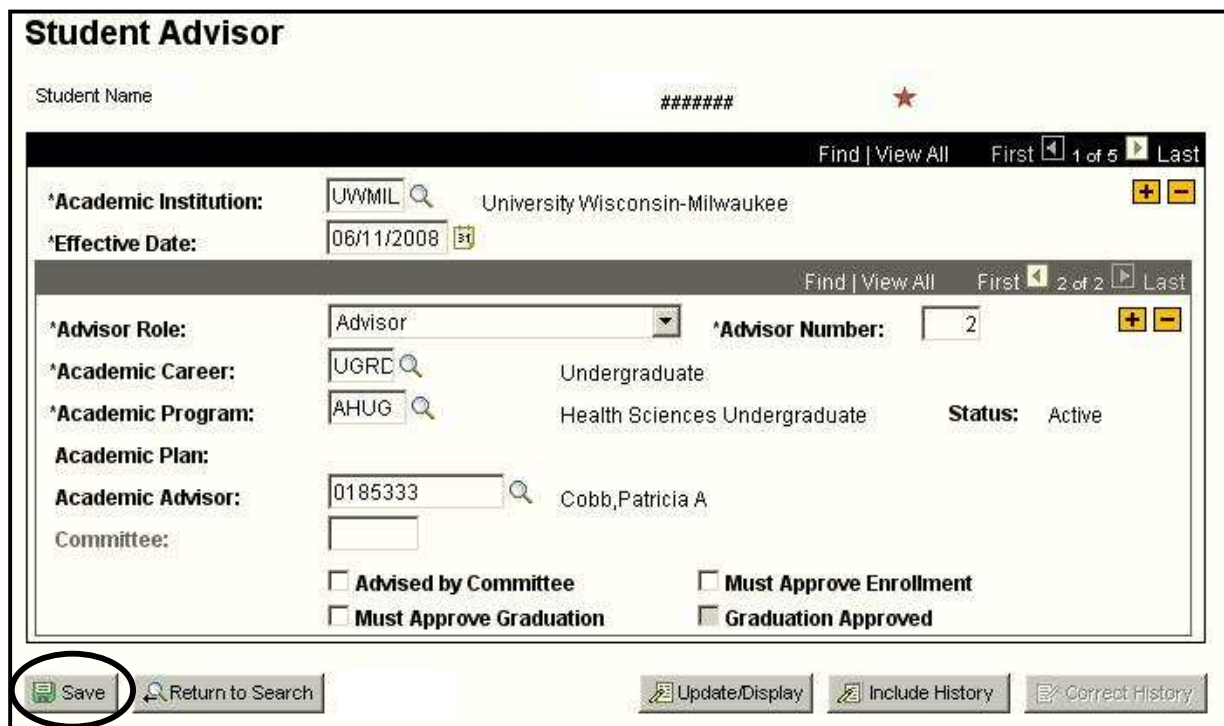
STEP	FIELD	DESCRIPTION /ACTION
1.	Advisor Role	Advisor defaults for you.
2.	Advisor Number	Number defaults to the next number in order. (Ex. 1 to 2 or 2 to 3, etc.)
3.	Academic Career	Select or type UGRD (undergraduate) or GRAD (graduate).
4.	Academic Program	Click  icon or type the appropriate active "Academic Program" code.  <b>Note:</b> The Academic Program for this effective date must be the same for each Advisor row. The Academic Program listed here, must match the current active row on Student Program/Plan page.
5.	Academic Plan	We do not assign advisors at the Plan level.  <b>Note:</b> The textbox/data entry field has been removed. You will see "Academic Plan", but no data entry box shown.
6.	Academic Advisor	Enter the advisor's Empl ID if you know it, or click



STEP	FIELD	DESCRIPTION /ACTION
		 icon to search. A search box appears. Type the first 4 characters of the advisor's Last Name. Type the first 4 characters of the advisor's First Name. Click  button. Select the correct advisor from the list.

The checkboxes at the bottom of the page for "Advised by Committee", "Must Approve Graduation", "Must Approve Enrollment", and "Graduation Approved" are for informational purposes only. We do not currently use these options at UWM.

The page should now look like the example below:



Scroll to the bottom of the page and click  button.

Notice that you will have two advisors active at the same time with the same effective date.

You should have one row that shows Advisor Number 1 and a second row that shows Advisor Number 2. **Note:** Select **View All** link in the bottom scroll option bar to see both Advisors.





The **View All** option should appear like the example below:

**Student Advisor**

Student Center \*\*\*\*\*

Find | View All First 1 of 5 Last

\*Academic Institution: UWVMIL University Wisconsin-Milwaukee

\*Effective Date: 06/11/2008

Find | View 1 First 1-2 of 2 Last

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career: UGRD Undergraduate

\*Academic Program: AHUG Health Sciences Undergraduate Status: Active

Academic Plan:

Academic Advisor: 0191058 Koncki, Katie A

Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

\*Advisor Role: Advisor \*Advisor Number: 2

\*Academic Career: UGRD Undergraduate

\*Academic Program: AHUG Health Sciences Undergraduate Status: Active

Academic Plan:

Academic Advisor: 0185333 Cobb, Patricia A

Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History Correct History





PAWS can store an unlimited number of advisors.

The advisors will appear on the student's transcript according to "Advisor Number". Advisor Number 1 will appear first, Advisor Number 2 will appear second, Advisor Number 3 will appear third. A maximum of three advisors will appear on the transcript.

The advisors will also appear on the Advisee' Student Center page in PAWS. The information will be displayed on the right side of the screen. When an advisee selects [Details](#) link he/she can send an email to one or more of their Advisors right from PAWS. Unlimited number of advisors will appear in the Student Center.

### PAWS Student Center for a sample student:

**Academics**

Search  
Plan  
Enroll  
My Academics  
CSIF

other academic... »

**You are not enrolled in classes.**

enrollment shopping cart »

**Finances**

**My Account**  
Account Inquiry  
Payment Profile  
View Billing Statement

**Financial Aid**  
View Financial Aid  
Accept/Denline Awards  
Report Other Financial Aid

other financial... »

**You have no outstanding charges.**

**Account Summary**

You owe 0.00.	
■ Due Now	0.00
■ Future Due	0.00
■ Total Account Balance	0.00

Currency used is US Dollar.

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**

**Enrollment Appointment**  
If no appointment appears, open enrollment has begun for terms now active for registration. Check Schedule of Classes. Appointments have not been set yet for future terms.

**Advisor**

**Program Advisor**  
Simone Conceicao

**details »**

**Note:** Since students can see a list of advisors attached to him/her and the number of advisors is unlimited, it is very important that Advisors be correctly entered in PAWS.




## Enter Transcript Text

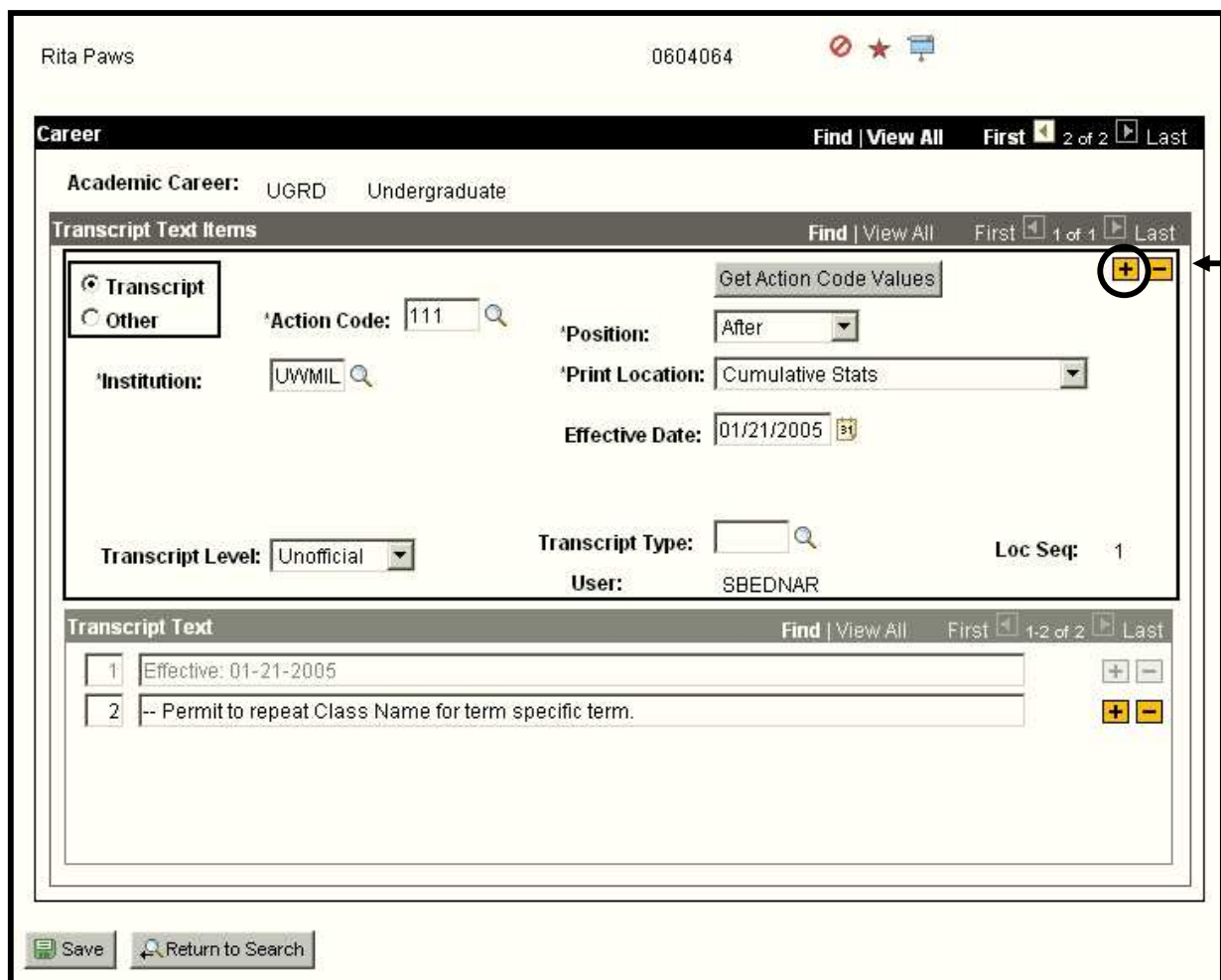
(i.e. Approve 3rd retake of a class or Deans O.K. to continue.)

### Navigation:

Menu > UWM Records and Enrollment > Transcript > Add/Update Transcript Text


In the selection box, enter the Campus ID or first 4 characters of the Last Name and the first 4 characters of the First Name to select the appropriate student.

Click the  button. The following page appears.



If you are authorized to enter transcript text, you will enter the text on this page.

When page opens, click  button in the Transcript Text Items box, as shown.

Once you click  button, a blank screen will appear.



The screen will look like the screenshot shown below:

Enter in your Action Code.

**Note:** The following codes are used for the noted transactions:

Action Code:	Action Code Description:
111	Permit to repeat specific class for term specified.
222	Dean's O.K. to continue for term specified.
333	Credit overload granted for the specified term.
555	Extension for incomplete for the specified term.
666	Concurrent enrollment permitted for the term.
777	Expected graduation term.



Click on **Get Action Code Values** button.

Rita Paws 0604064

**Career** Find | View All First 2 of 2 Last

Academic Career: UGRD Undergraduate

**Transcript Text Items** Find | View All First 2 of 2 Last

☒ Transcript  
☐ Other

'Action Code: 666

'Position: After

'Institution: UWMIL

'Print Location:

Effective Date:

Transcript Level:

Transcript Type:

Loc Seq: 2

User: SBEDNAR

**Get Action Code Values**

**Transcript Text** Find | View All First 1 of 1 Last

1

Save Return to Search



When you click on **Get Action Code Values** button, the standard information will fill in automatically for you. See below:

Rita Paws 0604064

**Career** Find | View All First 2 of 2 Last

Academic Career: UGRD Undergraduate

**Transcript Text Items** Find | View All First 2 of 2 Last

☒ Transcript  
☐ Other

\*Action Code: 666  
 \*Position: After  
 \*Institution: UWML  
 \*Print Location: Cumulative Stats  
 Effective Date:

Transcript Level: Unofficial  
 Transcript Type:   
 User: SBEDNAR  
 Loc Seq: 2

**Transcript Text** Find | View All First 1-3 of 3 Last

1	Effective:	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	-- Concurrent enrollment permitted at	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3	-- for the term.	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Save Return to Search

Remember to enter in the Effective Date. Once you enter the effective date, it should populate the effective date in the Transcript Text detail in the lower portion of the page.

Effective Date: 01/25/2007

Transcript Level: Unofficial

Transcript Type:

User: SBEDNAR

Loc Seq: 2

**Transcript Text** Find | View All First 1-3 of 3 Last

1	Effective: 01-25-2007	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	-- Concurrent enrollment permitted at	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3	-- for the term.	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>



Remember to add in the specific information, for example, the course name and the term. **Note: Remember to delete any extra spaces.**

Transcript Text Find | View All | First | 1 of 3 | Last

1	Effective: 01-25-2007	+ -
2	-- Concurrent enrollment permitted at Course A and Course B	+ -
3	-- for the Spring, 2007 term.	+ -

Save Return to Search

Scroll to the bottom of the page and click  button.

