


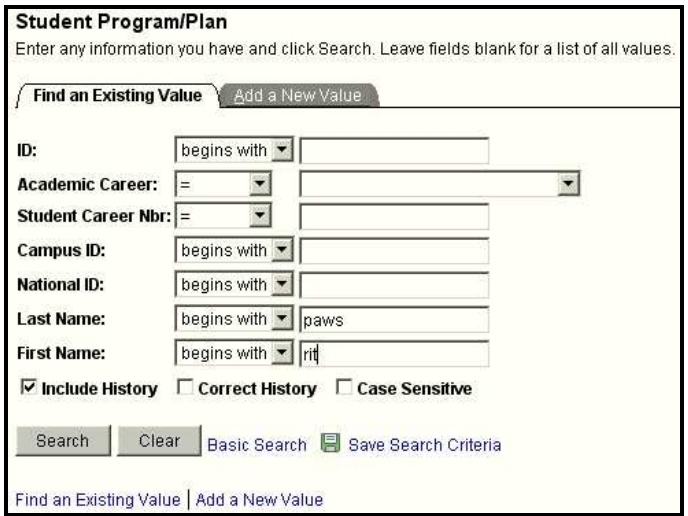

## MANAGING PLAN CHANGES

### Overview



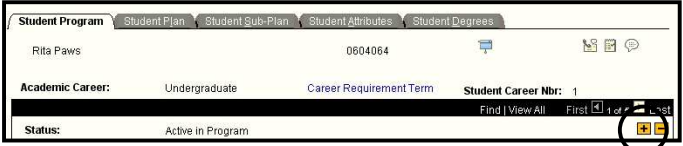

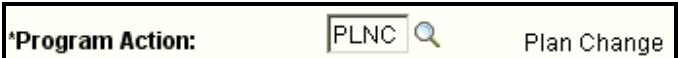


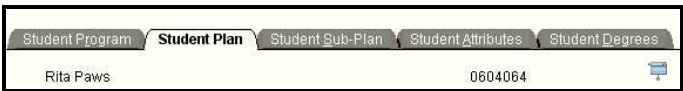
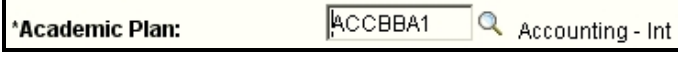
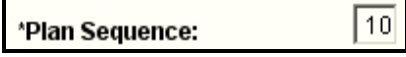


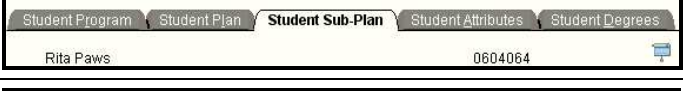
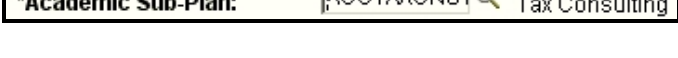

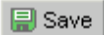

Plans are used to identify what major and or minor a student is pursuing. For example, ENGLBA1 is the plan code assigned to a student who is “intending” to pursue an English major. Where as BUSMSC is the plan code assigned to a student who is pursuing a Business Management MS masters.

The following procedures will allow you to efficiently complete a plan change on PAWS V9.0. Keep in mind that this document is a summary of the steps. For a detailed list, please visit the PAWS Training website ([www.pawstraining.uwm.edu](http://www.pawstraining.uwm.edu)) and review the PAWS manual titled “Student Records Basic Update” or for correction mode users review the “Student Records Advanced Update”.

### Changing a Student Plan

Step	Action	Result
1.	Navigate to:  <b>Records &amp; Enrollment &gt; Career and Program Information &gt; Student Program/Plan</b>	
2.	Search for Student.	
3.	Check <b>Status is Active in Program.</b>	




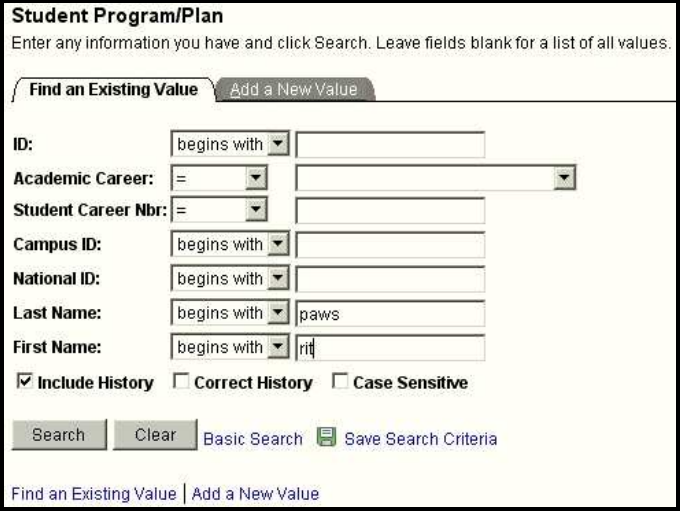




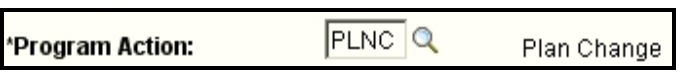

4.	Make note if <b>Action Reason</b> is <b>Dual</b> .	
5.	Click  button to add a new row.	
6. *	Edit <b>Effective Date</b> if necessary.	
7.	Type <b>Program Action</b> of <b>PLNC</b> .	
8.	Re-type <b>Dual</b> , if <b>Action Reason</b> equaled <b>Dual</b> in Step 4.	
9.	Select  tab.	
10.	Type the <b>Academic Plan</b> code.	
11. *	Change <b>Plan Sequence</b> , if necessary.	
12. *	Change <b>Requirement Term</b> if necessary.	
13. **	Select  tab.	
14. **	Type <b>Academic Sub-Plan</b> . Not all plans will have a Sub-Plan	
15. **	Change <b>Requirement Term</b> if necessary.	
16.	Click the  button.	

\* **Note:** Not all Plan changes require changes to all fields.

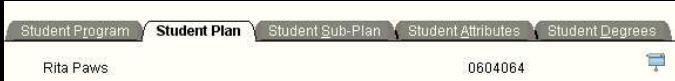
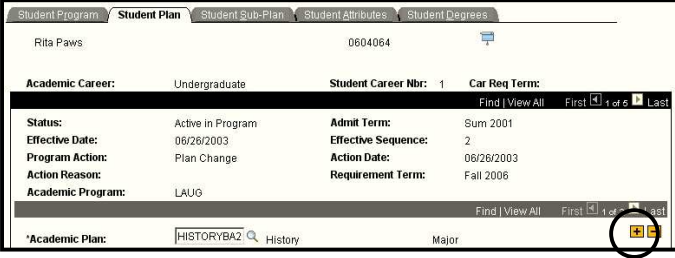
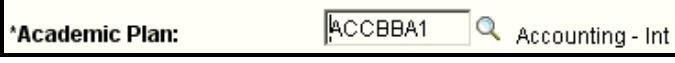
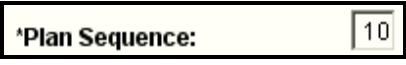

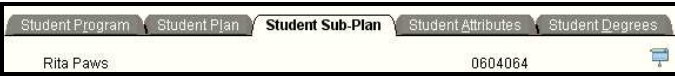
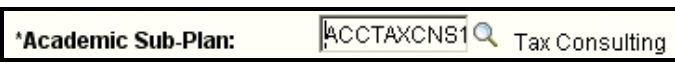


\*\***Note:** Not all plans have Sub-Plans. Enter Sub-Plan Information if necessary.



## Adding a Multiple Student Plan

Step	Action	Result
1.	Navigate to:  <b>Records &amp; Enrollment &gt; Career and Program Information &gt; Student Program/Plan</b>	
2.	Search for Student.	
3.	Check <b>Status</b> is <b>Active in Program</b> .	
4.	Make note if <b>Action Reason</b> is <b>Dual</b> .	
5.	Click <b>+</b> button to add a new row.	
6. *	Edit <b>Effective Date</b> if necessary.	
7.	Type <b>Program Action</b> of <b>PLNC</b> .	
8.	Re-type <b>Dual</b> , if <b>Action Reason</b> equaled <b>Dual</b> in Step 4.	




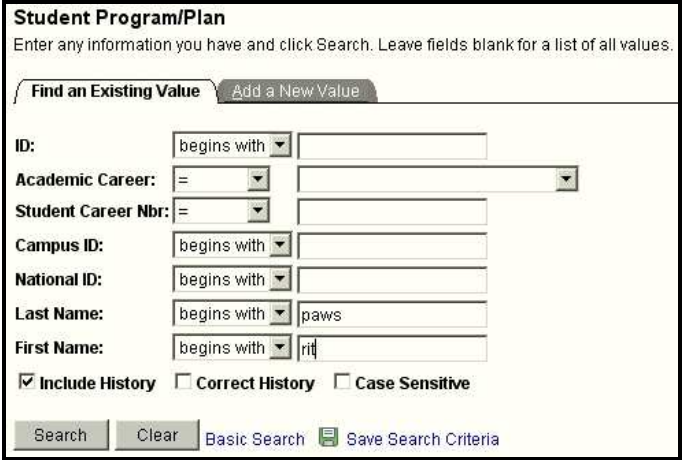


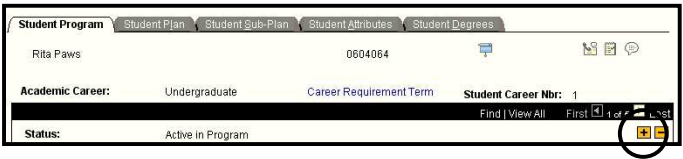



9.	Select <b>Student Plan</b> tab.	
10.	Click <b>+</b> button to add a new row.	
11.	Type the <b>Academic Plan</b> code for the additional Plan.	
12.*	Change <b>Plan Sequence</b> , if necessary. <b>Note:</b> Primary Plan Sequence number should be 1 or 10.	
13.*	Change <b>Requirement Term</b> if necessary.	
14.**	Select <b>Student Sub-Plan</b> tab.	
15.**	Type <b>Academic Sub-Plan</b> . Not all plans will have a Sub-Plan	
16.**	Change <b>Requirement Term</b> if necessary.	
17.	Click the <b>Save</b> button.	

\* **Note:** Not all Plan changes require changes to all fields.





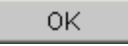

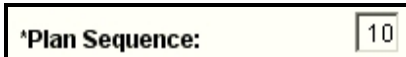





\*\***Note:** Not all plans have Sub-Plans. Enter Sub-Plan Information if necessary.



## Deleting a Multiple Student Plan

Step	Action	Result
1.	Navigate to: <b>Records &amp; Enrollment &gt; Career and Program Information &gt; Student Program/Plan</b>	
2.	Search for Student.	
3.	Check <b>Status</b> is <b>Active in Program</b> .	
4.	Make note if <b>Action Reason</b> is <b>Dual</b> .	
5.	Click <b>+</b> button to add a new row.	
6. *	Edit <b>Effective Date</b> if necessary.	
7.	Type <b>Program Action</b> of <b>PLNC</b> .	
8.	Re-type <b>Dual</b> , if <b>Action Reason</b> equaled <b>Dual</b> in Step 4.	



9.	Select <b>Student Plan</b> tab.	
10.	Find the <b>Academic Plan</b> that needs to be removed.	
11.	Click the  button.	
12.	Click  button to confirm deletion.	
13. *	Change <b>Plan Sequence</b> of remaining row/(s), if necessary.  <b>Note: Primary Plan Sequence number should be 1 or 10.</b>	
14. *	Change <b>Requirement Term</b> if necessary.	
15. **	Select <b>Student Sub-Plan</b> tab.	
16. **	<b>Note: All Academic Sub-Plans will be deleted with the Plan.</b>	
17.	Click the  button.	



\* **Note:** *Not all Plan changes require changes to all fields.*

\*\***Note:** *Not all plans have Sub-Plans. Enter Sub-Plan Information if necessary.*

