


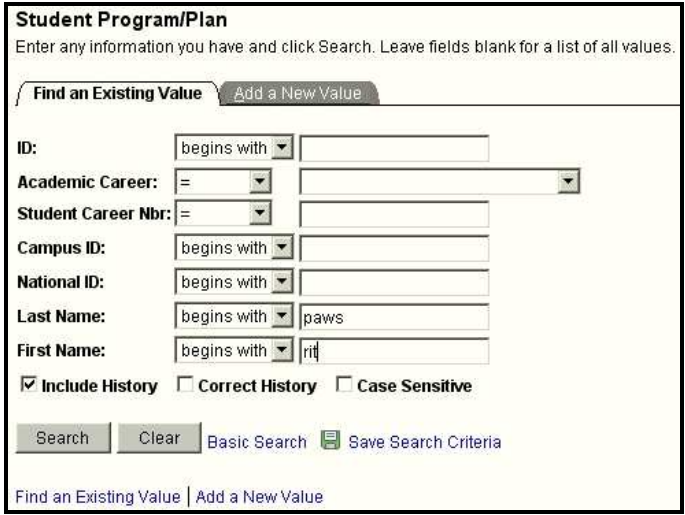
MANAGING PROGRAM CHANGES

Overview


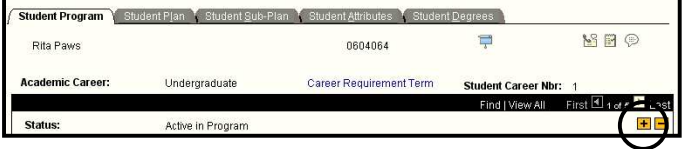

Programs are used to identify what school/college a student is in, along with the type of degree they are pursuing. For example, a BUSUG is the program assigned to a student who is pursuing an undergraduate degree in the Lubar School of Business. Whereas a BUSGD is the program assigned to a student who is pursuing a graduate degree in the Lubar School of Business.

The following procedures will allow you to efficiently complete a program 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) and review the PAWS manual titled “Student Records Basic Update” or for correction mode users review the “Student Records Advanced Update”.




Changing a Student Program

Step	Action	Result
1.	Navigate to: Records & Enrollment > Career and Program Information > Student Program/Plan	
2.	Search for Student.	



3.	Check Status is Active in Program .	<p>Status: Discontinued ← No</p> <p>Status: Active in Program ← Yes</p>
4.	Make note if Action Reason is Dual .	Action Reason: DUAL
5.	Write down Admit Term .	*Admit Term: 1072 Spring 2008
6.	Write down Expected Grad Term .	Expected Grad Term: 2129 Fall 2012
7.	Click  button to add a new row.	
8. *	Edit Effective Date if necessary.	*Effective Date: 06/27/2008
9.	Type Program Action of PRGC .	*Program Action: PRGC Program Change
10.	Re-type Dual , if Action Reason equaled Dual in Step 4.	Action Reason: DUAL Addition of Dual Degree
11.	Type the Academic Program code.	*Academic Program: BUSUG Business Undergraduate
12.	Re-type the Admit Term from Step 5. Change if necessary.	*Admit Term: 1072 Spring 2008
13.	Verify Requirement Term . Change if necessary.	Requirement Term: 1072 Spring 2008
14.	Re-type Expected Grad Term from Step 6. Do <u>not</u> change.	Expected Grad Term: 2129 Fall 2012
15.	Select Student Plan tab.	
16.	Type the Academic Plan code.	*Academic Plan: ACCBBA1 Accounting - Int







17.*	Change Plan Sequence , if necessary.	*Plan Sequence: <input type="text" value="10"/>
18.*	Change Requirement Term if necessary.	*Requirement Term: <input type="text" value="1072"/> <input type="button" value="Spring 2008"/>
19.**	Select Student Sub-Plan tab.	
20.**	Type Academic Sub-Plan . Not all plans will have a Sub-Plan	*Academic Sub-Plan: <input type="text" value="ACCTAXCNS1"/> <input type="button" value="Tax Consulting"/>
21.**	Change Requirement Term if necessary.	*Requirement Term: <input type="text" value="1072"/> <input type="button" value="Spring 2008"/>
22.	Click  button.	

* **Note:** Not all Program changes require changes to all fields.

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

Deleting a Multiple Student Program

Step	Action	Result						
1.	Contact the appropriate office to delete a multiple Student Program.	<table border="1"> <thead> <tr> <th>Student Career</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td>Graduate Student</td> <td>Donna Fox</td> </tr> <tr> <td>Undergraduate Student</td> <td>Shelly Bednar & Rita Freiburger</td> </tr> </tbody> </table>	Student Career	Contact	Graduate Student	Donna Fox	Undergraduate Student	Shelly Bednar & Rita Freiburger
Student Career	Contact							
Graduate Student	Donna Fox							
Undergraduate Student	Shelly Bednar & Rita Freiburger							
2.	Send an email with the following information: <ul style="list-style-type: none">  Student's Campus ID  Program to keep  Program to delete  Effective date for Change 	