


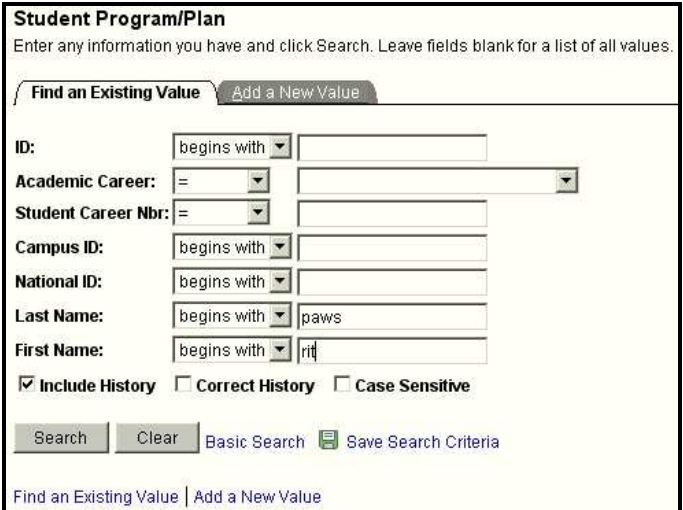

MANAGING SUB-PLAN CHANGES

Overview




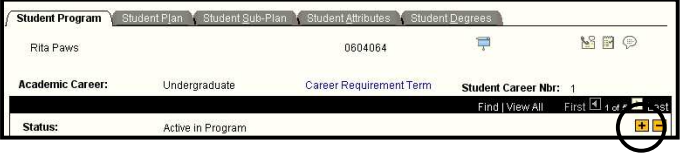




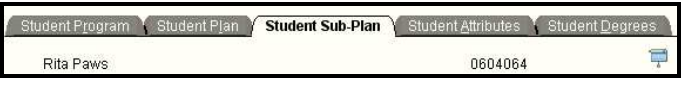




Sub-Plans are used to identify what option or track a student is pursuing. Not all student's have a sub-plan assigned to them. Sub-Plans are not the same as a minor. Some examples of sub-plans include ARTFBRBFA2 is the sub-plan code assigned to a student who is pursuing a sub-major in Fibers. Where as EDRNECBS2 is the sub-plan code assigned to a student who is pursuing a Russian Minor EC Teacher Certificate.

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

Changing a Student Sub-Plan


| 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. |  |



| | | |
|-------|--|--|
| | | Status: Active in Program  |
| 4. | Make note if Action Reason is Dual. | Action Reason: DUAL  |
| 5. | Click  button to add a new row. |  |
| 6. * | Edit Effective Date if necessary. | *Effective Date: 06/27/2008  |
| 7. | Type Program Action of PLNC . | *Program Action: PLNC  Plan Change |
| 8. | Re-type Dual , if Action Reason equaled Dual in Step 4. | Action Reason: DUAL  Addition of Dual Degree |
| 9. | Select  tab. |  |
| 10. | Type Academic Sub-Plan . Not all plans will have a Sub-Plan | *Academic Sub-Plan: ACCTAXCNS1  Tax Consulting |
| 11. * | Change Requirement Term if necessary. | *Requirement Term: 1072  Sprng 2008 |
| 12. | Click the  button. |  |

* **Note:** Not all Sub-Plan changes require changes to all fields.


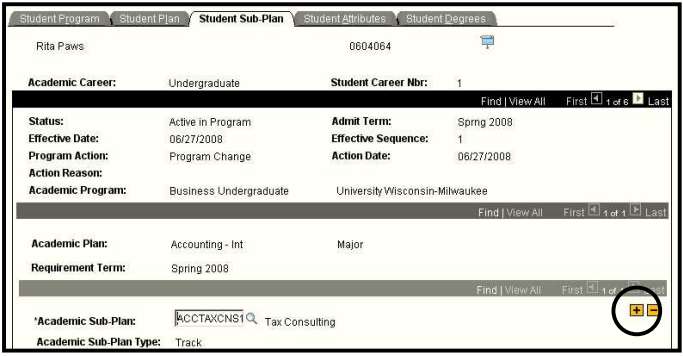
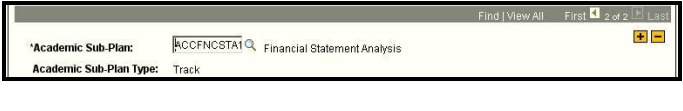

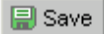

Adding a Multiple Student Sub-Plan

| Step | Action | Result |
|------|---|--|
| 1. | Navigate to: Records & Enrollment > Career and Program Information > Student Program/Plan |  |




| | | |
|-------------|--|--|
| <p>2.</p> | <p>Search for Student.</p> | |
| <p>3.</p> | <p>Check Status is Active in Program.</p> | |
| <p>4.</p> | <p>Make note if Action Reason is Dual.</p> | |
| <p>5.</p> | <p>Click + button to add a new row.</p> | |
| <p>6. *</p> | <p>Edit Effective Date if necessary.</p> | |
| <p>7.</p> | <p>Type Program Action of PLNC.</p> | |
| <p>8.</p> | <p>Re-type Dual, if Action Reason equaled Dual in Step 4.</p> | |
| <p>9.</p> | <p>Select Student Sub-Plan tab.</p> | |



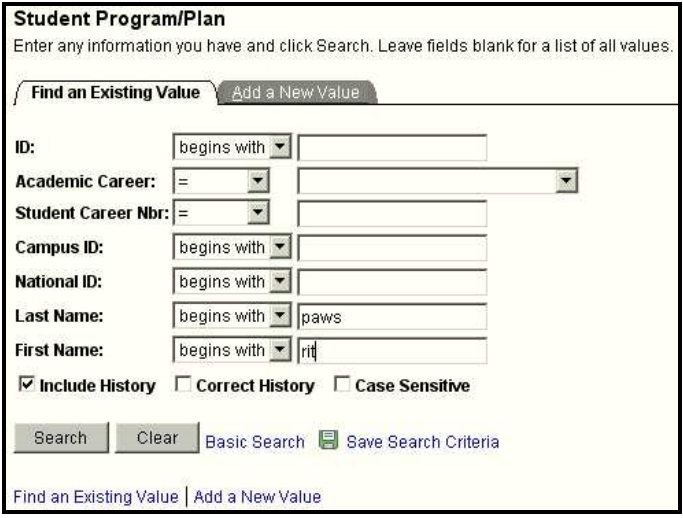
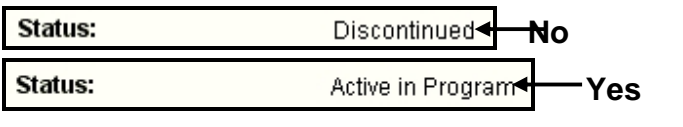
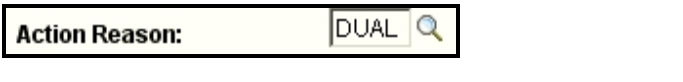
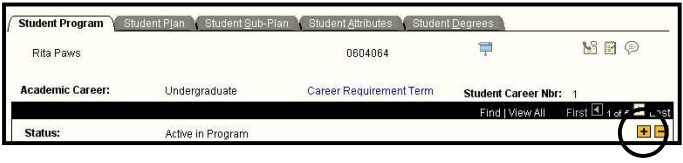
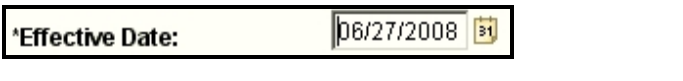

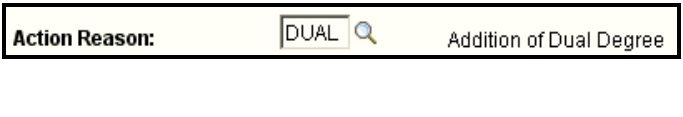
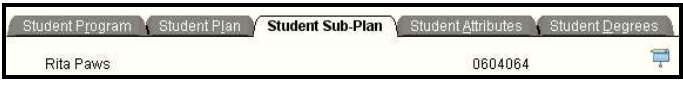
| | | |
|------------|---|---|
| <p>10.</p> | <p>Click  button to add a new row.</p> |  |
| <p>11.</p> | <p>Type the Academic Sub-Plan code for the additional Sub-Plan.</p> |  |
| <p>12.</p> | <p>Change Requirement Term if necessary.</p> |  |
| <p>13.</p> | <p>Click the  button.</p> |  |

* **Note:** Not all Sub-Plan changes require changes to all fields.



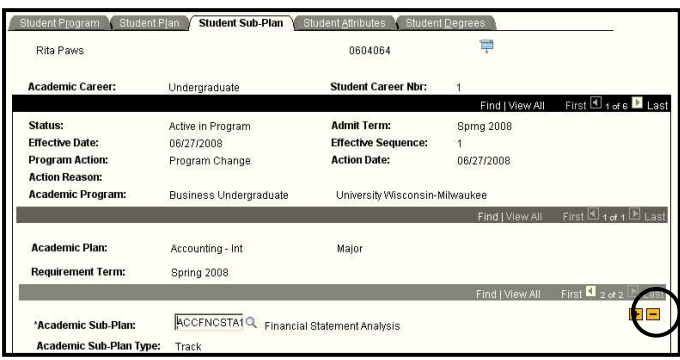
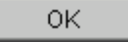
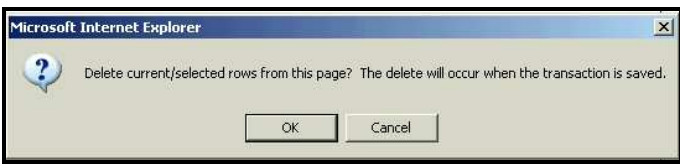
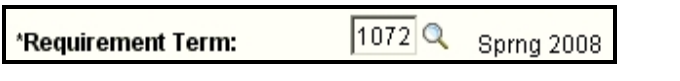


Deleting a Multiple Student Sub-Plan

| Step | Action | Result |
|-----------|--|--|
| <p>1.</p> | <p>Navigate to: Records & Enrollment > Career and Program Information > Student Program/Plan</p> |  |



| | | |
|-------------|--|--|
| <p>2.</p> | <p>Search for Student.</p> |  |
| <p>3.</p> | <p>Check Status is Active in Program.</p> |  |
| <p>4.</p> | <p>Make note if Action Reason is Dual.</p> |  |
| <p>5.</p> | <p>Click + button to add a new row.</p> |  |
| <p>6. *</p> | <p>Edit Effective Date if necessary.</p> |  |
| <p>7.</p> | <p>Type Program Action of PLNC.</p> |  |
| <p>8.</p> | <p>Re-type Dual, if Action Reason equaled Dual in Step 4.</p> |  |
| <p>9.</p> | <p>Select Student Sub-Plan tab.</p> |  |



| | | |
|-------------|--|--|
| <p>10.</p> | <p>Find the Academic Sub-Plan that needs to be removed.</p> |  |
| <p>11.</p> | <p>Click the  button.</p> |  |
| <p>12.</p> | <p>Click  button to confirm deletion.</p> |  |
| <p>13.*</p> | <p>Change Requirement Term if necessary.</p> |  |
| <p>14.</p> | <p>Click the  button.</p> |  |

* **Note:** Not all Sub-Plan changes require changes to all fields.

