CampS: Changing a Student's Catalog/Requirement Term (Administrative Support)

1. Navigate to Records and Enrollment.
2. Click Career and Program Information.
3. Click Student Program/Plan.
4. Make sure the student is currently enrolled before making changes. Status should be Active in Program.
5. Click the Include History button at the bottom.

NOTE: If you forget to click Include History the plan change will not work.
6. Next, click on the + button to create a copy of the student’s current program. Effective date will be today's date.  

   NOTE: You cannot make changes to layers with an effective date in the past.

7. Type **PLNC** in the **Program Action** field.
NOTE: If the student has been reviewed for graduation you will get an error message. If you get this message, email degreereview@uwec.edu to make the change.

8. In the Requirement Term field, [NOT the Admit Term field. Do not EVER change the admit term] click on the magnifying glass for a list of available terms. You can also type in the 4 digit code for the term if you are comfortable with PeopleSoft term codes.

9. Click on the appropriate term.

10. Click Save.