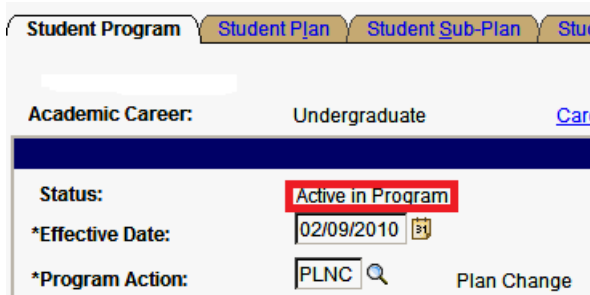


# CampS: Changing a Student's Catalog/Requirement Term (Administrative Support)

Last Modified on 04/22/2022 11:19 am CDT

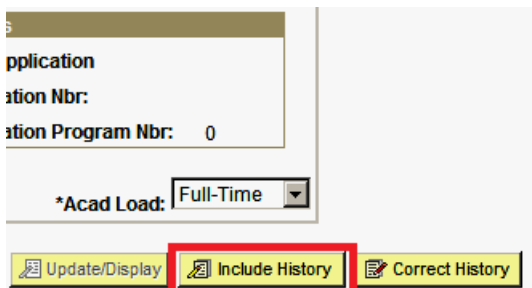
1. Navigate to **Records and Enrollment**.
2. Click **Career and Program Information**.
3. Click **Student Program/Plan**.
4. Make sure the student is currently enrolled before making changes. Status should be Active in Program.



The screenshot shows the 'Student Program' tab selected. The 'Academic Career' is 'Undergraduate'. The 'Status' is 'Active in Program', which is highlighted with a red box. The '\*Effective Date' is '02/09/2010'. The '\*Program Action' is 'PLNC', with a search icon and the text 'Plan Change' next to it.

5. Click the **Include History** button at the bottom.

*NOTE: If you forget to click Include History the plan change will not work.*



The screenshot shows the bottom of the page with three buttons: 'Update/Display', 'Include History', and 'Correct History'. The 'Include History' button is highlighted with a red box.

Student Program Student Plan Student

Academic Career: Undergraduate

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Status: Active in Progra

\*Effective Date: 09/01/2009

\*Program Action: PRGC

Action Reason:

\*Academic Institution: UWEAU

\*Academic Program: ASUG

\*Admit Term: 2101

Requirement Term: 2101

Expected Grad Term:

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.*

Student Degrees

Student Career Nbr: 0

Find | View All First 1 of 2 Last

Effective Sequence: 1

7. Type PLNC in the *Program Action* field.

Student Program Student Plan Student Sub-Plan Student

Academic Career: Undergraduate

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Status: Active in Program

\*Effective Date: 02/09/2010

\*Program Action: PLNC Plan Change

*NOTE: If the student has been reviewed for graduation you will get an error message. If you get this message, email [degreereview@uwec.edu](mailto:degreereview@uwec.edu) to make the change.*

message

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.

**Search Results**

Only the first 300 results can be displayed. Enter more information above and see

[View All](#)      First  1-100 of 300  [Last](#)

Term Description	Short Description	Term Begin Date
<a href="#">2167 2016 Summer Session</a>	<a href="#">Sum 2016</a>	<a href="#">05/24/2016</a>
<a href="#">2165 2015-16 Spring Semester</a>	<a href="#">Spr 2016</a>	<a href="#">01/25/2016</a>
<a href="#">2161 2015-16 Fall Semester</a>	<a href="#">Fall 2015</a>	<a href="#">08/25/2015</a>
<a href="#">2157 2015 Summer Session</a>	<a href="#">Sum 2015</a>	<a href="#">05/24/2015</a>
<a href="#">2155 2014-15 Spring Semester</a>	<a href="#">Spr 2015</a>	<a href="#">01/25/2015</a>
<a href="#">2151 2014-15 Fall Semester</a>	<a href="#">Fall 2014</a>	<a href="#">08/25/2014</a>

10. Click **Save**.

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