iSIS

Program/Plan Action Summary – Dean's Office

All Program Actions must be accomplished by adding a new Effective Dated Row (clicking the '+' button) on the Student Program tab.

Scenario	Program Action	Process Summary	Notes
Adding a Plan into an existing Program	**PLNC** (Plan Change)	Find existing Program. Add Plan.	Use the '+' button to add a new row in the **Student Plan** tab.
Replacing a Plan to a Plan within the same Program	**PLNC** (Plan Change)	Find existing Program. Change Plan.	Overwrite the existing data in the newly created Effective Dated Row.
Adding a Sub-Plan into an existing Plan	**PLNC** (Plan Change)	Find existing Program. Add Sub-Plan.	Use the '+' button to add a new row in the **Student Sub-Plan** tab.
Replacing a Sub-Plan	**PLNC** (Plan Change)	Find existing Program. Change Sub-Plan.	Overwrite the existing data in the newly created Effective Dated Row.
Dropping a Plan with other Plans in Program	**PLNC** (Plan Change)	Find existing Program. Remove Plan.	Use the '-' button to remove the existing Plan from the **Student Plan** tab.
Dropping a Sub-Plan	**PLNC** (Plan Change)	Find existing Program. Remove Sub-Plan.	Use the '-' button to remove the existing Sub-Plan from the **Student Sub-Plan** tab.
Changing Data (i.e., Requirement Term) about existing Program or Plan	**DATA** (Data Change)	Find existing Program. Change Program or Plan Data	This applies to **Admit Term** and **Requirement Term** only. All other "data" changes should be addressed by Program or Plan Changes.
All other actions	N/A	Send form to Registrar's Office	

File name:
PROGPLANSUMMDEAN.DOC
Reference Number: REPL015

Version: 1.0
Last Modified: 2/25/2008 1:21:00 PM

CheatSheet
Page 1 / 1