Campus Solutions Faculty Guide
Section 7 – Viewing a Student’s Plan & Sub Plan

Updates

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Viewing a Student’s Plan and Sub-Plan Overview

A student’s Plan refers to the Major, Minor, Douglas Honors, Teaching Ed Option or Teaching Certificate. All other certificates are considered Milestones. Certificate type milestones can be viewed on the student’s unofficial transcript. The Sub Plan is the student’s Specialization. A student must always have a Plan declared. The default is Undeclared.

Plans and Sub Plans that are no longer valid are noted with an asterisk at the beginning and the end of the title; for example, *Aerospace Science* Major Plan.

The sub plan is attached directly to the Plan with which it belongs, meaning you cannot have a sub plan (specialization) without the plan (major). The sub plan will not appear on a student’s transcript until the degree has been earned; it will, however, display on the CAPS report.

Most of the student data needed will be displayed on the View Academic Plans page. You will see:

- Student Name
- ID number
- Admit Term
- Gen Ed Requirement Term
- Campus
- Expected Graduation Term (if applied for graduation)
- Degree Checkout Status
- Status with the University
- All Majors, Minors, Specializations and Advisors (assigned to each plan).
7.0 Viewing a Student’s Plan & Sub-Plan

The View Academic Plans page displays not only the student’s plan and sub plan but also the advisor for each plan.

Navigation: Main Menu > Campus Solutions > CWU Student Administration > Student Records > Student Career Information > View Academic Plans

1. Follow the navigation path listed above to access the View Academic Plans search page.

Steps for Viewing a Student’s Plan & Sub Plan:

1. On the View Academic Plans search page, enter the student’s CWU ID number into the ID field.
   Or, if the ID of the individual is not known, you may search using the student’s Last Name (or a portion of it). This search will display all students whose last name meets the criteria you entered into the search field.
   Another option is to carry out a search using both the Last Name and First Name fields (may enter just a portion of each). If you wish to use the First Name field to search, you must also enter at least a portion of the last name into the Last Name field.

   Always leave the Academic Career and Student Career Nbr. fields blank.

2. Click the Search button.

3. To clear the information you entered into the fields on this page, click the Clear button.

   If Search Results display at the bottom of the page, showing that the student has been in more than one Career or Program, click on the Career and Program row that pertains to what you are doing. If there are multiple rows in the same Career, the best bet is to choose the highest Student Career Nbr.
Tips for Viewing a Student’s Plan, Sub Plan and Advisor:

1. On the View Academic Plans page, the Admit Term indicates the term the student began the Academic Program at CWU.

2. The Gen Ed Req Term indicates the quarter the student entered the University and, thus, the catalog year for which the general education requirements apply to this student.

3. Campus is displayed.

4. The Effective Date indicates the last time the page was updated. The Program Action indicates the update that was made.

5. The Status indicates the student’s status. Some of the status listings you may see are Active, On Leave of Absence, Discontinued, etc.

6. If the student has applied for graduation, there will be a date in the Expected Graduation Term as well as a Degree Checkout Status (as in the screen shot above). If the student has not applied for graduation, these will be blank.

7. Under the Academic Plans title bar you will find the student’s Academic Plan(s) as well as Type of Plan. Large Plan takes the place of the terminology “60 cr major,” Small Plan takes the place of “45 credit.”

8. Also under the Academic Plans title bar is the Requirement Term. This term is for the Plan’s requirements and does not refer to the General Education requirement term.

9. If the student has Specializations, you will see an active View Specializations link (as in the screen shot above). Click on the link to view the student’s Specializations.
10. When you are finished viewing the student’s Specializations, click the button to return to the View Academic Plans page.

11. If there is an Advisor assigned to the Plan, that person’s name will be listed in the Advisor column on the far right. The student in the screen shot on the previous page has two plans with an advisor listed for each.

12. Click the button to search for another student’s Plan, Sub-Plan or Advisor. Return to the directions at the beginning of this section above.