Viewing a Student’s Program/Plan

Business Process Guide

Updates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/27/12</td>
<td>Created</td>
<td></td>
</tr>
<tr>
<td>02/07/14</td>
<td>Updated navigation paths for MyCWU.</td>
<td>all</td>
</tr>
<tr>
<td>08/30/17</td>
<td>Added disclaimer note</td>
<td>2</td>
</tr>
</tbody>
</table>

Table of Contents

1.0 Viewing a Student’s Plan (Major or Minor) and Sub-Plan (Specialization) ........................................ 2
1.1 Student Plan ........................................................................................................................................ 3
1.2 Student Sub-Plan ..................................................................................................................................... 5
Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Viewing a Student’s Plan (Major or Minor) and Sub-Plan (Specialization)

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan

Follow the navigation path listed above to access the Student Program/Plan search page.

Steps for Finding the Student:

1. On the Student Program/Plan 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.

2. Click the Search button.

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

If there happens to be more than one student by the name on which you searched, then you will need to click on the link (that will appear at the bottom of your search page under Search Results) for the student whose information you wish to view. If there is only one student by that name, or if you searched by the student’s ID number rather than name, then your search...
You will notice that there are two tabs that appear: [Student Plan] and [Student Sub-Plan].

For **Student Plan** information, refer to section 1.1 below.

For **Student Sub-Plan** information, click on the [Student Sub-Plan] tab at the top of the page or link at the bottom of the page and refer to section 1.2 below.

### 1.1 Student Plan

**Navigation:** Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan > [Student Plan]

If you have not already navigated to the **Student Plan** page, follow the directions in section 1.0 above.
Tips for Viewing the Student Plan Page:

1. If any negative service indicator, positive service indicator, or FERPA icons appear at the top of the Student Plan page, you may click on the icon for further information.

2. Under the top title bar on the Student Plan page, you will find the date that this page was last updated for the student (Effective Date), the type of update (Program Action and Action Reason), and the student’s Admit Term and General Education Requirement Term, among other items.

3. If the student has more than one plan (bottom title bar says something other than 1 of 1), click on the View All link to the left of the arrows. Doing so will allow you to view all of the student’s plans vertically down the page. In the screen shot above, the student has two plans, as is indicated by the 1 of 2 in the bottom title bar, so the user should click on the View All link in the bottom title bar.
4. Under the bottom title bar on the Student Plan page, you will find each of the student’s Plans listed including the student’s Declare Date and Requirement Term (for the Plan), among other items.

5. To view the student’s Sub-Plans (Specializations), if any, click on the Student Sub-Plan tab. Refer to the directions in section 1.2 below.

6. Click the Return to Search button to view student plan and sub-plan information for another student. Return to the directions under Steps for Finding the Student in section 1.0 above.

1.2 Student Sub-Plan

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan > Student Sub-Plan

If you have not already navigated to the Student Sub-Plan page, follow the directions in section 1.0 above.
Tips for Viewing the Student Sub-Plan Page:

1. If any ⚠ negative service indicator, ⭐ positive service indicator, or 📄 FERPA icons appear at the top of the Student Sub-Plan page, you may click on the icon for further information.

2. Under the top title bar on the Student Sub-Plan page, you will find the date that this page was last updated for the student (Effective Date), the type of update (Program Action and Action Reason), and the student's Admit Term, among other items.

3. If the student has more than one plan (center title bar says something other than 1 of 1), you may choose to click on the View All link to the left of the arrows to view the student's plans and associated sub-plan(s) vertically down the page. Some people prefer not to click on the View All link but rather to view one plan at a time and its associated sub-plan(s), if any. Click on the ▶ left and ▼ right arrows, in that case, in the center title bar to view each plan and associated sub-plan(s) one at a time.

4. In the screenshot above, the student has two plans, as is indicated by the 1 of 2 in the center title bar. The plan that currently displays is the student’s Accounting Major. The student has no sub-plans attached to this major, as is evidenced by the lack of any sub-plan information listed under the bottom title bar.

5. Click on the ▶ right arrow in the center title bar to display the student’s other plan.
6. Now the plan that displays is the student’s Physics (BA) Major, and, once again, the student has no sub-plans attached to this major.

7. To view the student’s Plans (Majors or Minors), click on the Student Plan tab. Refer to the directions in section 1.1 above.

8. Click the button to view student plan and sub-plan information for another student. Return to the directions under Steps for Finding the Student in section 1.0 above.