

# Changing a Student's Plan



To change a student's plan:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, using the **Main Menu** navigation at the top of the page, navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
3. Enter the student's emplID in the **ID** field or enter the **Last Name** and **First Name** fields.
4. Select the **Include History** checkbox.
5. Click **Search**.
6. Click the **Add a New Row** icon (+).
7. In the **Program Action** field, enter PLNC.
8. Click the **Student Plan** tab.
9. You can click the **View All** link to view all rows on one page.
10. Click the **Delete a Row** icon (-) on the row for the plan you wish to change. Make sure you are on the correct row before clicking this icon.
11. Click the **Add a Row** icon (+).
12. Enter or use the magnifying glass to select the new plan code in the **Academic Plan** field.
13. Click **Save**.

**Student Program/Plan**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

ID: begins with [ ] (4)  
Academic Career: [ ]  
Student Career Nbr: [ ]  
Campus ID: begins with [ ]  
Last Name: begins with [ ]  
First Name: begins with [ ]

Include History  Correct History

Search (5) Basic Search Save Search Criteria

**Student Program** Student Plan (8) Student Sub-Plan Student Attributes Student Degrees

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Active in Program  
\*Effective Date: 04/07/2015 (7)  
\*Program Action: PLNC (7)  
Action Reason: [ ]  
\*Academic Institution: MIAMI University of Miami  
\*Academic Program: UGBU Undergraduate Business  
\*Admit Term: 2138 FA 2013  
Requirement Term: 2148 FA 2014  
Expected Grad Term: [ ]  
Last Updated On: 12/19/2014 10:42:36AM  
By: [ ]

Effective Sequence: 1  
Action Date: 12/19/2014  
Joint Prog Appr: [ ]

Admissions  
 From Application  
Application Nbr: 00010969  
Application Program Nbr: 0

\*Campus: GABLE Gables  
\*Academic Load: Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

**Student Program** Student Plan Student Sub-Plan Student Attributes Student Degrees

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2013

Status: Active in Program Admit Term: FA 2013  
Effective Date: 04/07/2015 Effective Sequence: 1  
Program Action: Plan Change Action Date: 04/07/2015  
Action Reason: [ ] Requirement Term: FA 2014  
Academic Program: UGBU

\*Academic Plan: AT\_0026 (12) [ ] and Writing Cognate (9)  
\*Plan Sequence: 30 Degree: [ ]  
\*Declare Date: 08/25/2014 (11)  
\*Requirement Term: 2138 FA 2013 Degree Checkout Stat: [ ]  
\*Advisement Status: Include Student Degree Nbr: [ ]  
Completion Term: [ ]

Save Search (13) Notify Refresh Add Update/Display Include History Correct History