

grad_plan_assign_change

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❑ Click **Add Plan** to assign a graduation plan for the student.

❑ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button.

A window opens allowing you to add or change the student's plan.

❑ Under **Grad Plan**, select the plan to assign to the student.

❑ Click **Execute** to assign the graduation plan to the student.

❑ You are prompted to confirm that you want to make the change.

❑ Click **OK**.

The Grad Plan Assignment Summary report opens in a new window, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

• The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays “none.”

• The **New Grad Plan** field displays the code for the new graduation plan.

• If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.

• When you change a student's graduation plan, the course subject areas (i.e., grad plan use codes) are automatically reassigned in the student's graduation plan. Any courses the student has already taken, is currently taking, or is scheduled to take next year will have the grad plan use code adjusted if necessary so courses appear under the correct subject area on the graduation plan. (**NOTE:** If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.)

View, print, or save the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

NOTE:

• Graduation plan courses in progress, requested/scheduled, or completed are not assigned.

• If a student has at least one scheduling record, graduation plan courses for the scheduling grade level are not assigned.


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