



AT A GLANCE

How to Effective Date Change Graduate Status

Navigation: Home > Records and Enrollment > Career and Program Information > Student Program/Plan **or** Search on "Student Program"

Lesson 1: Discontinuing a Career

1. Navigate to Student Program/Plan
2. Enter information for either of the following:
 - Student's Empl_ID
 - National ID (Social Security Number)
 - Name
2. Click "Search" or hit enter.
3. Make sure you are in **Student Career Nbr: 0**.
4. Type DISC for (Discontinuation) in **Program Action**.
5. The **Effective Date** should be the *day AFTER the last day of summer (for example, the last day of summer is August 9th. Therefore, the **Effective Date** for discontinuation should be August 10th).*
6. Click Save.



AT A GLANCE

Lesson 2: Activating a Career

Navigation: Home > Records and Enrollment > Career and Program Information > Student Program/Plan **or** Search on "Student Program"

1. Navigate to Student Program/Plan
2. Select **Add a New Value**.
3. Enter the following information:
 - Student's ID number.
 - Academic Career
 - Student Career Nbr is 1.
4. Click **Add**.
5. **The Admit Term, Requirement Term and Expected Grad Term** are the same as the previous program stack (i.e. Student Career Nbr: 0).
6. In the Student Program tab complete the following fields:
 - **Program Action** is ACTV
 - **Effective Date** is the first day of the term the change applies to (in this example it is the first day of the fall semester (i.e. August 20, 2007).
 - **Academic Program** is CRED
7. Click Save

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the

STUDENT RECORDS FUNCTIONAL LEAD
under Student Administration.