

STAFF

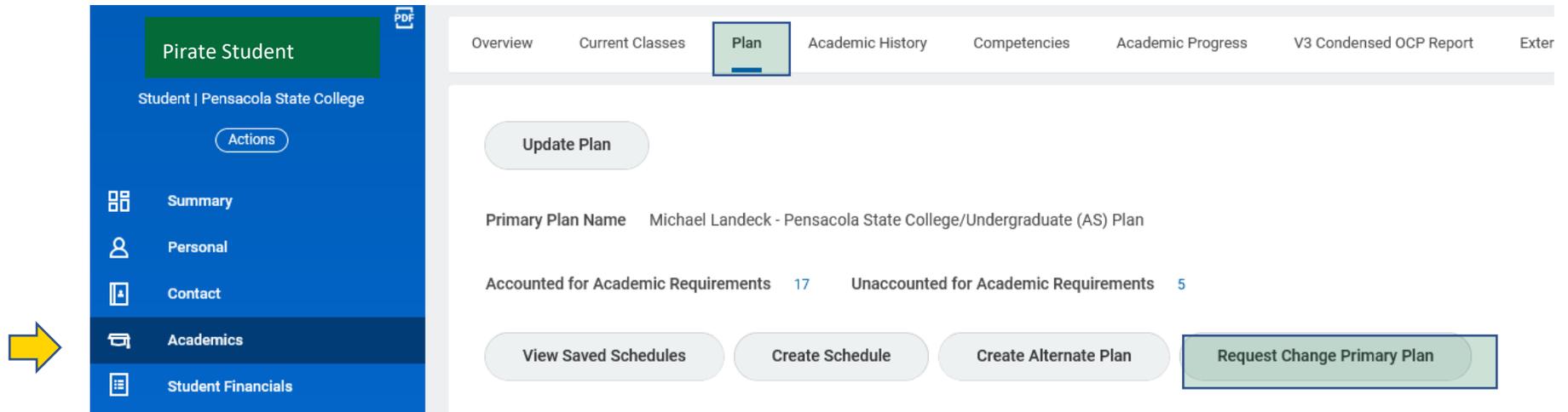
Change Alternate Plan to Primary

1. Search for a student in the search bar using student name or PSC ID number.

Notes: If a student is an employee or student worker, they will have two profiles, employee and student. Choose *Student* under *Categories* to narrow your search.

2. From the Student profile, click *Academics*.
3. Click the *Plan* tab.
4. Click the *Request Change Primary Plan* button.

TIP: Type **Student:** followed by a name for quick search results.



The screenshot shows a student profile page for 'Pirate Student' at Pensacola State College. The left sidebar contains navigation options: Summary, Personal, Contact, Academics (highlighted with a yellow arrow), and Student Financials. The main content area has tabs for Overview, Current Classes, Plan (selected), Academic History, Competencies, Academic Progress, V3 Condensed OCP Report, and Exter. Below the tabs, there is an 'Update Plan' button, the 'Primary Plan Name' (Michael Landeck - Pensacola State College/Undergraduate (AS) Plan), and a summary of requirements: 'Accounted for Academic Requirements 17' and 'Unaccounted for Academic Requirements 5'. At the bottom, there are four buttons: 'View Saved Schedules', 'Create Schedule', 'Create Alternate Plan', and 'Request Change Primary Plan' (highlighted with a blue box).

5. Choose the appropriate *New Primary Plan*.
6. Click **Submit**.

A confirmation box will appear to confirm your request submission.

