Managing Student Plans and Sub-plans (Majors, Certificates, and Options)

This document provides an overview of major and certificate updates. Once these updates are completed in ISIS, student records will be automatically updated, unless noted in a notification from the system. This form can be used to declare and cancel plans (majors and certificates), add and remove sub-plans (options), and change declaration terms. Requests and processing can be tracked using a history view.

Please note that this form cannot be used to declare an additional major (L&S major for students in other schools/colleges). However, these types of majors can be modified (declare date and option) or canceled using this form.

Additionally, this form cannot be used to declare Honors in the Major or transfer a student from BA to BS, or from BS to BA. These actions will continue to be done through the current policy and procedure.

For additional majors declared by students in L&S, but who are not in a BA or BS program (i.e.: Music, Journalism, etc), major codes will start with MAJ and not BA or BS.

See:
Understanding the Declaration Form
Tracking Declaration Requests
Submitting a Declaration Request

Understanding the Declaration Form

Access the Form in ISIS
(Records and Enrollment > Dean/Dept Processing > Major/Certificate Requests)

Enter Student ID to access the form.
Current Student Record Data (Outlined Below)
This is the top section of the form and contains current information in the student record.

**Major Declaration History**  Accesses the Major Declaration History page.

**Academic Group**  Indicates the student’s current primary school or college.

**Primary Program**  Indicates the student’s primary academic program (classification).

**Career**  Indicates the student’s academic career.

**Term**  Indicates the last term in which the student was enrolled.

**Exp Grad**  Indicates the student’s Estimated Graduation Term (EGT). This field will only display if the student’s EGT is the current or a previous term. This may be useful for determining whether a plan change may affect a student’s graduation.

**Email Address**  Indicates the student’s email address.

**Declared Plan(s)**  Indicates any active plan a student declared and processed by the Office of the Registrar. This indicates the plan (major) code and plan short description, sub-plan (option) code and sub-plan short description, if applicable, declaration date, and honor in the major (L&S only).
Declaration Form (Outlined Below)
This is the bottom section of the form that will be used to make changes to the student record.

**Major Declaration Action**
Indicate whether the student is declaring or cancelling, changing a sub-plan, or revising the declaration date of an academic plan.

**Academic Plan Type**
Indicate which plan type, major or certificate, will be processed related to the Major Declaration Action.

**Plan**
A valid academic plan is required to submit the request. Select the academic plan for the student. A student can have any number of academic plans within an academic program.

**Sub-Plan**
Sub-Plans can be optional or required depending upon its respective plan. If needed, indicate a valid sub-plan.

**Declare Date**
The declare date field will no longer show once options are chosen. An Effective Term should be indicated to determine the term in which a student is declared.

**Effective Term**
The Effective Term field defaults to the current term. If needed, manually overwrite the effective term to backdate a request. This is only available for cancelling an academic plan.

**Advisor**
Indicate at least one academic advisor for undergraduate majors. All additional advisors or advisors for certificates and non-undergraduate majors are optional.
Tracking Declaration Requests

Access the Major Declaration History page  
(Records and Enrollment > Student Academic Information > Major Dec History)

Declaration requests can be tracked using the Major Declaration History page. This page will show if a request has been submitted and if the request has been processed. Along with required information to process a request, the history page shows when a request was submitted, who submitted the request, and if the request has been processed by the Office of the Registrar.

The history page can also be accessed by click on the Major Declaration History link available on the Declaration form.

Submitting Requests

Before submitting a request, please check to see if the major, certificate, and/or option is already listed in “Declared Plan(s):” portion of the student data, or check the Major Declaration History page to see if a request was submitted but has not been processed.

To make multiple requests, press return to search and research the student. Information from your original request should show at the top, if it has successfully updated.

For detailed instructions, see:

- Majors:  
  (with or without an option)
  - Declare a major
  - Cancel a major
  - Revise declaration date

- Options:  
  (major already declared)
  - Add (declare) an option
  - Remove (cancel) an option
  - Change options

- Certificates:  
  - Declare a certificate
  - Cancel a certificate
  - Revise declaration date
Add/Change Option (Sub-Plan)

Use the ‘Add/Change Option (Sub-Plan)’ action to add (declare) or change the option for a major already declared. Note that adding or changing an option does not change the original declaration date of the major.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In ISIS, follow menu path:  &gt; Records and Enrollment &gt; Dean/Dept Processing &gt; Major/Certificate Requests</td>
</tr>
<tr>
<td>2</td>
<td>Enter a student’s Empl ID or Campus ID</td>
</tr>
<tr>
<td>3</td>
<td>Click the ‘Search’ button</td>
</tr>
<tr>
<td>4</td>
<td>Click the ‘Add/Change Option (Sub-Plan)’ radial button</td>
</tr>
<tr>
<td>5</td>
<td>Enter the ‘Plan’ code (major/certificate) affected by the Sub-Plan update  For a list of valid Plan codes, click on the magnifying glass icon to the right of the Plan field  Note: L&amp;S students not in a BA or BS program will have plan codes that start with ‘MAJ’</td>
</tr>
<tr>
<td>6</td>
<td>Enter the new ‘Sub-Plan (option)’ code  For a list of valid Sub-Plan codes, click on the magnifying glass icon to the right of the Sub-Plan field</td>
</tr>
<tr>
<td>7</td>
<td>Click the ‘Save’ button</td>
</tr>
</tbody>
</table>

Back to Submitting Requests
**Cancel Option (Sub-Plan)**

Use the ‘Cancel Option (Sub-Plan)’ action to remove/cancel the option for a major *already* declared. Note that canceling an option does not change the declaration date of the major.

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step</strong></td>
</tr>
</tbody>
</table>
| 1 | In ISIS, follow menu path:  
> Records and Enrollment > Dean/Dept Processing > Major/Certificate Requests |
| 2 | Enter a student’s Empl ID or Campus ID |
| 3 | Click the ‘Search’ button |
| 4 | Click the ‘Cancel’ radial button |
| 5 | Click the ‘Option (Sub-Plan)’ radial button |
| 6 | Enter the ‘Plan’ code (major/certificate) affected by the Sub-Plan update  
*For a list of valid Plan codes, click on the magnifying glass icon to the right of the Plan field  
Note: L&S students not in a BA or BS program will have plan codes that start with ‘MAJ’* |
| 7 | Update the ‘Effective Term’, if needed  
*The ‘Effective Term’ field will default to the current term but can be updated to back-date the option cancellation* |
| 8 | Click the ‘Save’ button |

[Back to Submitting Requests](#)
Revise Declaration Date for a Major or Certificate

Use the ‘Revise Declaration Date’ action to revise the declaration date of a major or certificate. Revising the declare date will update the declaration date for both a major and a related option, if one exists. The declaration date affects which requirements appear on a DARS report.

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step</strong></td>
</tr>
</tbody>
</table>
| 1 | In ISIS, follow menu path:  
  > Records and Enrollment > Dean/Dept Processing > Major/Certificate Requests |
| 2 | Enter a student’s Empl ID or Campus ID |
| 3 | Click the ‘Search’ button |
| 4 | Click the ‘Revise Declaration Date’ radial button |
| 5 | Enter the ‘Plan’ code (major/certificate) affected by the declaration date revision  
  For a list of valid Plan codes, click on the magnifying glass icon to the right of the Plan field  
  *Note: L&S students not in a BA or BS program will have plan codes that start with ‘MAJ’* |
| 6 | Enter ‘Effective Term’ in which new declaration date takes place. |
| 7 | Click the ‘Save’ button |

[Back to Submitting Requests](#)
## Declare a Major or Certificate

This form cannot be used to declare a Letters and Science (L&S) major for students not in L&S. However, these types of (additional) majors can be modified (declare date and option) or canceled using this form.

Please do not use the ‘Declare’ action to add/change an option to an already-declared major; use the ‘Change Option (Sub-Plan)’ action.

### Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | In ISIS, follow menu path:  
|      | > Records and Enrollment > Dean/Dept Processing > Major/Certificate Requests |
| 2    | Enter a student’s Empl ID or Campus ID |
| 3    | Click the ‘Search’ button |
| 4    | Click the ‘Declare’ radial button  
|      | Note: Do not use the ‘Declare’ action to add an option to an already-declared major; please use the ‘Change Option (Sub-Plan)’ action. |
| 5    | Click the radial button for affected Academic Plan Type; either ‘Major (Plan)’ or ‘Certificate’ |
| 6    | Enter the ‘Plan’ code (major/certificate)  
|      | For a list of valid Plan codes, click on the magnifying glass icon to the right of the Plan field  
|      | Note: L&S students not in a BA or BS program will have plan codes that start with ‘MAJ’ |
| 7    | Enter the ‘Sub-Plan’ code, if needed (option)  
|      | For a list of valid Sub-Plan codes, click on the magnifying glass icon to the right of the Sub-Plan field |
| 8    | Update the ‘Effective Term’ if needed  
|      | The ‘Declare Date’ field will default to the current date, but can be updated to future-date or back-date  
|      | the declaration |
| 9    | Enter at least one academic advisor (not required for certificate declarations)  
|      | To search for an advisor by name, click on the magnifying glass icon to the right of the Academic Advisor field  
|      | To add additional advisors, click on the ‘+’ (plus) button  
|      | To remove advisors, click on the ‘−’ (minus) button  
|      | Note: If you receive an error message, or if you cannot find an advisor searching by name, Contact the Office of the Registrar for assistance, studentrecords@em.wisc.edu, or 608.262.4859. |
| 10   | Click the ‘Save’ button |
Back to Submitting Requests
## Cancel a Major or Certificate

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | In ISIS, follow menu path:  
> Records and Enrollment > Dean/Dept Processing > **Major/Certificate Requests** |
| 2    | Enter a student’s Empl ID or Campus ID |
| 3    | Click the ‘Search’ button |
| 4    | Click the ‘Cancel’ radial button |
| 5    | Click the radial button for affected Academic Plan Type; either ‘Major (Plan)’ or ‘Certificate’ |
| 6    | Enter the ‘Plan’ code (major/certificate)  
*For a list of valid Plan codes, click on the magnifying glass icon to the right of the Plan field*  
*Note: L&S students not in a BA or BS program will have plan codes that start with ‘MAJ’* |
| 7    | Update the ‘Effective Term’, if needed  
*The ‘Effective Term’ field will default to the current term but can be updated to back-date the cancellation* |
| 8    | Click the ‘Save’ button |

[Back to Submitting Requests](#)