# Academic Structure Guide for Advisement (Career, Program, Plan)

**Three levels in Program/Plan Stack:**
>Academic Career (UGRD or GRAD)
>>With Requirement Term
>
>Academic Program (College plus more!)
>>With Requirement Term
>
>Academic Plan (Major or Minor)
>>With Requirement Term

**These drive rules on the advisement report:**
>**Career:** Undergrad LAC program (2133 and earlier = 2004 LAC; 2141 and forward = 2014 LAC)
>>Graduate recency rules (anything outside of a plan)
>
>**Program:** no real rules, but needs to match declared major plans
>**Plan:** Indicates the major or minor AND which catalog rules they will follow.
>**Sub-Plan:** We don't use at UNI so these fields are left blank

**How to decode Programs:**
>Character 1-3 indicates college (COE, CBA, HFN, INT, SBS…)
>Additional characters indicate type of program
>>UG = non-teaching undergrad
>>T = teaching undergrad
>>GR = graduate program
>>P and TP = postbac undergrads (non-teaching and teaching)
>>SPUG = special undergraduate (deciding, pre-professional if no other program)
>>NONUG/NONGR = non-degree students (dual enrolled, transient)

**How to decode Plans:**
>**Character 1-3** is the core plan code (most related to legacy major codes)
>**Additional Characters** indicate type of degree:
>>BA = Bachelor of Arts (non-teaching)
>>BS = Bachelor of Science (non-teaching)
>>MA = Master of Arts
>>EdD = Doctorate of Education
>
>as well as teaching or non:
>>BAT = Bachelor of Arts (teaching)
>>BST = Bachelor of Science (teaching)
>>MIN = Minor (non-teaching)
>>MINT = Minor (teaching)
>
>as well as formally declared major or prospective:
>>PRE = undergraduate non-teaching major, not yet declared
>>PRET = undergraduate teaching major, not yet declared
>>GPRE = graduate major not yet accepted in to program (but these don't get advisement report rules)
>
>as well as post-bac students:
>>P = post-bac non-teaching major (don't have advisement report rules)
>>TP = post-bac teaching major (don't have advisement report rules)

**How to decode Requirement Terms:**

**Digits 1-3** indicate Catalog Year start/ dropping digit 2:

  2015 = 2~~0~~15 = 215  2016 = 2~~0~~16 = 216

**Digit 4** indicates semester term.  UNI catalogs start with summer.

  1 = Summer  2 = Fall   3 = Spring

Examples:

  2151 = Summer 2015

  2152 = Fall 2015

  2153 = Spring 2016

**Tip: \*\* When selecting *Plan* Requirement Term on What-If reports, typically use current term\*\***

**Tip: \*\* When entering undergraduate major plan code on What-If reports, typically use PRE or PRET\*\***

**Final notes:**

**Academic Programs** need to be set up to the **correct Career** (undergrad programs to UGRD; grad programs to GRAD).

**Declared major plan codes** need to be set up on the **correct Academic Program.**

 \*Business non-teaching majors need to be set up under CBAUG

 \*Social science teaching majors need to be set up under SBST

**Pre-major plan codes** and **minor plan codes** can be set up to **any Academic Program**, but must be with the **correct Academic Career.**