## How to View Historical Program/Plan Information

Only a student’s current program/plan will be displayed in Advisor Center. To view a history of program/plan changes, you must use transactional pages.

1. From the Main Menu, navigate using the following path: **Records and Enrollment > Career and Program Information > Student Program/Plan**

2. Search for a student using their University ID or a combination of first and last name.

3. Click the Include History button.

4. Select the Student Plan tab.

5. The student’s current program/plan information will be displayed in the first row. Use the arrows in the top blue bar to toggle between previous changes to the student’s program/plan.

6. If a student has multiple plans (for example a major and a minor), there will be multiple rows on the second level. Click View All on the second level to see each plan.