# ACADEMICS – How to Perform a Program/Plan Section

This example will illustrate how to apply for an **Academic Program** and an **Academic Plan**.

**Please note:** The Programs and Degrees listed in this instruction sheet ARE FOR EXAMPLE ONLY.

Your SOLUS Student Center profile will contain listings specific to your program and concentration of study.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="https://example.com/main_menu.png" alt="Main Menu &gt; Self Service &gt; Student Center" /></td>
</tr>
<tr>
<td>Access the main page of <strong>SOLUS</strong> via the following navigation:</td>
<td><strong>Main Menu &gt; Self Service &gt; Student Center</strong></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td><img src="https://example.com/student_center.png" alt="Welcome to SOLUS Wjrl's Student Center" /></td>
</tr>
<tr>
<td>Click on the other academic... drop-down list box to access the list.</td>
<td><img src="https://example.com/program_plan_selection.png" alt="Program/Plan Selection" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td><img src="https://example.com/fall_schedule.png" alt="2017 Fall Schedule" /></td>
</tr>
<tr>
<td>Select <strong>Program/Plan Selection</strong>.</td>
<td><img src="https://example.com/weekly_schedule.png" alt="Weekly Schedule" /></td>
</tr>
</tbody>
</table>
**Step 4:**
Click the **Go** button.

**Step 5:**
Click the link to the **Plan** that you want to update.

In this example, we will click the **Art History** link.
### Step 6:
Click the Academic Program Look up tool.

### Step 7:
Click on the link to the specific Academic Program you want.

In this example, we select BAH.
PROGRAM/PLAN SELECTION

Processing Steps | Screenshots

**Step 8:**
Click the Academic Plan Look up tool.

**Step 9:**
Click on the Academic Plan link that you want.

In this example, we will click the ARTH-M-BAH link.
**Step 10:**

1. Confirm the selection before proceeding.
2. Click the **CONTINUE** button.

**Step 11:**

On this page, you can view the status of your application.

In this example, this student did not receive immediate acceptance. The status is **Pending** and the student has been placed on a waiting list for the selection.

Due to the **Pending** status, the student must select an alternate **Academic Program** and **Academic Plan** as a second choice.

Once the student receives acceptance for their first choice, they will be removed from their alternate choice.
**Processing Steps**

**Step 12:**

1. To select an alternate **Academic Program** and **Academic Plan**, follow the instructions as in Steps 6, 7, 8 and 9.

2. Confirm the selection before proceeding.

3. Click the **CONFIRM** button.

**Step 13:**

In this example, the alternate choice has received an immediate acceptance status.

Also, since the **New Program/Plan Selection Status** is **Pending**, the student must wait for an acceptance or declination.

If accepted, they will be withdrawn from their alternative selection.