### Changing Catalog Years

1. Enter Student’s W# and click Include History
2. Add Row
3. Enter the Program Action of PLNC
4. Enter the Action Reason of STUD
5. Click on the Student Plan Tab

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**The Requirement Term that is linked to the degree (AS, AA, BS, GS, ES) is where you will update the catalog year. Update with the new term and click Save.**