Quick Reference Card – Student Lifecycle Management Change of Major Within Program

Process: Use this process to change a major within a program, such as the priority 1 major. First determine if the new major is within the student's current Program of Study. If it is in the current Program, use the steps in this QRC to make the change. If the major is **NOT** in the current Program, follow the instructions in the Change Program of Study Quick Reference Card (QRC) on myHelp web site.

Role: Authorized Users

Frequency: When needed

Enter the Transaction	
Go to PIQSTOO	Improveavoines CALL_S S PIQST00 Improve Improve SAP Easy Access
Find the Student's Records	
Enter the Student Number	Student Number
Click Enter or press Enter on the keyboard	Student Edit Goto Utilities Settings
Click the Majors/Minors/Options tab	:(2); Athlete Check lists Majors/Minors/Options Registration
Change the Major Within a Program	
Verify the current Program is displayed	Selection Criteria All programs Program 10420510 BA-AS; Bachelor of Arts Rey Date 12/21/2009
Enter the Effective date in the Key Date field (this is generally the current date)	Selection Criteria All programs Pregrem 10420510 BA AS; Bachelor of Arts Key Date 12/21/2009
Click Select to the left of the priority 1 major	Program Group C Prio. Mod. Group Start date End Date B-AS Major 1 German 08/25/2004 12/31/9999 BA-AS Major 2 Commun 08/25/2004 12/31/9999



Quick Reference Card – Student Lifecycle Management Change of Major Within Program



Click Change Acad. Specialization	Acad. Specializations Acad.
Verify Academic Year, Session, and Valid From Note: Change the Academic Year and Session if needed; when you press Enter, the Valid From date will default to the first day of that session. You should generally change this to the current date.	Booking Context 10029558 Bent Bruce Academic Year 2010 Acad Year 2009-28 Valid From 12/21/2009 Academic Session 20 Winter Intersession a Image: Context and the session and the se
Click Replace Specialization	Specializations Pr Start date End Date Function Object ID 0001 Major 1 08/25/2004 12/31/9995 Replace Specialization 1/425772 0001 Major 1 2 08/25/2004 12/31/9999 Replace Specialization 1/425750
Double-click on the major	Image: Constraint of the const
Check the Priority column for accuracy	Find Ga Check Replace Specializations Idente Gro Set Fr. Start date End Date Function Object ID 0401 Najor Ei 1 122/12009 2/31/9999 Replace Specialization 10425911 0601 Hajor Ei 2 04/25/2004 12/31/9999 Replace Specialization 10425550 0602 Minor Ei 1 08/25/2004 12/31/9999 Replace Specialization 10425550
Click Save	Study Edit Goto System Help Image: Study Image: Study Image: Study Image: Study Image: Study Image: Study <t< td=""></t<>
Click Continue or press Enter	Information Data record successfully created or updated
Verify the Change of Major	
Verify the change of major on the Majors/Minors/Options tab	○ All programs ● Program 10420510 BA-AS; Bachelor of Arts Key Date 12/21/2009 ② Acad. Specializations ② Acad. Specializations ③ Acad. Specializations ③ Acad. Specializations ③ Acad. Specializations ③ Acad. Specializations ③ Acad. Specializations ③ Acad. Specializations ④ Program Croup C. Pto BA-AS Major BA-AS Major BA-AS Major Commun 08/25/2004 12/31/9999