

Process: Use this process when you need to add a second Program of Study for a student. UK uses a system of priorities that is based on financial and reporting needs. The sequence, from highest to lowest, is:

- ◆ Medicine
- ◆ Dentistry
- ◆ Pharmacy/Law
- ◆ Graduate
- ◆ Undergraduate

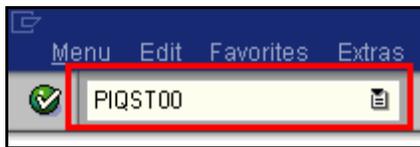
When students have two programs, one program must be marked as **Main**, and one program must be marked as **Additional**. To decide which program should be marked as **Main**, first apply the priority guidelines. If there is no priority issues, the choice is up to the students.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

Student Number

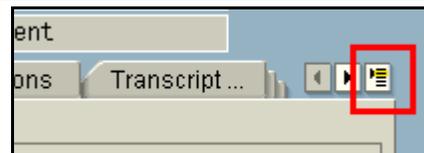


Enter the student's **Student Number**

Press **Enter** to pull up the student's records

REGISTRATION TAB

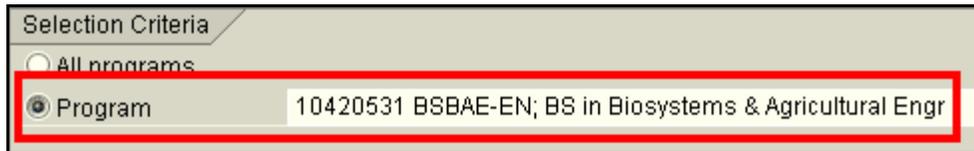
Click on the **Tab List** located to the right of the tabs



Select **Registration**



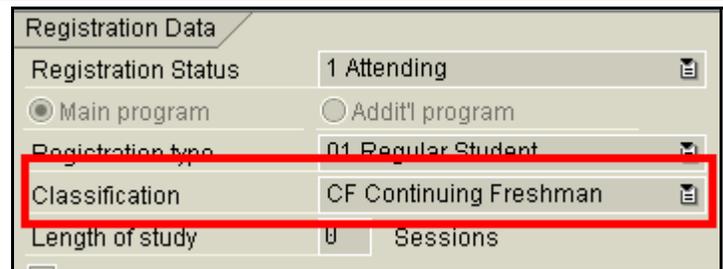
Make sure the student's current Program of Study is displayed in the **Program** field



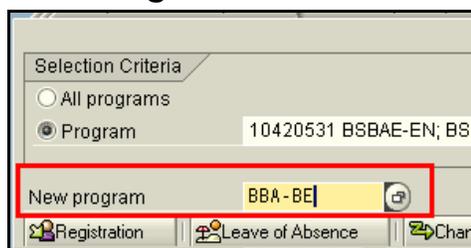
Note: View either the sessional registrations or use the **Program Overview** icon  to select the current Program of Study

Check the current sessional registration to find out what the student's registration classification is

Note: You will need this information to add the second Program of Study

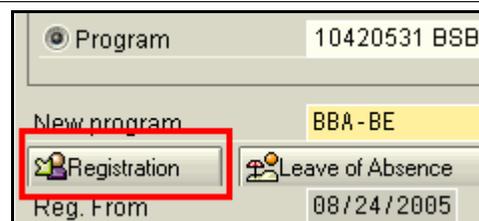


New Program



Enter the code for the new Program of Study or use the **Possible Entries** icon to search

Click on the **Registration** button



Remember! You **must** use the appropriate change date! To determine the appropriate date, check on the CM Change Date tables located on *myHelp* at http://myhelp.uky.edu/rwd/HTML/CM/CM_Change_Date.html

Academic Year

Period	
Academic Year	2009 Acad Year 2008-20... 
Academic Session	51 Summer Session 1 

Use the **Drop-down List** icon to select the appropriate academic year

Academic Session

Period	
Academic Year	2009 Acad Year 2008-20... 
Academic Session	30 Spring Semester 
Valid From	05/06/2008 - 06/03/2008

Use the **Drop-down List** icon to select the appropriate academic session

Press **Enter** to reset the **Valid From – To** fields

Period	
Academic Year	2009 Acad Year 2008-20... 
Academic Session	10 Fall Semester 
Valid From	06/12/2008 - 08/07/2008

Press **Enter** to close the **Information** message box

Information

 Start and end dates will be adjusted to academic year/session



The **Valid From – To** should reset to the academic session validity dates

Period	
Academic Year	2009 Acad Year 2008-20... 
Academic Session	10 Fall Semester 
Valid From	08/27/2008 - 12/19/2008

Since this is a second Program of Study for the student, click in the **Addit'l Program** radio button

Registration Data	
Registration Status	1 Attending 
<input type="radio"/> Main program <input checked="" type="radio"/> Addit'l program	
Registration type	01 Regular Student 

Classification

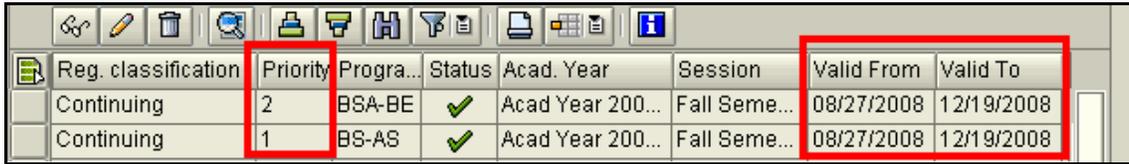
<input type="radio"/> Main program <input checked="" type="radio"/> Addit'l program	
Registration type	01 Regular Student 
Classification	CF Continuing Freshman 
Length of study	Sessions

Use the **Drop-down List** icon to select the appropriate classification

Note: Use same classification listed for the current Program of Study.

<p>Click on the Enter icon to verify the data entry</p>																			
<p>Click on the Save icon</p>																			
<p>When the Message Log box displays, verify that the Type column only contains Information and/or Warning messages</p> <p>Note: If the Type column displays an Error message, you must correct it before continuing.</p>	<table border="1"> <thead> <tr> <th>Type</th> <th>R</th> <th>OT</th> <th>Group</th> <th>Subgroup</th> <th>Message Text</th> </tr> </thead> <tbody> <tr> <td>Information</td> <td></td> <td></td> <td>CP0031</td> <td></td> <td>Save Change of Program</td> </tr> <tr> <td>Warning</td> <td></td> <td></td> <td>CP0031</td> <td></td> <td>Student has no valid admission</td> </tr> </tbody> </table>	Type	R	OT	Group	Subgroup	Message Text	Information			CP0031		Save Change of Program	Warning			CP0031		Student has no valid admission
Type	R	OT	Group	Subgroup	Message Text														
Information			CP0031		Save Change of Program														
Warning			CP0031		Student has no valid admission														
<p>Click on the Continue icon to close the Message Log box</p>																			
<p>Click on the radio button for All Programs</p>																			

Verify that one of the programs is **Priority 1** and the other program is **Priority 2** for the same time period



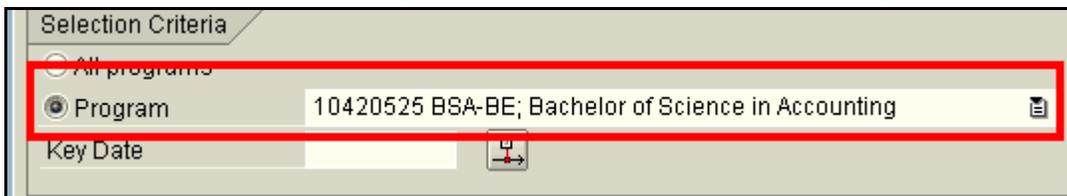
Reg. classification	Priority	Progra...	Status	Acad. Year	Session	Valid From	Valid To
Continuing	2	BSA-BE	✓	Acad Year 200...	Fall Seme...	08/27/2008	12/19/2008
Continuing	1	BS-AS	✓	Acad Year 200...	Fall Seme...	08/27/2008	12/19/2008

CAUTION! Do not forget to add the major for the second program of study! Use the following steps to add it.

Go to the **Majors/Minors/Options** tab



Verify that the new second program of study is displayed in the **Program** field



Hint: If it is not displayed, use the **Drop-Down List** icon to select it

In the **Key Date** field, enter the same date you entered for the second Program of Study



Click on the **Change Acad. Specializations** button



Verify that the **Valid From** date is correct, if not enter the same date you entered for the second Program of Study

Click in the first available row in the **Module Grp Cat** column and select **Major**



Press **Enter**

Click on the **Assign** button in the **Function** column

Double-click on the appropriate major

Note: Verify that the major you select is appropriate for the desired degree.

Group c...	Module group category na...	ObjectID	Object ab...	Object name
0001	Major	10425460	BAGE-BBA	Bus Adm - General
0001	Major	10425907	MANA-BBA	Management
0001	Major	10426161	PMAN-BBA	Pre-Management

Click on the **Save** icon

REGISTRATION TAB

Verify that the registration records have been transferred to the new program

Click on the **Back** icon in the **Standard Toolbar** to return to the **Easy Access Menu**