

PIQSTOO <- Two zeros on the end PIQST00 副 STUDENT FILE SCREEN Student Number Enter the student's Student Number 10037714 Student number Press **Enter** to pull up the student's records **REGISTRATION TAB** ent Click on the Tab List located to the right Transcript ... 👖 ons of the tabs

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

Enter the transaction code

BEGINNING

MedicineDentistry

Graduate

Pharmacy/Law

Undergraduate

Frequency: When Needed



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:

Quick Reference Card - Basic PIQSTOO Add Second	Program of Study	
Select Registration	pt Image: Second	
Make sure the student's current Program of Selection Criteria All programs Program 10420531 BS	f Study is displayed in the Program field BAE-EN; BS in Biosystems & Agricultural Engr	
Note: View either the sessional registrations or use the Program Overview icon is to select the current Program of Study		
Check the current sessional registration to find out what the student's registration classification is	Registration Data Registration Status 1 Attending Main program Addit'l program Registration type 01 Regular Student	
Note: You will need this information to add the second Program of Study	Classification CF Continuing Freshman E Length of study U Sessions	
Selection Criteria All programs Program 10420531 BSBAE-EN; BS New program BBA-BE BBA-BE Contemport Begistration BBA-BE	Enter the code for the new Program of Study or use the Possible Entries icon to search	
Click on the Registration button	Program 10420531 BSB/ New program BBA-BE BRegistration Reg. From 08/24/2005	

Quick Reference Card - Basic PIQST00 Add Second Program of Study



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 E	Use the Drop-down List icon to select the appropriate academic year
Academic Session Period Academic Year 2009 Acad Year 2008-20 Image: Comparing Semigrational Section Services Section Services Section Services Section Services Section Sectin Sectin Section Section Sectin Sectin	Use the Drop-down List icon to select the appropriate academic session
Press Enter to reset the Valid From – To fields	PeriodAcademic Year2009 Acad Year 2008-20 Image: Constant of the second sec
Press Enter to close the Information message box	 Information Etart and end dates will be adjusted to academic year/session
The Valid From – To should reset to the academic session validity dates	PeriodAcademic Year2009 Acad Year 2008-20Academic Session10 Fall SemesterValid From08/27/2008
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 Main program Registration type 01 Regular Student
Classification	Use the Drop-down List icon to select the
O Main program Image: Addit'l program Registration type 01 Regular Student Classification CF Continuing Freshman Length of study Sessions	Note: Use same classification listed for the current Program of Study.

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Quick Reference Card - Basic PIQSTOO Add Second Program of Study



Click on the Enter icon to verify the data entry	Classification CF Contin Length of study Sec Part-Time Study Registered On 04/24/20
Click on the Save icon	Classification CF Contin Length of study Sea Part-Time Study Registered On 04/24/20
When the Message Log box displays, verify that the Type column only contains Information and/or Warning messages Note: If the Type column displays an Error message, you must correct it before continuing.	Message Log Image: A state of the state of t
Click on the Continue icon to close the Message Log box	Message Log Image: Constraint of the state
Click on the radio button for All Programs	All programs Program

Quick Reference Card - Basic PIQSTOO Add Second Program of Study



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.	Fail 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	Majors/Minors/Options	
Verify that the new second program of study is displayed in the Program field		
Selection Criteria		
Program 10420525 BSA-BE; Bachelor of	Science in Accounting	
Key Date		
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	Selection Criteria	
entered for the second Program of Study	O All programs	
	Program 18428525 BC ^A BE; Bache	
	Key Date 08/27/2008	
Click on the Change Acad. Specializations	assiglizations	
button		
Verify that the Valid From date is correct, if not		
enter the same date you entered for the second Program of Study		
	Module orn cat	
Click in the first available row in the	0001 Major	
Module Grp Cat column and select Major	- 0003 Option	
	0004 Specialty 0005 Sub-Specialty	
Press Enter		

Quick Reference Card - Basic PIQSTOO Add Second Program of Study



Click on the Assign button in the Function column	End Date Function Obj
Double-click on the appropriate major	Group c Module group category na ObjectID Object ab Object name 0001 Major 10425460 BAGE-BBA Bus Adm - General 0001 Major 10425607 Mable Magement
Note: Verify that the major you select is appropriate for the desired degree.	Occiti Major Ib429307 MANA-BBA Management 0001 Major 10426161 PMAN-BBA Pre-Management
Click on the Save icon	to System Help
REGISTRATION TAB	
Verify that the registration records have been transferred to the new program	Majors/Minors/Options Transcript Requests Recruitment Registration Enr Image: Constraint of the second
Click on the Back icon in the Standard Toolbar to return to the Easy Access Menu	o Utilities <u>S</u> ettings S <u>y</u> stem I (I) (I) (C) (C) (C) (C) (C) (C) (C) (C) (C) (C