IRIS
Integrated Resource
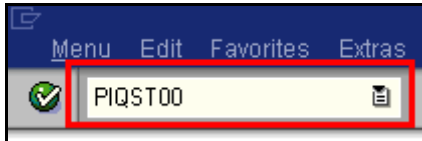Information System

Process: Use this process when you need to add a second Program of Study.	
Role: Authorized Personnel	**Frequency:** When Needed

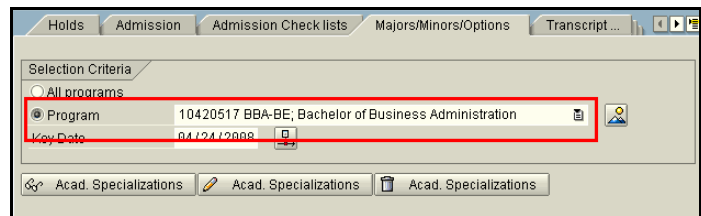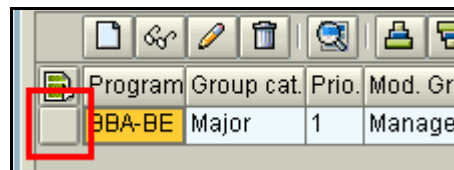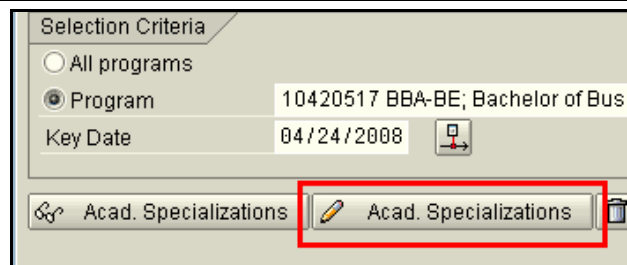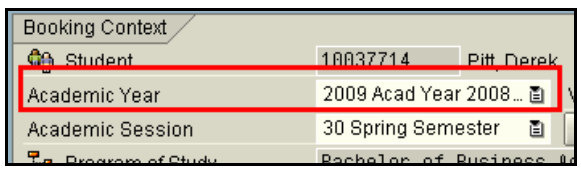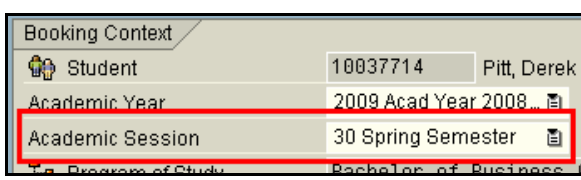| BEGINNING	
Enter the transaction code	**PIQST00** <- Two zeros on the end
STUDENT FILE SCREEN	
Student Number	Enter the student's **Student Number**
Press **Enter** to pull up the student's records	
MAJORS/MINORS/OPTIONS TAB	
Click on the **Major/Minors/Options** tab	
Verify that the student's current **Program of Study** is selected If not, use the **Drop-down List** icon to select it	
Click on the **Select** icon to the left of the **Major**	
Click on the **Change Acad. Specializations** button	

MAINTAIN ACADEMIC SPECIALIZATIONS SCREEN

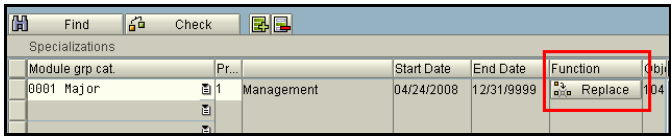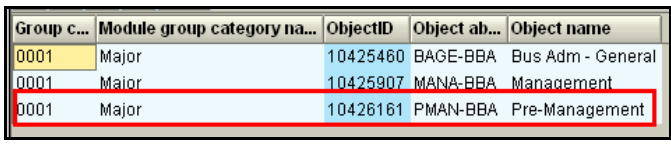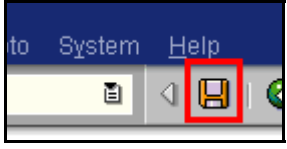|	
Academic Year	Verify that the correct academic year is selected; if not use the **Drop-down List** icon to select it
Academic Session	Verify that the correct academic session is selected; if not use the **Drop-down List** icon to select it
In the **Function** column, click on the **Replace** button for the major you want to change	
Double-click on the appropriate major **Note:** Verify that the major you select is appropriate for the desired degree.	
Click on the **Save** icon	

MAJORS/MINORS/OPTIONS TAB

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