Quick Reference Card - Basic PIQSTOO Change Major



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

BEGINNING	
Enter the transaction code	PIQST00 <- Two zeros on the end
STUDENT FILE SCREEN	
Student Number	Enter the student's Student Number
Student number 10037714	
Press Enter to pull up the student's records	
MAJORS/MINORS/OPTIONS TAB	
Click on the Major/Minors/Options tab	Majors/Minors/Options
Verify that the student's current Program of Study is selected If not, use the Drop-down List icon to select it	Holds Admission Admission Check lists Majors/Minors/Options Transcript Image: Comparison of the compa
Click on the Select icon to the left of the Major	Program Group cat. Prio. Mod. Gro BBA-BE Major 1 Manager
Click on the Change Acad . Specializations button	Selection Criteria All programs Program 10420517 BBA-BE; Bachelor of Bus Key Date 04/24/2008 % Acad. Specializations



MAINTAIN ACADEMIC SPECIALIZATIONS SCREEN	
Academic Year Booking Context Student Academic Year Cooperative Cooperative Cooperative Cooperative Coo	Verify that the correct academic year is selected; if not use the Drop-down List icon to select it
Academic Session Booking Context Student 10037714 Pitt, Derek Academic Year 2009 Acad Year 2008 Academic Session 30 Spring Semester Cal Program of Study Rachelon of Pusipees	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	Find Find Find Specializations Module grp cat. Pr 0001 Management 04/24/2008 12/31/9999 104
Double-click on the appropriate major Note: Verify that the major you select is appropriate for the desired degree.	Group cModule group category naObjectIDObject abObject name0001Major10425460BAGE-BBABus Adm - General0001Major10425907MANA-BBAManagement0001Major10426161PMAN-BBAPre-Management
Click on the Save icon	ito System <u>H</u> elp ∎ ⊲ <mark>⊟</mark> I €
MAJORS/MINORS/OPTIONS TAB	
Click on the Back icon in the Standard Toolbar to return to the Easy Access Menu	o Utilities <u>S</u> ettings System

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