

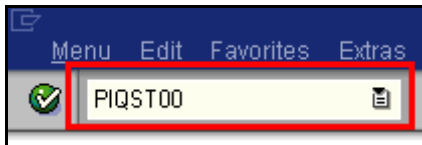
Process: Use this process when you need to change a student's Program of Study. Some changes occur within a college and other changes involved two colleges. When a student's Program of Study change involves moving from one college to another, the **receiving** college generally makes the change. The CM College Codes Quick Reference Card is available on the *myHelp* website:
http://myhelp.uky.edu/rwd/HTML/CM/QRC_CM_College_Codes_v2.pdf

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

Student Number

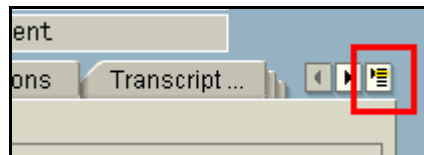


Enter the student's **Student Number**

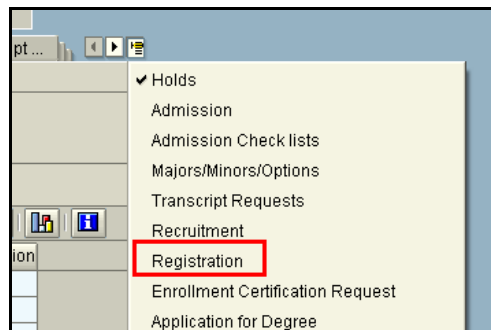
Press **Enter** to pull up the student's records

REGISTRATION TAB

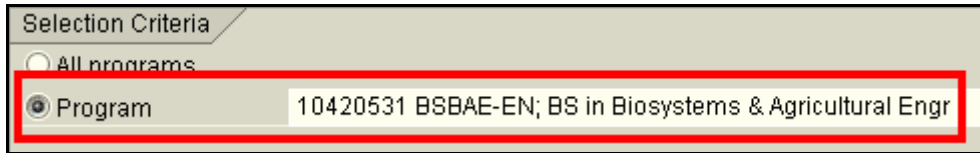
Click on the **Tab List** located to the right of the tabs




Select **Registration**

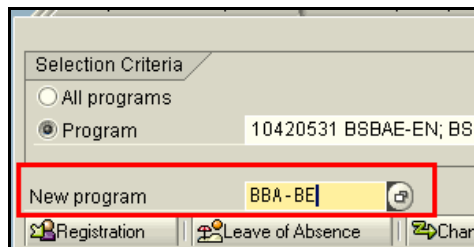


Make sure the student's current Program of Study is displayed in the **Program** field



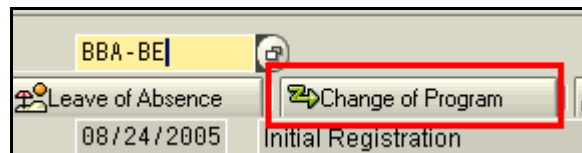
Note: View either the sessional registrations or use the **Program Overview** icon  to select the current Program of Study

New Program



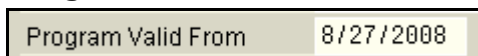
Enter the code for the new Program of Study or use the **Possible Entries** icon to search

Click on the **Change of Program** button



When the **Change of Program** box displays, verify the following:

Program Valid From




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

Reason



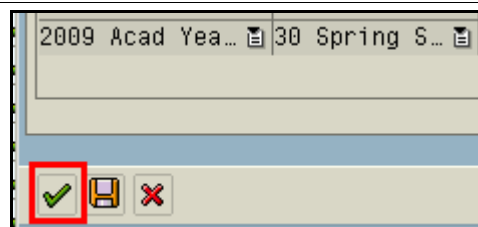
Should default to **10 Change of Program**

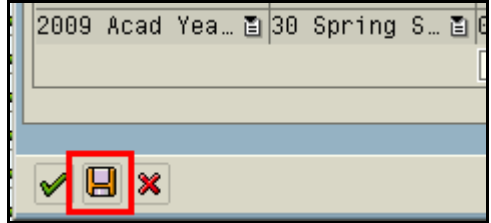
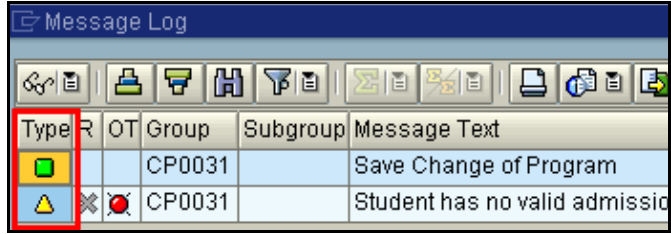
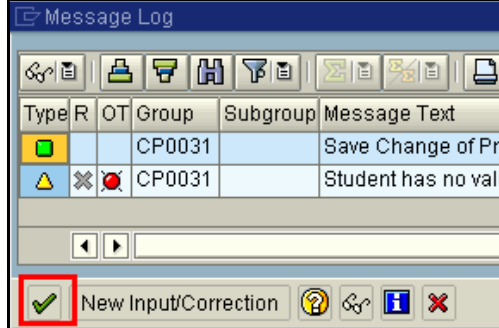
Transfer Registrations



Radio button for this choice should be selected

Click on the **Enter** icon to verify the data entry



<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>	
<p>Click on the Continue icon to close the Message Log box</p>	
<p>IMPORTANT: If the effective date for a change is a term for which the student is registered, the system will automatically take you to the Maintain Academic Specializations screen.</p> <p>However, if the effective date for a change is a term for which the student is not registered, the system will not automatically take you to the Maintain Academic Specializations screen. Example: Effective date is 12/22/08 which is the beginning of Winter term, and the student is not registered for Winter. If this is the case, you will need to add the major manually. Refer to the Adding a Major Within a Program quick reference card for details.</p>	
<p>MAINTAIN ACADEMIC SPECIALIZATIONS SCREEN</p>	
<p>Verify that the Valid From date is correct, if not enter the same date you entered for the Program of Study</p>	

<p>Click in the first available row in the Module Grp Cat column</p>																																					
<p>Select Major</p>																																					
<p>Press Enter</p>																																					
<p>Click on the Assign button</p>																																					
<p>Double-click on the appropriate major</p> <p>Note: Verify that the major you select is appropriate for the desired degree.</p>	<table border="1"> <thead> <tr> <th>Group c...</th> <th>Module group category na...</th> <th>ObjectID</th> <th>Object ab...</th> <th>Object name</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>Major</td> <td>10425460</td> <td>BAGE-BBA</td> <td>Bus Adm - General</td> </tr> <tr style="border: 2px solid red;"> <td>0001</td> <td>Major</td> <td>10425907</td> <td>MANA-BBA</td> <td>Management</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10426161</td> <td>PMAN-BBA</td> <td>Pre-Management</td> </tr> </tbody> </table>	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																
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