## Quick Reference Card - Basic PIQST00 Change Program of Study



**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	<b>PIQST00</b> <- Two zeros on the end
STUDENT FILE SCREEN	
Student Number Student number 10037714	Enter the student's Student Number
Press <b>Enter</b> to pull up the student's records	
REGISTRATION TAB	
Click on the <b>Tab List</b> located to the right of the tabs	ent ons Transcript
Select <b>Registration</b>	pt) ↓ ↓ ↓ → Holds Admission Admission Check lists Majors/Minors/Options Transcript Requests Recruitment ion Registration Enrollment Certification Request Application for Degree

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	Information System	
Make sure the student's current Program of	of Study is displayed in the <b>Program</b> field	
Selection Criteria		
All programs	PAG Shi Da in Bissurtana A Amin'thurl Sam	
Program 10420531 BS	SBAE-EN, BS IN BIOSYSTEMS & Agricultural Engr	
Note: View either the sessional registratio	and on use the <b>Dreaman Overview</b> ison	
select the current Program of Study	ons of use the <b>Program Overview</b> icon <b>me</b> to	
New Program		
Selection Criteria All programs Program 10420531 BSBAE-EN; BS New program BBA-BE	Enter the code for the new Program of Study or use the <b>Possible Entries</b> icon to search	
Click on the Change of Program button	BBA-BE BAA-BE BAA-BE BAA-BE BAA-BE BAA-BE BAA-BE BAA-BE BAA-BE BAA-BE BA	
When the <b>Change of Program</b> box displays, verify the following:		
Program Valid From Program Valid From 8/27/2008	<b>Remember!</b> You <b>must</b> use the appropriate change date! To determine the appropriate date, check on the CM Change Date tables located on <b>myHeIp</b> at http://myhelp.uky.edu/rwd/HTML/CM/ CM_Change_Date.html	
Reason 10 Change of Prog 🗈	Should default to 10 Change of Program	
Ocreate Registration         Instructions	Radio button for this choice should be selected	
Click on the <b>Enter</b> icon to verify the data entry	2009 Acad Yea… 🖹 30 Spring S… 🖹 0	

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Click on the <b>Save</b> icon	2009 Acad Yea… ≧ 30 Spring S… ≧ 0
When the <b>Message Log</b> box displays, verify that the <b>Type</b> column only contains <b>Information</b> and/or <b>Warning</b> messages	중 Message Log 중에집 [ 옵 🔽 🎒 🍞 집 🔀 집 孫집 [ 요 @ 집 [ 호 Type R OT Group Subgroup Message Text
<b>Note:</b> If the <b>Type</b> column displays an <b>Error</b> message, you must correct it before continuing.	□ CP0031 Save Change of Program △ ※ ④ CP0031 Student has no valid admissio
Click on the <b>Continue</b> icon to close the <b>Message Log</b> box	Image: Message Log         Image: Message Text         Image: Type R OT Group         Subgroup         Message Text         Image: CP0031         Save Change of Pr         Image: CP0031         Student has no val         Image: CP0031         Image: CP0031     <
<b>IMPORTANT:</b> If the effective date for a ch registered, the system will automatically ta <b>Specializations</b> screen.	ange is a term for which the student is ike you to the <b>Maintain Academic</b>

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.

## MAINTAIN ACADEMIC SPECIALIZATIONS SCREEN

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

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Click in the first available row in the Module Grp Cat column Select Major	Find Check Specializations Module grp cat. Module grp cat. Pr 0001 Major 0002 Minor 0003 Option
	0004 Specialty 0005 Sub-Specialty
Press Enter	
Click on the <b>Assign</b> button	End Date Eunction Obj/
Double-click on the appropriate major <b>Note:</b> 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	ıto System <u>H</u> elp I
REGISTRATION TAB	
Verify that the registration records have been transferred to the new program	Majors/Minors/Options       Transcript Requests       Recruitment       Registration       Enr       Image: Transcript Requests         Selection Criteria       All programs       Program       10420517 BBA-BE; Bachelor of Business Administration       Image: Registration       Image:
Click on the <b>Back</b> icon in the <b>Standard</b> Toolbar to return to the <b>Easy Access</b> Menu	o Utilities <u>S</u> ettings System

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