

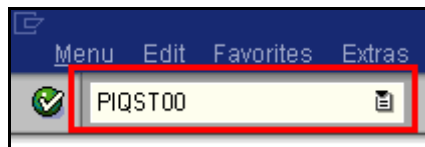
Process: Every Program of Study must have **at least one major** associated with it for **any given time period**. Missing majors results in data collection problems and reporting errors. Use this process to add a missing major.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

Student Number

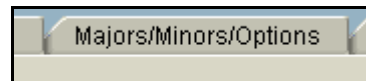


Enter the student's **Student Number**

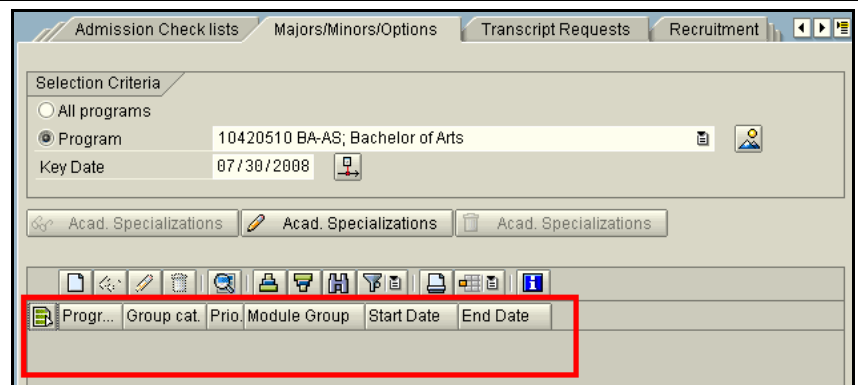
Press **Enter** to pull up the student's records

MAJORS/MINORS/OPTIONS TAB

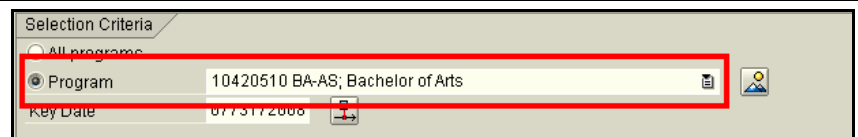
Click on the **Majors/Minors/Options** tab



Notice that this student has a **Program of Study**, but the major is missing



Verify that the current **Program of Study** is displaying



Quick Reference Card - Basic

PIQST00 Missing Majors




Click on the **Program Overview** icon to the right of the **Program** field

Selection Criteria

All programs

Program 10420523 BS-AS; Bachelor of Science

Key Date 07/30/2008



Take note of the **Valid From** date for the current Program of Study

Program	Program (Desc.)	Status	Sts Long Text	ActMy (desc.)	Reason (Desc.)	Valid From	End Date
BA-AS	Bachelor of Arts	Student	Student			01/10/2007	12/31/9999
BS-AS	Bachelor of Science	De-registered	De-registered	Change of ...	Change of Pro...	08/23/2006	01/09/2007

Note: You will be using this date as the **Key Date/Valid From** date for the major.

Press **Enter** or click on the **Continue** button to close the **Program Overview** box



Enter the **Valid From** date for the Program in the **Key Date** field

Selection Criteria

All programs

Program 10420510 BA-AS; Bachelor of Arts

Key Date 01/10/2007

Click on the **Acad. Specializations** button

Key Date 05/15/2008

Acad. Specializations Acad. Specializations

Verify that the Program Valid From date is in the **Valid From** field

Booking Context

Student 10029395 Duron, Paula

Academic Year 2007 Acad Year 2006... Valid From 01/10/2007

Academic Session 30 Spring Semester

Program of Study Bachelor of Arts

Verify that the data in the **Academic Year** and **Academic Session** is correct based on the **Valid From** date

Booking Context

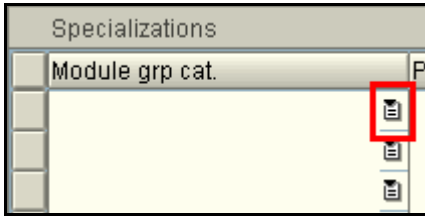
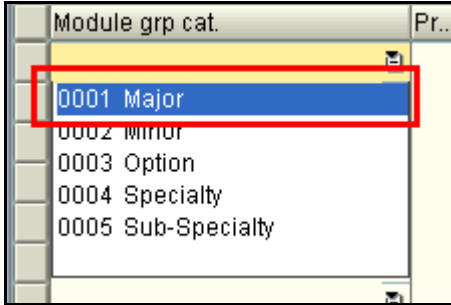
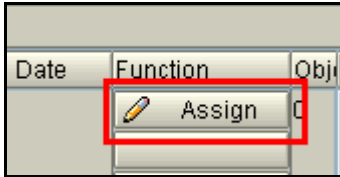
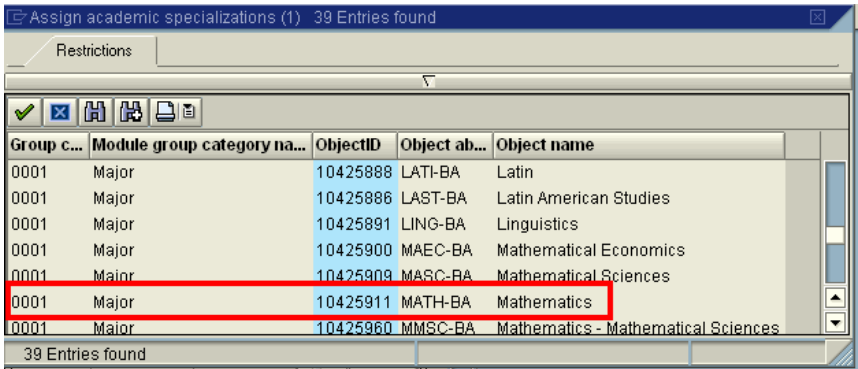
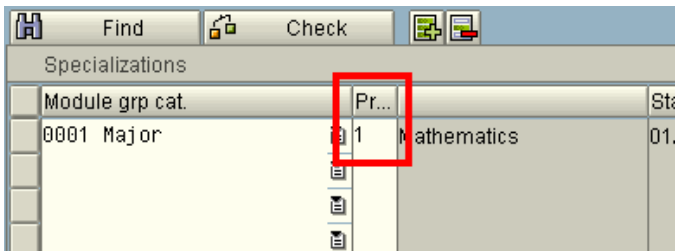
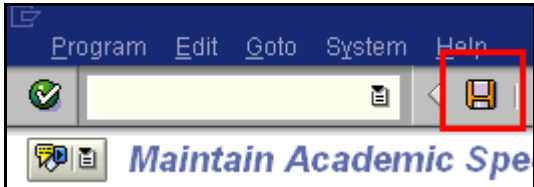
Student 10029395 Duron, Paula

Academic Year 2007 Acad Year 2006... Valid From 01/10/2007

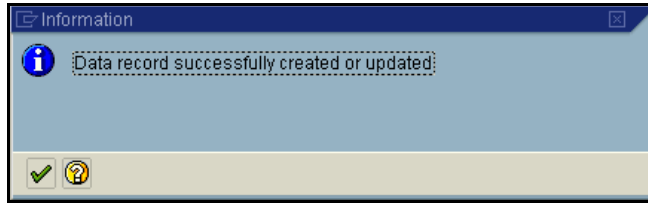
Academic Session 30 Spring Semester

Program of Study Bachelor of Arts

PIQST00 Missing Majors

<p>Click on the Drop-Down List icon 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>	 <table border="1" data-bbox="667 1171 1520 1402"> <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>10425888</td> <td>LATI-BA</td> <td>Latin</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10425886</td> <td>LAST-BA</td> <td>Latin American Studies</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10425891</td> <td>LING-BA</td> <td>Linguistics</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10425900</td> <td>MAEC-BA</td> <td>Mathematical Economics</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10425909</td> <td>MASC-BA</td> <td>Mathematical Sciences</td> </tr> <tr style="border: 2px solid red;"> <td>0001</td> <td>Major</td> <td>10425911</td> <td>MATH-BA</td> <td>Mathematics</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10425960</td> <td>MMSC-BA</td> <td>Mathematics - Mathematical Sciences</td> </tr> </tbody> </table>	Group c...	Module group category na...	ObjectID	Object ab...	Object name	0001	Major	10425888	LATI-BA	Latin	0001	Major	10425886	LAST-BA	Latin American Studies	0001	Major	10425891	LING-BA	Linguistics	0001	Major	10425900	MAEC-BA	Mathematical Economics	0001	Major	10425909	MASC-BA	Mathematical Sciences	0001	Major	10425911	MATH-BA	Mathematics	0001	Major	10425960	MMSC-BA	Mathematics - Mathematical Sciences
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<p>Check to see that the correct value appears in the Priority column</p> <p>Note: If this is the only major for the Program of Study, the Priority should be 1</p>																																									
<p>Click on the Save icon in the Standard Toolbar</p>																																									

When the system message box displays, press **Enter**



The newly added major should now be displayed

