

# PIQST00 Add Second Major

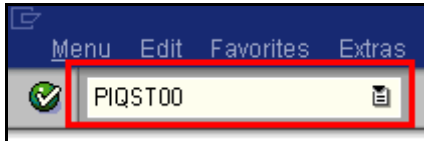
**Process:** Add a second major using the same process used to add the first major.

**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**

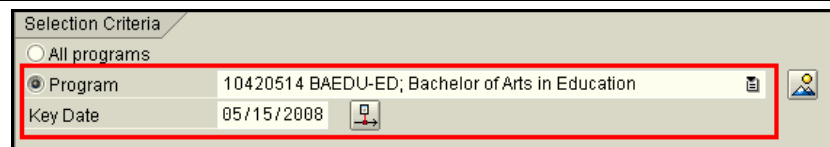
Press **Enter** to pull up the student's records

## MAJORS/MINORS/OPTIONS TAB

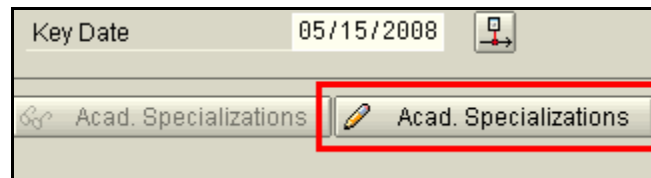
Click on the **Majors/Minors/Options** tab



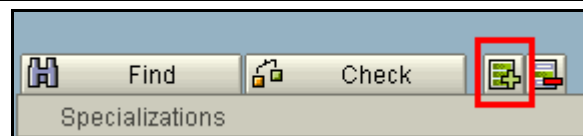
Verify that the correct **Program of Study** is displaying and the **Key Date** is set to the current date



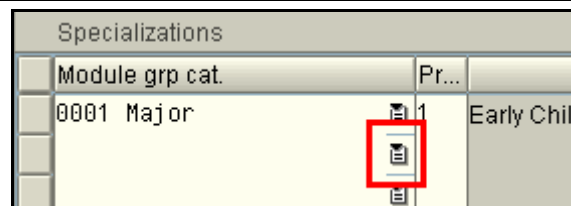
Click on the **Acad. Specializations** button



Click on the **Insert Lines** icon to add new rows

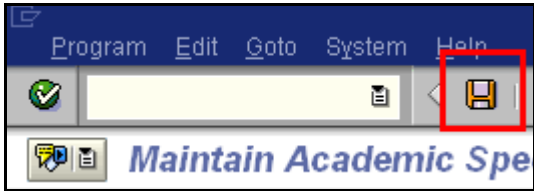
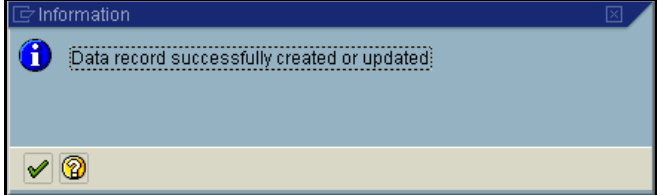
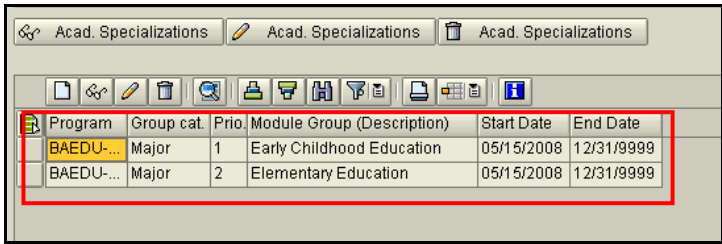


Click on the **Drop-Down List** icon



# PIQST00 Add Second Major

|   |  |
|---|--|
| <p>Select <b>Major</b></p>  |  |
| <p>Click on the blank button in the <b>Function</b> column</p>  |  |
| <p>When the blank button changes, click on the <b>Assign</b> button</p>   |  |
| <p>A list of valid majors for the displayed Program of Study will display</p>   |  |
| <p>Double-click on the appropriate major</p>  |  |
| <p>Check to see that the correct value appears in the <b>Priority</b> column</p> <p><b>Note:</b> If needed, you can edit the priority numbering, but make sure that both of the priority numbers are changed.</p> |  |

| <p>Click on the <b>Save</b> icon in the <b>Standard Toolbar</b></p> |   |         |                            |            |                            |            |          |           |       |   |                           |            |            |           |       |   |                      |            |            |
|---|---|---------|----------------------------|------------|----------------------------|------------|----------|-----------|-------|---|---------------------------|------------|------------|-----------|-------|---|----------------------|------------|------------|
| <p>When the system message box displays, press <b>Enter</b></p>     |   |         |                            |            |                            |            |          |           |       |   |                           |            |            |           |       |   |                      |            |            |
| <p>The newly added major should now be displayed</p>                |  <table border="1" data-bbox="683 779 1333 873"> <thead> <tr> <th>Program</th> <th>Group cat.</th> <th>Prio.</th> <th>Module Group (Description)</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>BAEDU-...</td> <td>Major</td> <td>1</td> <td>Early Childhood Education</td> <td>05/15/2008</td> <td>12/31/9999</td> </tr> <tr> <td>BAEDU-...</td> <td>Major</td> <td>2</td> <td>Elementary Education</td> <td>05/15/2008</td> <td>12/31/9999</td> </tr> </tbody> </table> | Program | Group cat.                 | Prio.      | Module Group (Description) | Start Date | End Date | BAEDU-... | Major | 1 | Early Childhood Education | 05/15/2008 | 12/31/9999 | BAEDU-... | Major | 2 | Elementary Education | 05/15/2008 | 12/31/9999 |
| Program   | Group cat.  | Prio.   | Module Group (Description) | Start Date | End Date                   |            |          |           |       |   |                           |            |            |           |       |   |                      |            |            |
| BAEDU-...   | Major   | 1       | Early Childhood Education  | 05/15/2008 | 12/31/9999                 |            |          |           |       |   |                           |            |            |           |       |   |                      |            |            |
| BAEDU-...   | Major   | 2       | Elementary Education       | 05/15/2008 | 12/31/9999                 |            |          |           |       |   |                           |            |            |           |       |   |                      |            |            |