

# Add Second Major Within Program (Double Major)

**Process:** Use to create a double major by adding a second major if the major is under the student's Program of Study.

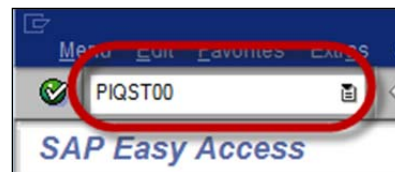
**Remember!** Do not enter a priority of "1" for more than one major for the same program of study in the same time period.

**Role:** Authorized Users

**Frequency:** When needed

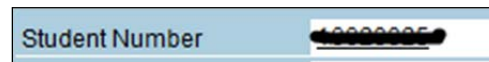
## Enter the Transaction

Go to **PIQST00**

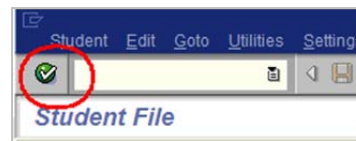


## Find the Student's Records

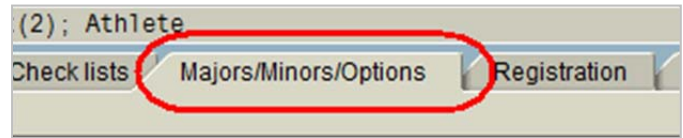
Enter the **Student Number**



Click **Enter** or press **Enter** on the keyboard

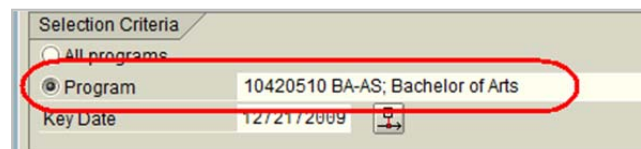


Click the **Majors/Minors/Options** tab

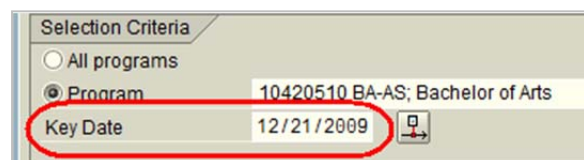


## Add the Second Major Within a Program

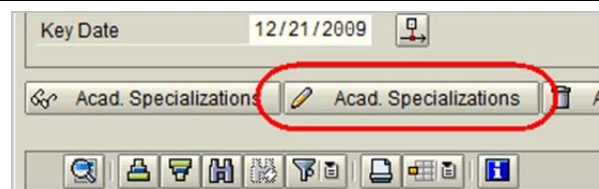
Verify the current **Program** is displayed



Enter the Effective date in the **Key Date** field (this is generally the current date)



Click **Change Acad. Specialization**

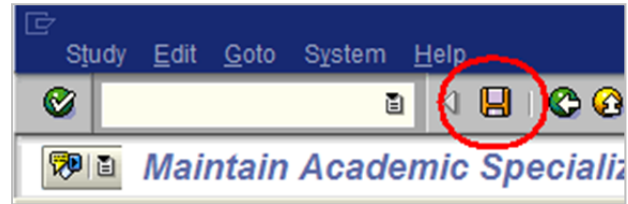


# Add Second Major Within Program (Double Major)

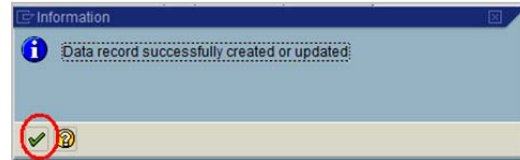
<p>Verify <b>Academic Year</b>, <b>Session</b>, and <b>Valid From</b></p> <p><b>Note:</b> Change the <b>Academic Year</b> and <b>Session</b> if needed; when you press <b>Enter</b>, the <b>Valid From</b> date will default to the first day of that session. You should generally change this to the current date.</p>	
<p>Click <b>Add Row</b></p>	
<p>Click the drop-down arrow and select <b>Major</b></p>	
<p>Press <b>Enter</b></p>	
<p>Click <b>Assign Specialization</b></p>	
<p>Double-click on major</p>	
<p>Major should have priority 2</p>	

# Add Second Major Within Program (Double Major)

Click **Save**



Click **Continue** or press **Enter**



## Verify the Second Major

The second major just added should display with a **priority of 2**.

**Note:** You may need to remove the date from the **Key Date** field to see all information about the program.

