

Add Second Major Outside of Program (Double Major)

Process: Use to create a double major by adding a second major if the major is **not** under the student's Program of Study. Make sure the major is a valid major.

Note: **Start** and **End Dates do not** show whether or not a major, minor, etc. is currently valid.

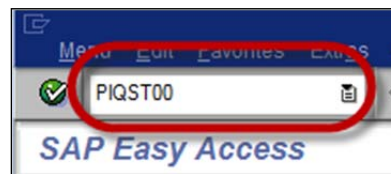
Remember! Do not enter a priority of "1" for more than one major for the same program of study in the same time period.

Role: Authorized Users

Frequency: When needed

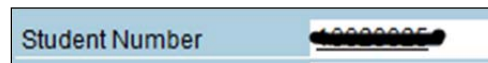
Enter the Transaction

Go to **PIQST00**

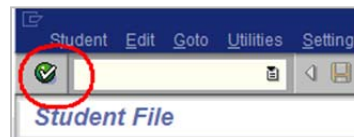


Find the Student's Records

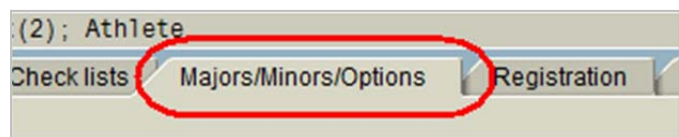
Enter the **Student Number**



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

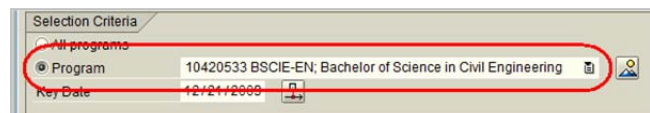


Click the **Majors/Minors/Options** tab



Add the Second Major Outside a Program

Verify the current **Program** is displayed




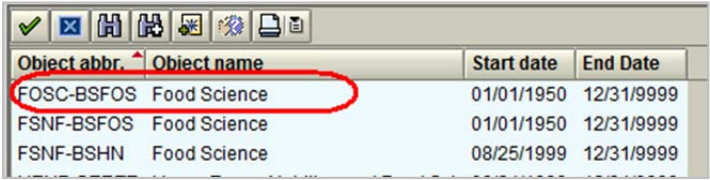
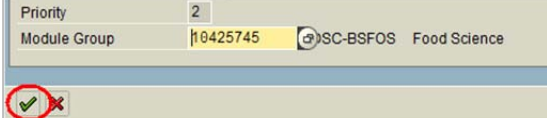
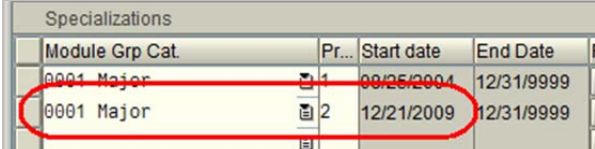
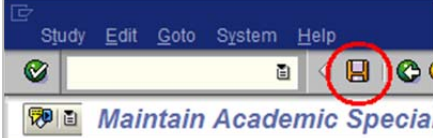
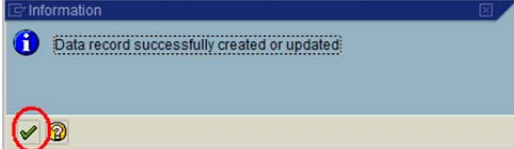
Enter the Effective date in the **Key Date** field (this is generally the current date)



Add Second Major Outside of Program (Double Major)

<p>Click Change Acad. Specialization</p>	
<p>Verify Academic Year, Session, and Valid From</p> <p>Note: Change the Academic Year and Session if needed; when you press Enter, the Valid From date will default to the first day of that session. You should generally change this to the current date.</p>	
<p>Click Add Row</p>	
<p>Click the drop-down arrow and select Major</p>	
<p>Click Find</p>	
<p>Click Possible Entries</p>	
<p>Enter the search term</p> <p>Note: You can use asterisks as wildcards in your search.</p>	

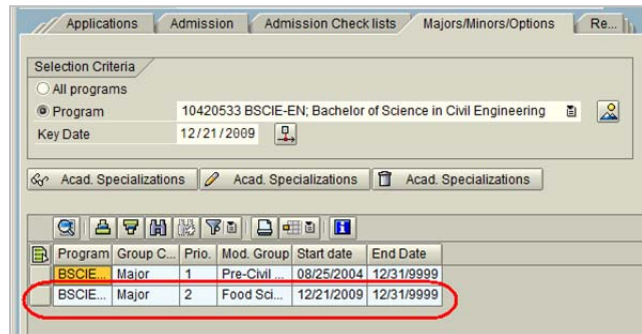
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<p>Click Continue or press Enter</p>																	
<p>Double-click the major</p> <p>Note: Be careful of degree level and type!</p> <p>Note: Start and End Dates do not show whether or not a major, minor, etc. is currently valid.</p>	 <table border="1"> <thead> <tr> <th>Object abbr.</th> <th>Object name</th> <th>Start date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>FOSC-BSFOS</td> <td>Food Science</td> <td>01/01/1950</td> <td>12/31/9999</td> </tr> <tr> <td>FSNF-BSFOS</td> <td>Food Science</td> <td>01/01/1950</td> <td>12/31/9999</td> </tr> <tr> <td>FSNF-BSHN</td> <td>Food Science</td> <td>08/25/1999</td> <td>12/31/9999</td> </tr> </tbody> </table>	Object abbr.	Object name	Start date	End Date	FOSC-BSFOS	Food Science	01/01/1950	12/31/9999	FSNF-BSFOS	Food Science	01/01/1950	12/31/9999	FSNF-BSHN	Food Science	08/25/1999	12/31/9999
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<p>Click Save</p>																	
<p>Click Continue or press Enter</p>																	
<p>Verify the Second Major</p>																	

Add Second Major Outside of Program (Double 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.



Program	Group C.	Prio.	Mod. Group	Start date	End Date
BSCIE	Major	1	Pre-Civil...	08/25/2004	12/31/9999
BSCIE...	Major	2	Food Sci...	12/21/2009	12/31/9999