

Change of Major Within Program

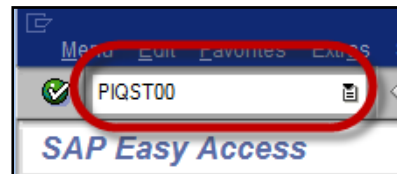
Process: Use this process to change a major within a program, such as the priority 1 major. First determine if the new major is within the student's current Program of Study. If it **is** in the current Program, use the steps in this QRC to make the change. If the major is **NOT** in the current Program, follow the instructions in the Change Program of Study Quick Reference Card (QRC) on myHelp web site.

Role: Authorized Users

Frequency: When needed

Enter the Transaction

Go to **PIQST00**

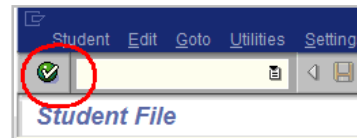


Find the Student's Records

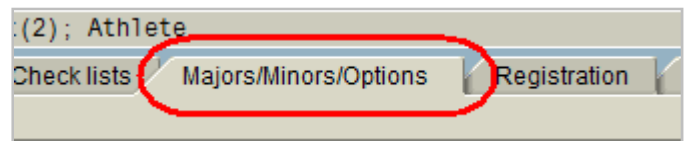
Enter the **Student Number**



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

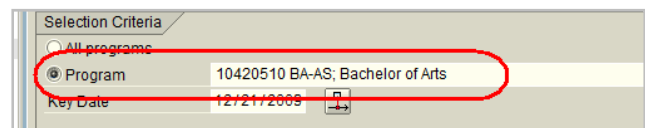


Click the **Majors/Minors/Options** tab

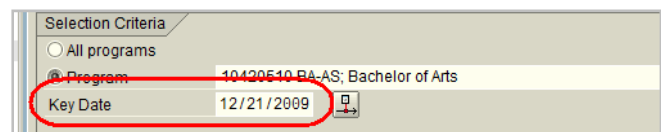


Change the Major Within a Program

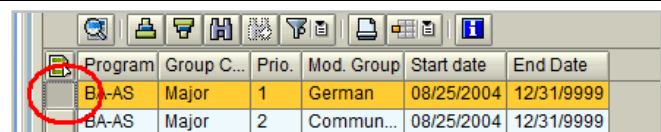
Verify the current **Program** is displayed



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



Click **Select** to the left of the priority 1 major

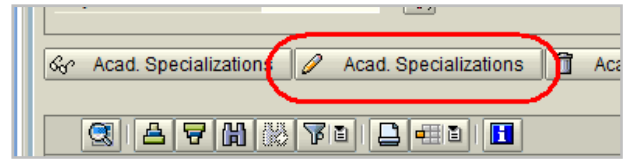


Quick Reference Card – Student Lifecycle Management

Change of Major Within Program

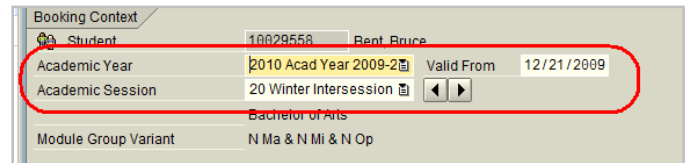


Click **Change Acad. Specialization**

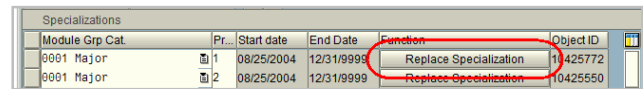


Verify **Academic Year, Session, and Valid From**

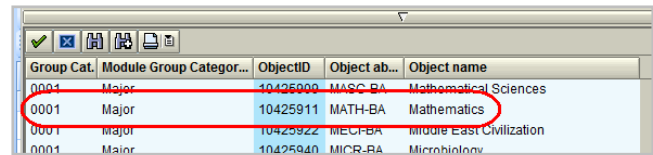
Note: Change the **Academic Year** and **Session** if needed; when you press **Enter**, the **Valid From** date will default to the first day of that session. You should generally change this to the current date.



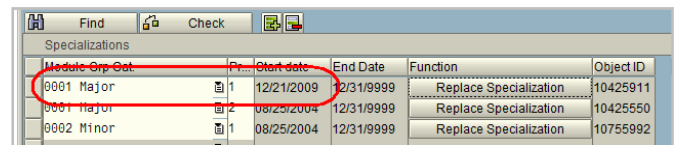
Click **Replace Specialization**



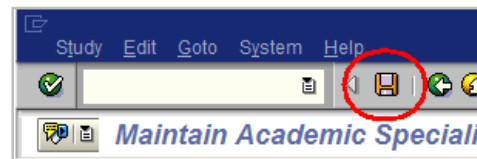
Double-click on the major



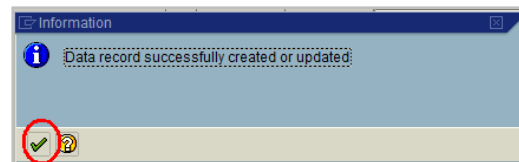
Check the **Priority** column for accuracy



Click **Save**



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



Verify the Change of Major

Verify the change of major on the **Majors/Minors/Options** tab

