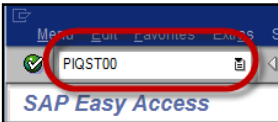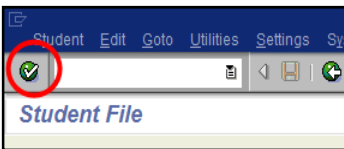|	
Process: Use to end (delimit) a student's academic specialization – major, minor, or option.	
Role: Authorized Personnel	**Frequency:** When Needed

Enter the Transaction Code

SAP Easy Access	Enter the transaction code **PIQST00** <- Two zeros on the end

Find the Student's Records
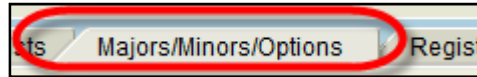
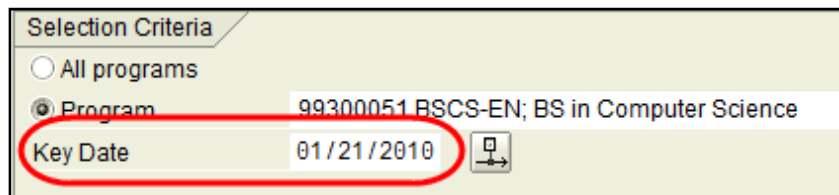|	
Student Number	Enter the **Student Number**
Student File	Click Enter or press **Enter** on the keyboard to pull up the student's records

Open the Majors/Minors/Options Tab

Click on the **Majors/Minors/Options** tab	Majors/Minors/Options
In the **Key Date** field, enter the effective date. As a general rule, use the current date – the system will automatically set the specialization's End Date to the day *before* the date you enter **Note:** To end on the last day of an academic session, enter the date *after* the last day of that session	Selection Criteria ○ All programs ◉ Program 99300051 BSCS-EN; BS in Computer Science Key Date 01/21/2010
Press **Enter** to confirm the date	

Click the **Delete Acad Specializations** button. This button does not delete – instead, it *delimits* (ends) the specialization and keeps a history of changes.	Key Date 01/21/2010 Acad. Specializations Acad. Specializations 🗑 Acad. Specializations
On the screen that appears, verify that the **Valid From** date matches the date you entered in the **Key Date** field (this is generally the current date).	Academic Year 2010 Acad Year 2009… Valid From 01/21/2010 Academic Session 30 Spring Semester ◀ ▶ BS in Computer Science Module Group Variant N Ma & N Mi & N Op

WARNING: When ending a specialization, be aware that entering a **Valid From** date that is the same date as the specialization's **Start Date** will actually delete the specialization. This is not desirable because it removes information from the student's specialization history.

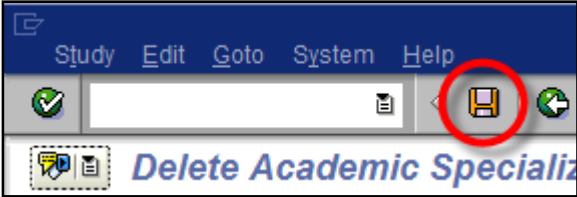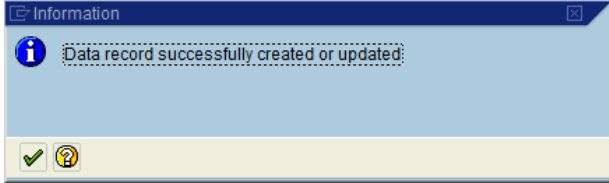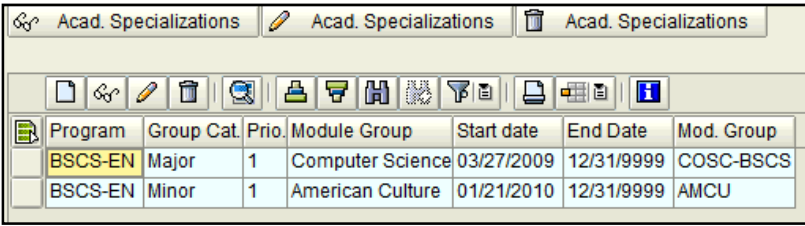|	
If you had not entered a date in the **Key Date** field, you can still enter it here; however, when you press **Enter** to confirm the date, a system warning will appear in the lower left corner of the screen. Simply press **Enter** to proceed.	⚠ Specified date 01/21/2010 does not match session start date 01/13/2010; check the entry
Click the **Delete Specialization** button for the item you want to delimit.	Specializations Module Grp Cat. | Pr… | Module Group | Start date | End Date | Function | Ob 0001 Major | 1 | Computer Science | 03/27/2009 | 12/31/9999 | Delete Specialization | 99 0002 Minor | 1 | American Culture | 01/21/2010 | 12/31/9999 | Delete Specialization | 99 0002 Minor | 2 | Food Science | 01/21/2010 | 12/31/9999 | Delete Specialization | 99
The delimited item is no longer visible.	Specializations Module Grp Cat. | Pr… | Start date | End Date | Function | Object ID 0001 Major | 1 | 03/27/2009 | 12/31/9999 | Delete Specialization | 99000286 0002 Minor | 1 | 01/21/2010 | 12/31/9999 | Delete Specialization | 99000004 0002 Minor | | | | | 0
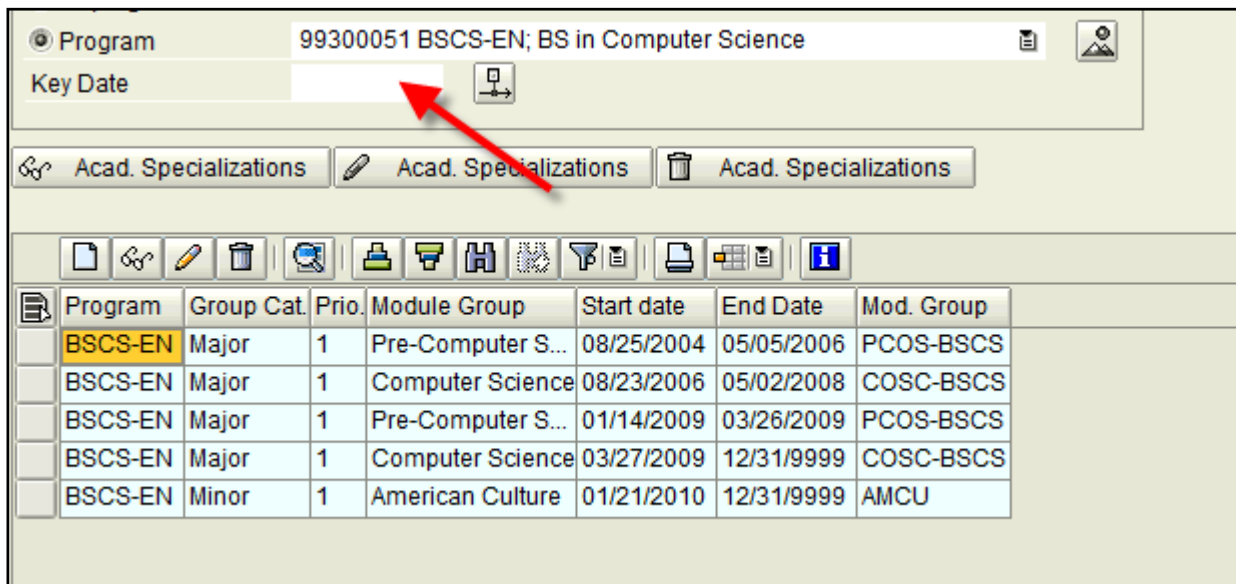
Click the **Save** icon.	Study Edit Goto System Help Delete Academic Specializ
When the system message box displays, press **Enter**	Information Data record successfully created or updated
You are returned to the **Majors/Minors/Options** tab. The specialization you delimited is no longer visible.	Acad. Specializations Acad. Specializations Acad. Specializations | Program	Group Cat.	Prio.	Module Group	Start date	End Date	Mod. Group
BSCS-EN	Major	1	Computer Science	03/27/2009	12/31/9999	COSC-BSCS
BSCS-EN	Minor	1	American Culture	01/21/2010	12/31/9999	AMCU	

Note: A delimited specialization can still be displayed if you enter a date in the **Valid From** field that is prior to the specialization's **End Date**.

To see the history of a student's specializations, simply remove the date in the **Key Date** field and press **Enter**. All specializations will be visible, and those that have been delimited will display an **End Date** *prior to* 12/31/9999. Specializations still in effect will have an **End Date** of 12/31/9999 (high date). **NOTE:** Occasionally you may discover a specialization that should no longer be active and needs to be end-dated (delimited).

	Program	Group Cat.	Prio.	Module Group	Start date	End Date	Mod. Group
	BSCS-EN	Major	1	Pre-Computer S...	08/25/2004	05/05/2006	PCOS-BSCS
	BSCS-EN	Major	1	Computer Science	08/23/2006	05/02/2008	COSC-BSCS
	BSCS-EN	Major	1	Pre-Computer S...	01/14/2009	03/26/2009	PCOS-BSCS
	BSCS-EN	Major	1	Computer Science	03/27/2009	12/31/9999	COSC-BSCS
	BSCS-EN	Minor	1	American Culture	01/21/2010	12/31/9999	AMCU

Program: 99300051 BSCS-EN; BS in Computer Science
Key Date:

Acad. Specializations | Acad. Specializations | Acad. Specializations