

Quick Reference Card – Student Lifecycle Management

Add a Minor Within Program of Study



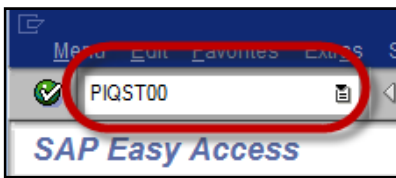
Process: Use to add a minor that is under the student's Program of Study.

IMPORTANT: Do not enter a priority of "1" for more than one minor for the same Program of Study in the same time period.

Role: Authorized Personnel

Frequency: When Needed

Enter the Transaction Code

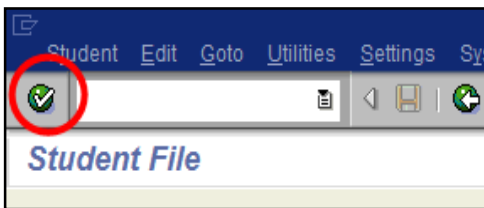


Enter the transaction code
PIQST00 <- Two zeros on the end

Find the Student's Records



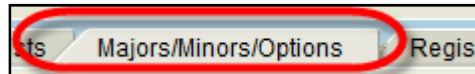
Enter the **Student Number**



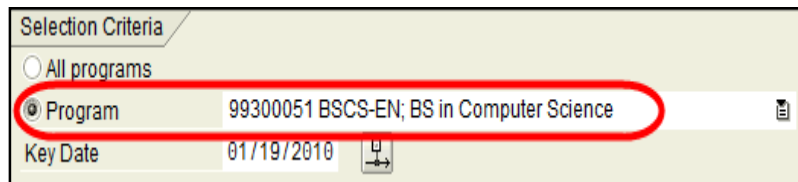
Click Enter or press **Enter** on the keyboard to pull up the student's records

Majors/Minors/Options Tab

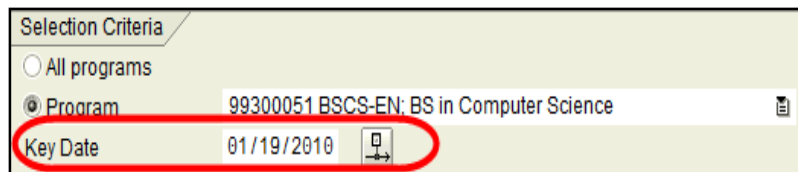
Click on the **Majors/Minors/Options** tab



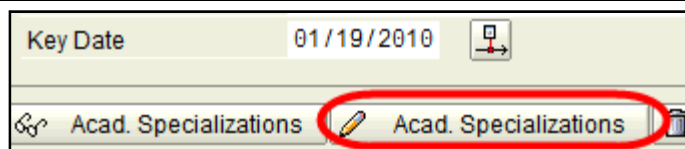
Verify the current **Program of Study** is displayed



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



Click the **Change Acad. Specializations** button



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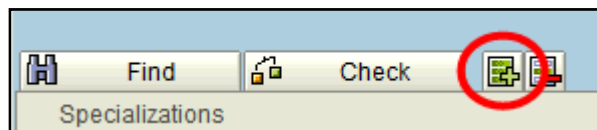


Verify **Academic Year**, **Session**, and **Valid From** date

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.

Student	10020328	Smiley, Keith
Academic Year	2010 Acad Year 2009...	Valid From 01/19/2010
Academic Session	30 Spring Semester	
Module Group Variant	BS in Computer Science	
Module Group Variant	N Ma & N Mi & N Op	

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



On the first blank row, click the **Drop-Down List** icon

Module Grp Cat.	Pr...	Module Group
0001 Major	1	Computer Science

Select **Minor**

Module Grp Cat.	Pr...	Module Group
0001 Major	1	Computer Science
0001 Major		
0002 Minor		
0003 Option		
0004 Specialty		
0005 Sub-Specialty		

Click on the blank button in the **Function** column

End Date	Function	Object ID
12/31/9999	Replace Specialization	99000286

When the blank button changes, click on the **Assign Specialization** button

End Date	Function	Obj
12/31/9999	Replace Specialization	99000286
	Assign Specialization	

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Add a Minor Within Program of Study



A list of valid minors for the displayed Program of Study will display

Group Cat.	Module Group Category (Descripti...	ObjectID	Object ab...	Object name
0002	Minor	99001979	AAST	African-American Studies
0002	Minor	99000001	AGEC	Agricultural Economics
0002	Minor	99000002	AGRI	Agriculture
0002	Minor	99000003	AGRO	Agronomy
0002	Minor	99000004	AMCU	American Culture
0002	Minor	99001992	AMST	American Studies
0002	Minor	99000005	ANSC	Animal Sciences
0002	Minor	99000006	ANTH	Anthropology
0002	Minor	99000007	APST	Appalachian Studies

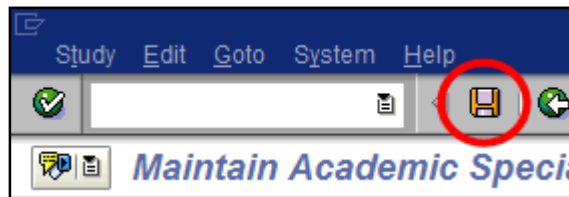
Double-click the appropriate minor

Group Cat.	Module Group Category (Descripti...	ObjectID	Object ab...	Object name
0002	Minor	99001979	AAST	African-American Studies
0002	Minor	99000001	AGEC	Agricultural Economics
0002	Minor	99000002	AGRI	Agriculture
0002	Minor	99000003	AGRO	Agronomy
0002	Minor	99000004	AMCU	American Culture
0002	Minor	99001992	AMST	American Studies
0002	Minor	99000005	ANSC	Animal Sciences
0002	Minor	99000006	ANTH	Anthropology

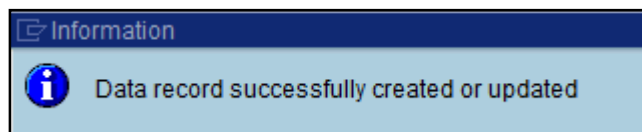
Check to see that the correct value appears in the **Priority** column (a Major and Minor can both have priority "1")

Module Grp Cat.	Pr...	Start date	End Date	Function	Object ID
0001 Major	1	03/27/2009	12/31/9999	Replace Specialization	99000286
0002 Minor	1	01/19/2010	12/31/9999	Replace Specialization	99000004

Click the **Save** icon in the **Standard Toolbar**



When the system message box displays, press **Enter**



The newly added minor should be displayed

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	01/19/2010	12/31/9999	AMCU

