

Quick Reference Card – Student Lifecycle Management

Add a Minor Outside Program of Study



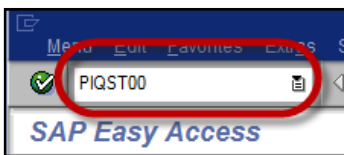
Process: Use to add a minor that is **not** under the student's Program of Study.

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

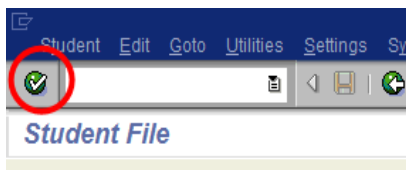


Enter the transaction code
PIQST00 <- Two zeros on the end

Find the Student's Records



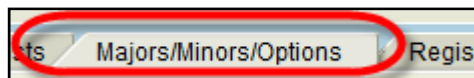
Enter the **Student Number**



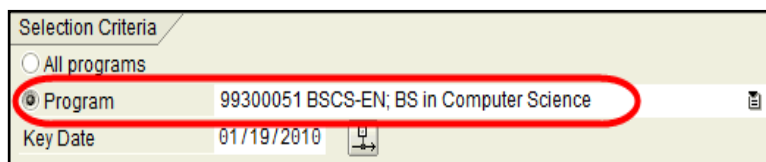
Click Enter or press **Enter** on the keyboard to pull up the student's records

Open the Majors/Minors/Options Tab

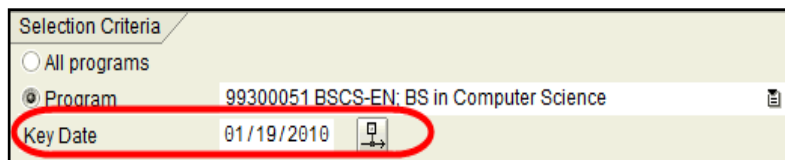
Click on the **Majors/Minors/Options** tab



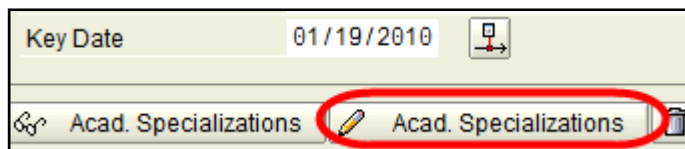
Verify the current **Program of Study** is displayed



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	10020020	Smiley, Keith
Academic Year	2010 Acad Year 2009	Valid From 01/21/2010
Academic Session	30 Spring Semester	
Module Group Variant	BS in Computer Science	
	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
0002 Minor		
0003 Option		
0004 Specialty		
0005 Sub-Specialty		

Select the new row that has been created for the minor

Module Grp Cat.	Pr...	Module Group	Start date	En
0001 Major	1	Computer Science	03/27/2009	12/31/2009
0002 Minor				

Click the **Find** button

In the **Module Group** field, click the **Possible Entries** icon

Enter the **Search Term**

Note: You can use asterisks as wildcards in your search

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Add a Minor Outside Program of Study



<p>Click Continue or press Enter</p>																										
<p>A list of valid minors for the displayed Program of Study will appear</p> <p>Double-click the appropriate minor</p>	<table border="1"> <thead> <tr> <th>ObjectID</th> <th>Object ab...</th> <th>Object name</th> <th>Start date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>99000002</td> <td>AGRI</td> <td>Agriculture</td> <td>01/01/1950</td> <td>12/31/9999</td> </tr> <tr style="background-color: yellow;"> <td>99000004</td> <td>AMCU</td> <td>American Culture</td> <td>01/01/1950</td> <td>12/31/9999</td> </tr> <tr> <td>99000031</td> <td>HORT</td> <td>Horticulture</td> <td>01/01/1950</td> <td>12/31/9999</td> </tr> <tr> <td>99002292</td> <td>SUAG</td> <td>Sustainable Agriculture</td> <td>08/22/2007</td> <td>12/31/9999</td> </tr> </tbody> </table>	ObjectID	Object ab...	Object name	Start date	End Date	99000002	AGRI	Agriculture	01/01/1950	12/31/9999	99000004	AMCU	American Culture	01/01/1950	12/31/9999	99000031	HORT	Horticulture	01/01/1950	12/31/9999	99002292	SUAG	Sustainable Agriculture	08/22/2007	12/31/9999
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<p>The Find Academic Specialization box appears.</p> <p>Verify the minor and click Continue or press Enter.</p>																										
<p>Check to see that the correct value appears in the Priority column (a Major and Minor can both have priority "1")</p>	<table border="1"> <thead> <tr> <th>Module Grp Cat.</th> <th>Pr...</th> <th>Module Group</th> <th>Start date</th> <th>End Date</th> <th>Function</th> <th>Object ID</th> </tr> </thead> <tbody> <tr> <td>0001 Major</td> <td>1</td> <td>Computer Science</td> <td>03/27/2009</td> <td>12/31/9999</td> <td>Replace Specialization</td> <td>99000286</td> </tr> <tr style="border: 2px solid red;"> <td>0002 Minor</td> <td>1</td> <td>American Culture</td> <td>01/21/2010</td> <td>12/31/9999</td> <td>Replace Specialization</td> <td>99000004</td> </tr> </tbody> </table>	Module Grp Cat.	Pr...	Module Group	Start date	End Date	Function	Object ID	0001 Major	1	Computer Science	03/27/2009	12/31/9999	Replace Specialization	99000286	0002 Minor	1	American Culture	01/21/2010	12/31/9999	Replace Specialization	99000004				
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<p>Click the Save icon in the Standard Toolbar</p>																										
<p>When the system message box displays, press Enter</p>																										

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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	01/21/2010	12/31/9999	AMCU