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

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**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
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.

- **Insert Lines** icon to add new rows
- **Drop-Down List** icon
- **Select Minor**
- **Select the new row** that has been created for the minor
- **Find** button
- **Module Group** field, **Possible Entries** icon
- **Search Term**

**Note:** You can use asterisks as wildcards in your search.
**Add a Minor Outside Program of Study**

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

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

Double-click the appropriate minor

The **Find Academic Specialization** box appears.

Verify the minor and click **Continue** or press **Enter**.

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

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

When the system message box displays, press **Enter**
Add a Minor Outside Program of Study

The newly added minor should be displayed