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		
Meral Eur Lavorites CAL29 S PIQST00 Image: Colored State SAP Easy Access	Enter the transaction code PIQSTOO <- Two zeros on the end	
Find the Student's Records		
Student Number	Enter the Student Number	
Student Edit Goto Utilities Settings System 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	ts Majors/Minors/Options Regist	
Verify the current Program of Study is displayed	Selection Criteria All programs Program 99300051 BSCS-EN; BS in Computer Science Key Date 01/19/2010	
Enter the Effective date in the Key Date field (this is generally the current date)	Selection Criteria All programs Program 99300051 BSCS-EN; BS in Computer Science Key Date 01/19/2010	
Click the Change Acad . Specializations button	Key Date 01/19/2010 Image: Second conductions Image: Acad. Specializations	



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.	Booking Context 10020020 Onniloy, Keith Academic Year 2010 Acad Year 2009 Valid From 01/21/2010 Academic Session 30 Spring Semester Image: Computer Science Booking Group Variant N Ma & N Mi & N Op
Click the Insert Lines icon to add new rows	Specializations
On the first blank row, click the Drop-Down List icon	Specializations Module Grp Cat. Pr Module Group 0001 Major 1 Computer Science
Select Minor	Image: Specializations Check Specializations Pr 0001 Major Image: Specialization 0002 Minor Image: Specialization 0003 Option Image: Specialization 0004 Specialization Image: Specialization 0004 Specialization Image: Specialization 0005 Sub-Specialization Image: Specialization
Select the new row that has been created for the minor	Specializations Module Grp Cat. Pr Module Group Start date En 90001 Major Image: 1 Computer Science 03/27/2009 12/ 9002 Minor Image: 1 Computer Science 03/27/2009 12/
Click the Find button	Find Check Specializations Module Grp Cat. Pr Module Grp Cat. Pr Module Group Start date 0001 Major 1 Computer Science 03/27/200
In the Module Group field, click the Possible Entries icon	Find Academic Specialization Selection Module Grp Cat 0002 Minor Priority 1 Module Group
Enter the Search Term	Module Group (1) Search Term Structure Search Abbr
Note: You can use asterisks as wildcards in your search	Search Term (IM *culture*

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myHelp Website:



Click Continue or press Enter	Image: Module Group (1) Search Term Search Term Image: Module Group (1) Ab Search Term Image: Module Group (1) Ab Search Term Image: Module Group (1) Image: Module Gro
A list of valid minors for the displayed Program of Study will appear Double-click the appropriate minor	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
The Find Academic Specialization box appears. Verify the minor and click Continue or press Enter.	Find Academic Specialization Selection Module Grp Cat. 0002 Minor Priority 1 Module Snoup 190000004 Image: Snoup 190000004
Check to see that the correct value appears in the Priority column (a Major and Minor can both have priority "1")	Find Check Image: Check Specializations Specializations 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 99
Click the Save icon in the Standard Toolbar	Study Edit Goto System Help Maintain Academic Specia
When the system message box displays, press Enter	Information Data record successfully created or updated

The newly added minor should be displayed

 Image: Acad. Specializations
 Image: Acad. Specializations

 Image: Acad. Specializations
 Image: Acad. Specializations