### Add Second Program of Study (Dual Degree or Certificate)

**Process:** Use this process when you need to create a dual degree or certificate by adding a second Program of Study for a student. UK uses a system of priorities that is based on financial and reporting needs. The sequence, from highest to lowest, is:

- Medicine
- Dentistry
- Pharmacy/Law
- Graduate
- Undergraduate

When a student has two programs, one program must be marked as **Main**, and one program must be marked as **Additional**. To decide which program should be marked as **Main**, first apply the priority guidelines. If there are no priority issues, the choice is up to the student.

<table>
<thead>
<tr>
<th>Role: Authorized Personnel</th>
<th>Frequency: When Needed</th>
</tr>
</thead>
</table>

**Enter the Transaction**

Enter the transaction code

\[
\text{PIQST00 \text{<- Two zeros on the end}}
\]

**Find the Student’s Records**

Enter the **Student Number**

Press **Enter** to pull up the student’s records

**Open the Registration Tab**

Click on the **Tab List** icon located to the right of the tabs
Quick Reference Card – Student Lifecycle Management

Add Second Program of Study (Dual Degree or Certificate)

Select **Registration**

Make sure the student’s current Program of Study is displayed in the **Program** field

**Note:** View either the sessional registrations or use the **Program Overview** icon to select the current Program of Study

Check the current sessional registration to determine the student’s registration classification (select the registration line and then click on the **Display** icon)

**Note:** You will need this information to add the second Program of Study

In the **New program** field, enter the code for the new Program of Study or use the **Possible Entries** icon to perform a search

Click on the **Registration** button
# Quick Reference Card – Student Lifecycle Management

## Add Second Program of Study (Dual Degree or Certificate)

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>The <strong>Academic Year</strong> field should automatically default to the current academic year. If it doesn’t, use the Drop-down List icon to select the current academic year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Session</td>
<td>The <strong>Academic Session</strong> field should automatically default to the current session. If it doesn’t, use the Drop-down List icon to select the current session.</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Change the **Valid From** date to the CURRENT DATE.

Since this is a second Program of Study for the student, click in the **Addit’l Program** radio button.

**Classification**

Use the Drop-down List icon to select the appropriate classification.

**Note:** Use the same classification listed for the current Program of Study.

Click on the **Continue** icon to verify the data entry.

Click on the **Save** icon.
Add Second Program of Study (Dual Degree or Certificate)

When the Message Log box displays, verify that the Type column only displays messages identified as Information (green square icon) and/or Warning (yellow triangle icon).

**Note:** If the Type column displays an Error (red circle icon) message, you must correct it before continuing.

Click on the Continue icon to close the Message Log box.

Click on the radio button for All Programs.

Verify that one of the programs is **Priority 1** and the other program is **Priority 2** for the same time period.
Quick Reference Card – Student Lifecycle Management

Add Second Program of Study (Dual Degree or Certificate)

IMPORTANT
Verify that the new program has been added to the current AND future term(s) for which the student has an active main program. You may have to register the student manually for the second program for future terms already shown on the Registration tab.

Example: You have added a new program for current term Fall 2011, and future term Spring 2011 is also shown on the Registration tab

INCORRECT – The new program is not shown for future term Spring 2011. Both programs should be shown, just as they are for Fall 2011

CORRECT – You add the new program to Spring 2011 so both programs are visible

CAUTION!
You must add the major for the second program of study! Use the following steps to do this:

Open the Majors/Minors/Options tab

Verify that the new second program of study is displayed in the Program field

Hint: If the new program is not displayed, use the Drop-Down List icon to select it
### Quick Reference Card – Student Lifecycle Management

**Add Second Program of Study**  
**(Dual Degree or Certificate)**

| In the **Key Date** field, enter the current date (UNLESS you entered a different date for the second Program of Study because program fees are involved – if so, enter that date) | ![Selection Criteria](image1)  
**Key Date**  
6/03/2010 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the <strong>Change Acad. Specializations</strong> button</td>
<td><img src="image2" alt="Acad. Specializations" /></td>
</tr>
</tbody>
</table>
| Verify that the **Valid From** date is correct – it should be the same date you used for the second Program of Study. If it is not the same date, correct it. | ![Module Grp Cat](image3)  
0001 Major |
| Click in the first available row in the **Module Grp Cat** column and select **Major** | ![Function](image4)  
Assign Specialization |
| Press **Enter** | ![Double-click](image5) |
| Click on the **Assign** button in the **Function** column | ![Note](image6)  
**Note:** Verify that the major you select is appropriate for the desired degree. |
| Double-click on the appropriate major | ![Click on the Save icon](image7) |
| **Verify the New Program** |  |
Quick Reference Card – Student Lifecycle Management

Add Second Program of Study
(Dual Degree or Certificate)

Verify that the registration records have been transferred to the new program

CAUTION! Remember to verify that the new program is added for the current AND future terms in which the main program already exists

Click the Back icon on the Standard Toolbar to return to the Easy Access Menu