Add Second Program of Study
(Dual Degree or Certificate)

IRIS Integrated Resource Information System

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.

Role: Authorized Personnel	**Frequency:** When Needed

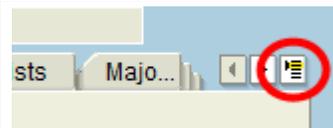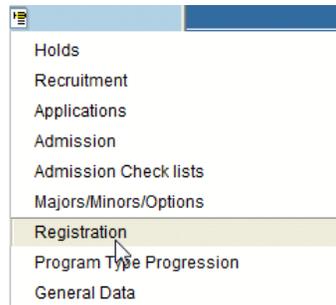| **Enter the Transaction**	
	Enter the transaction code **PIQST00** <- Two zeros on the end
Find the Student's Records	
Student Number	Enter the **Student Number** Press **Enter** to pull up the student's records
Open the Registration Tab	
Click on the **Tab List** icon located to the right of the tabs	

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Select **Registration**	Holds Recruitment Applications Admission Admission Check lists Majors/Minors/Options **Registration** Program Type Progression General Data

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

Selection Criteria
○ All programs
● Program   99300025 BA-AS; Bachelor of Arts
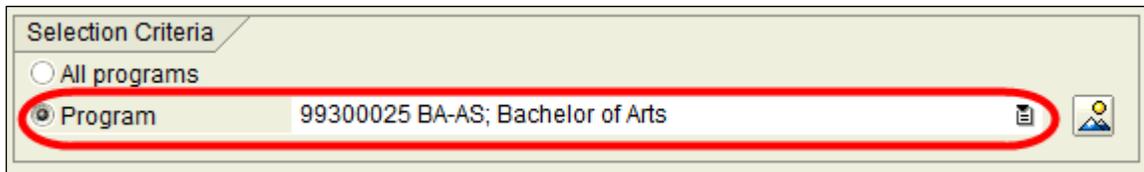
Note: View either the sessional registrations or use the **Program Overview** icon to select the current Program of Study
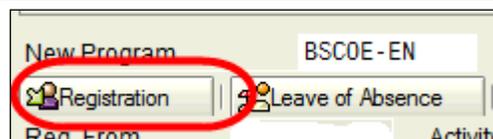
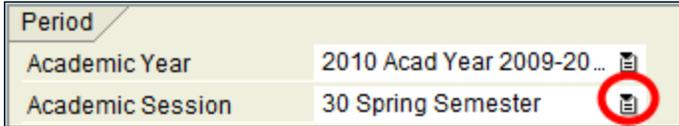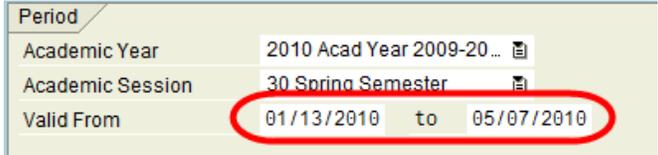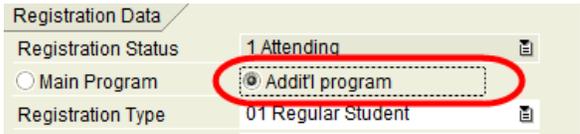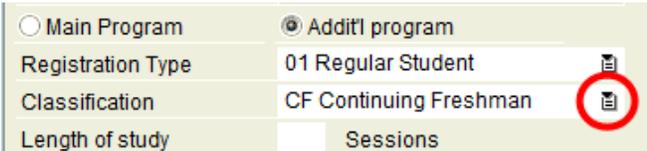|	
Check the current sessional registration to determine the student's registration classification (select the registration line and then click on the **Display** icon) **Note:** You will need this information to add the second Program of Study	Registration Data Registration Status 1 Attending ● Main Program ○ Addit'l program Registration Type 01 Regular Student Classification CF Continuing Freshman Length of study 0 Sessions
Selection Criteria ○ All programs ● Program 99300032 BBA-BE; Bac New Program BSCOE-EN Registration Leave of Absence Ch	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	New Program BSCOE-EN Registration Leave of Absence Reg. From Activity
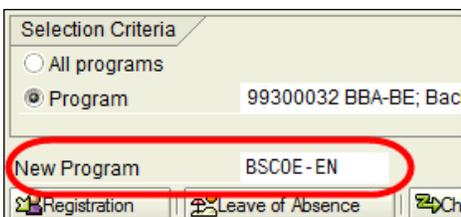
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|	
Academic Year	The **Academic Year** field should automatically default to the current academic year. If it doesn't, use the **Drop-down List** icon to select the current academic year.
Academic Session	The **Academic Session** field should automatically default to the current session. If it doesn't, use the **Drop-down List** icon to select the current session.
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	
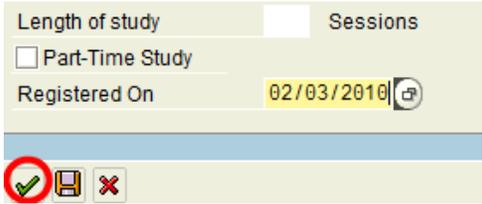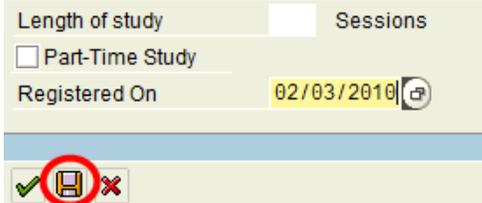
Quick Reference Card – Student Lifecycle Management

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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

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

	Reg. classification	Priority	Program	Status	Acad. Year (Desc.)	Session	Valid F
	Continuing Freshman	1	BARCH-DS	✔	Acad Year 2010-2011	Spring Semester	01/12/
	Continuing Freshman	2	BFA-FA	✔	Acad Year 2010-2011	Fall Semester	08/25/
	Continuing Freshman	1	BARCH-DS	✔	Acad Year 2010-2011	Fall Semester	08/25/

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

	Reg. classification	Priority	Program	Status	Acad. Year (Desc.)	Session	Valid F
	Continuing Freshman	2	BFA-FA	✔	Acad Year 2010-2011	Spring Semester	03/10/
	Continuing Freshman	1	BARCH-DS	✔	Acad Year 2010-2011	Spring Semester	01/12/
	Continuing Freshman	2	BFA-FA	✔	Acad Year 2010-2011	Fall Semester	08/25/
	Continuing Freshman	1	BARCH-DS	✔	Acad Year 2010-2011	Fall Semester	08/25/

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	Majors/Minors/Options

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

Selection Criteria
○ All programs
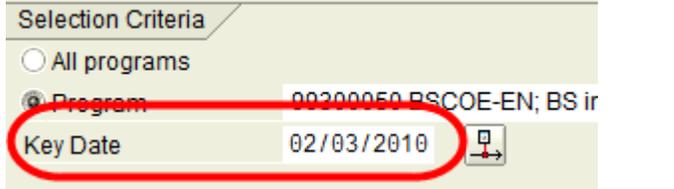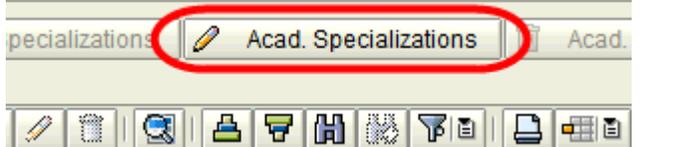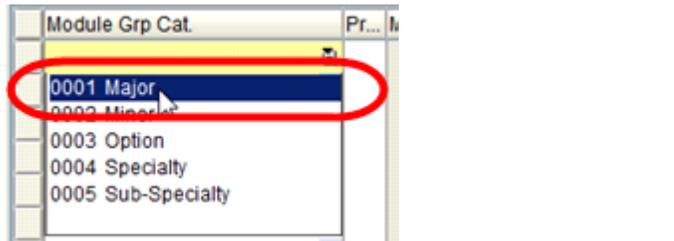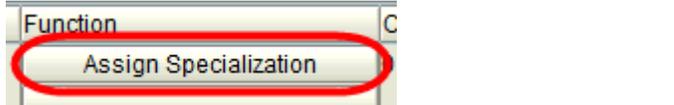◉ Program   99300050 BSCOE-EN; BS in Computer Engineering
Key Date   02/03/2010

Hint: If the new program is not displayed, use the **Drop-Down List** icon to select it

Quick Reference Card – Student Lifecycle Management
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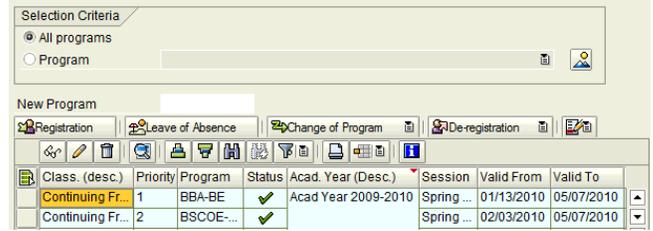Information System

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 ○ All programs ◉ Program 99300050 BSCOE-EN; BS ir Key Date 02/03/2010
Click on the **Change Acad. Specializations** button	pecializations 🖊 Acad. Specializations Acad.
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.	
Click in the first available row in the **Module Grp Cat** column and select **Major**	Module Grp Cat. Pr... N 0001 Major 0002 Minor 0003 Option 0004 Specialty 0005 Sub-Specialty
Press **Enter**	
Click on the **Assign** button in the **Function** column	Function C Assign Specialization
Double-click on the appropriate major **Note:** Verify that the major you select is appropriate for the desired degree.	Group Cat. Module Group Cat... ObjectID Object abbr. Object name 0001 Major 99000273 COEN-BSCOE Computer Engineering 0001 Major 99000804 PCOE-BSCOE Pre-Computer Engineering
Click on the **Save** icon	em Help 📄 ◁ 💾 ◁

Verify the New Program

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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**	