

Quick Reference Card – Student Lifecycle Management PIQST00 Change Program of Study



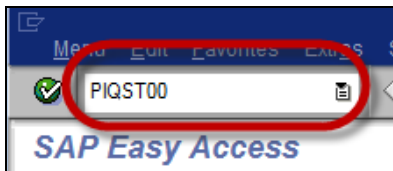
Process: Use this process to change a student's Program of Study. Some changes occur within a college and other changes involve two colleges. When a student's Program of Study change involves moving from one college to another, the **receiving** college generally makes the change. (Note: The SLCM College Codes Quick Reference Card is available on the *myHelp* website.)

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

Student Number

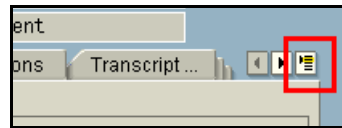


Enter the **Student Number**

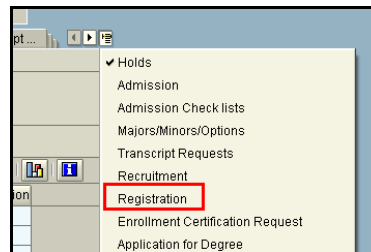
Press **Enter** to pull up the student's records

Open the Registration Tab

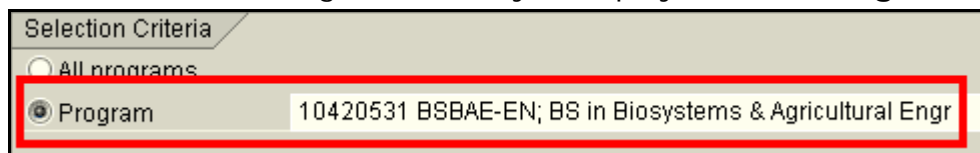
Click on the **Tab List** located to the right of the tabs




Select **Registration**

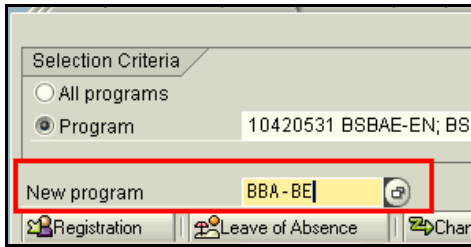


Make sure the student's current Program of Study is displayed in the **Program** field



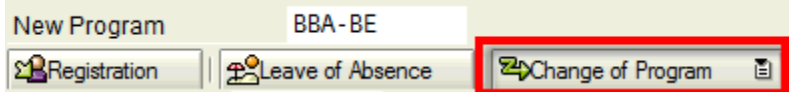
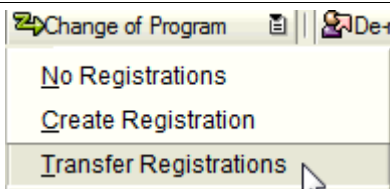
Note: View either the sessional registrations or use the **Program Overview** icon  to select the current Program of Study

New Program



Enter the code for the new Program of Study (or use the **Possible Entries** icon to search)

Click on the **Change of Program** button

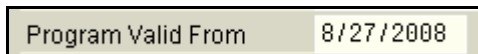



The Change of Program menu displays.
 Click on **Transfer Registrations**
 (Do **NOT** use the other options on the menu)

Change of Program Box

The **Change of Program** box displays. Verify the following information:

Program Valid From

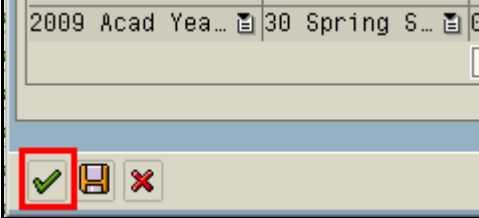
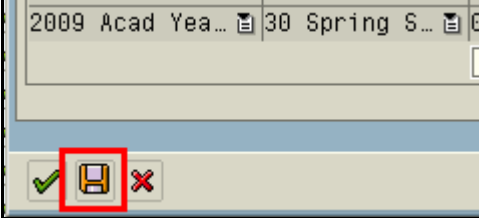
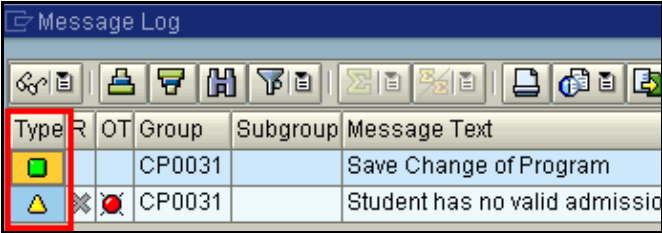
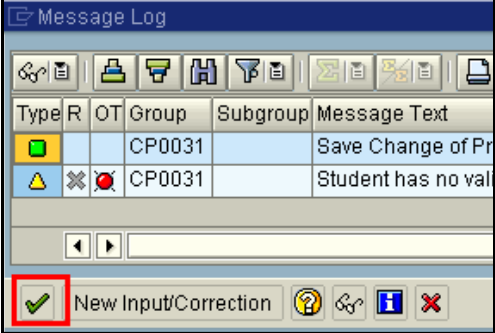
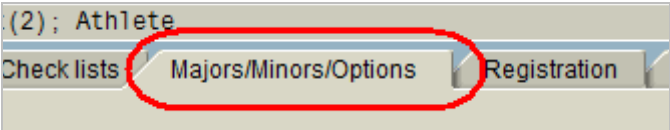


Should default to the current date; do NOT change this date **unless**: 1) the program is being changed *prior to* the student's first term of attendance or re-admittance, or 2) program fees are involved. Please review the explanations for these exceptions here:

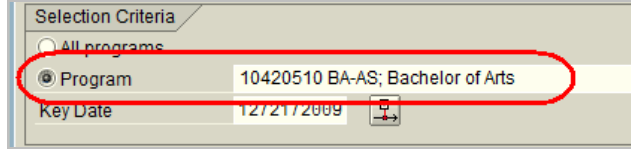
IMPORTANT!

1) For New or Readmitted Students: When changing the program of study *prior* to the student's first term of attendance or re-admittance, the program **Valid From** date should be the first day of the first term of attendance (new student) or re-admittance (readmitted student). Use this date instead of the current date.

2) For Program Fees: UK policy states that "Program fees will be refunded in full to students who change their program and/or major *on or before* the census date (the last day to add a class) of the semester." This means that program/major fees will be assessed or refunded based upon the last day to add a class. If a student moves from a program that does *not* assess a major fee into a program that *does* assess a fee **on or before** the last day to add a class, the student will be assessed the program/major fee. If a student moves from a program that *does* assess a program fee into a program/major that does *not* assess a major fee on or before the last day to add a class, then the major fee will be refunded. Changes into or out of programs that assess a major fee **after** the last day to add a class are not charged or refunded.

<p>Reason</p> <p>Reason 10 Change of Prog...</p>	<p>Should default to 10 Change of Program</p>																		
<p>Click on the Enter icon to verify the data entry</p>																			
<p>Click on the Save icon</p>																			
<p>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)</p> <p>Note: If the Type column displays an Error (red circle icon) message, you must correct it before continuing.</p>	 <table border="1"> <thead> <tr> <th>Type</th> <th>R</th> <th>OT</th> <th>Group</th> <th>Subgroup</th> <th>Message Text</th> </tr> </thead> <tbody> <tr> <td>Information</td> <td></td> <td></td> <td>CP0031</td> <td></td> <td>Save Change of Program</td> </tr> <tr> <td>Warning</td> <td></td> <td></td> <td>CP0031</td> <td></td> <td>Student has no valid admis...</td> </tr> </tbody> </table>	Type	R	OT	Group	Subgroup	Message Text	Information			CP0031		Save Change of Program	Warning			CP0031		Student has no valid admis...
Type	R	OT	Group	Subgroup	Message Text														
Information			CP0031		Save Change of Program														
Warning			CP0031		Student has no valid admis...														
<p>Click on the Continue icon to close the Message Log box</p>																			
<p>IMPORTANT: The system will not automatically take you to the Maintain Academic Specializations screen to add the new major. Follow the steps below to add the major:</p>																			
<p>Open Majors/Minors/Options tab</p>																			
<p>Click on the Majors/Minors/Options tab to open it</p>																			

Verify the correct **Program** is displayed



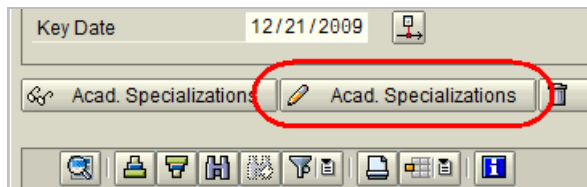
Selection Criteria
 All programs
 Program 10420510 BA-AS; Bachelor of Arts
 Key Date 12/21/2009

Enter the Effective date in the **Key Date** field; this is generally the current date, **unless:** 1) the program is being changed *prior to* the student's first term of attendance or re-admittance, or 2) program fees are involved. Please see the explanations on page 2 of this QRC.



Selection Criteria
 All programs
 Program 10420510 BA-AS; Bachelor of Arts
 Key Date 12/21/2009

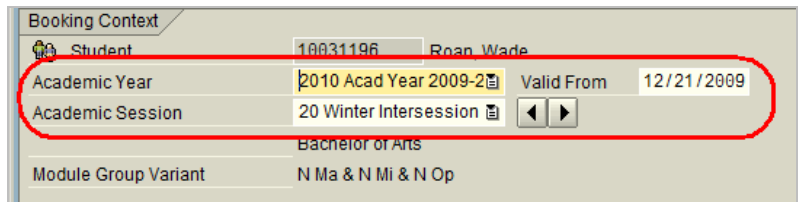
Click **Change Acad. Specialization**



Key Date 12/21/2009
 Acad. Specializations Acad. Specializations

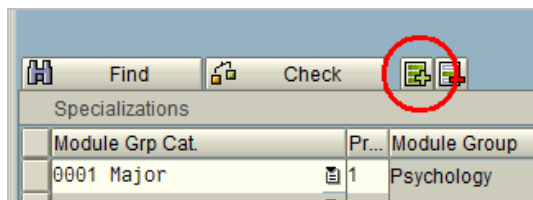
Verify **Academic Year, Session,** and **Valid From**

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, **unless:** 1) the program is being changed *prior to* the student's first term of attendance or re-admittance, or 2) program fees are involved. Please see the explanations on page 2 of this QRC.



Booking Context
 Student 10031196 Roan, Wade
 Academic Year 2010 Acad Year 2009-20 Valid From 12/21/2009
 Academic Session 20 Winter Intersession
 Bachelor of Arts
 Module Group Variant N Ma & N Mi & N Op

Click the **Add Row** icon

Find Check
 Specializations

Module Grp Cat.	Pr...	Module Group
0001 Major	1	Psychology

<p>Click the drop-down arrow and select Major</p>																															
<p>Press Enter</p>																															
<p>Click Assign Specialization</p>																															
<p>Double-click on the appropriate major</p>	<table border="1"> <thead> <tr> <th>Group Cat.</th> <th>Module Group Category (Descripti...</th> <th>ObjectID</th> <th>Object ab...</th> <th>Object name</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>Major</td> <td>10425922</td> <td>MECI-BA</td> <td>Middle East Civilization</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10425940</td> <td>MICR-BA</td> <td>Microbiology</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10425960</td> <td>MMSC-BA</td> <td>Mathematics - Mathematical Sciences</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10426117</td> <td>PHIL-BA</td> <td>Philosophy</td> </tr> <tr> <td>0001</td> <td>Major</td> <td>10426136</td> <td>PHYS-BA</td> <td>Physics</td> </tr> </tbody> </table>	Group Cat.	Module Group Category (Descripti...	ObjectID	Object ab...	Object name	0001	Major	10425922	MECI-BA	Middle East Civilization	0001	Major	10425940	MICR-BA	Microbiology	0001	Major	10425960	MMSC-BA	Mathematics - Mathematical Sciences	0001	Major	10426117	PHIL-BA	Philosophy	0001	Major	10426136	PHYS-BA	Physics
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<p>Assign the correct priority to the major</p>	<table border="1"> <thead> <tr> <th>Module Grp Cat</th> <th>Pr...</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>08/25/2004</td> <td>12/31/9999</td> <td>Replace Specialization</td> <td>10426199</td> </tr> <tr> <td>0001 Major</td> <td>2</td> <td>12/21/2009</td> <td>12/31/9999</td> <td>Replace Specialization</td> <td>10425960</td> </tr> </tbody> </table>	Module Grp Cat	Pr...	Start date	End Date	Function	Object ID	0001 Major	1	08/25/2004	12/31/9999	Replace Specialization	10426199	0001 Major	2	12/21/2009	12/31/9999	Replace Specialization	10425960												
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<p>Click Save</p>																															
<p>Click Continue or press Enter</p>																															

Verify the New Records

The major(s) you just added should display with the appropriate priority

Note: You may need to remove the date from the **Key Date** field to see all information about the program

Program	Status	Acad. Year (Desc.)	Session	Valid From	Valid To	Stage Reason/Part
BBA-BE	✓	Acad Year 2008-2009	Spring Semester	01/14/2009	05/09/2009	
BBA-BE	✓	Acad Year 2008-2009	Fall Semester	08/27/2008	12/19/2008	
BBA-BE	✓	Acad Year 2007-2008	Spring Semester	04/24/2008	05/03/2008	