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)

### 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.
### Reason

| Reason | 10 Change of Program |

| Should default to **10 Change of Program** |

| Click on the **Enter** icon to verify the data entry |

| Click on the **Save** icon |

| 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 |

| **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: |

| **Open Majors/Minors/Options tab** |

| Click on the **Majors/Minors/Options** tab to open it |
Verify the correct **Program** is displayed

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.

Click **Change Acad. Specialization**

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.

Click the **Add Row** icon
Click the drop-down arrow and select **Major**

Press **Enter**

Click **Assign Specialization**

Double-click on the appropriate major

Assign the correct priority to the major

Click **Save**

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

**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