Programs of Study and Majors
SLCM_AD_340

IRIS
Integrated Resource
Information System

Course Content

IRIS
Integrated Resource
Information System

- Introduction
- Unit 1– Programs of Study and Majors
- Unit 2 – Change of Program
- Unit 3– Adding a Second Program
- Unit 4 – Adding Majors
- Unit 5 – Major Changes
- Unit 6 – Minors, Options, and Specializations
- Unit 7 – Identifying Common Errors
- Course Summary

Learning Objectives

Upon completing this course, you will be able to:

- Understand the characteristics of programs of study and majors
- Change a main program of study and major
- Add a second program of study
- Add a major inside and outside of program of study
- Change a priority 1 major
- Change a priority 2 major
- Add a minor, option, or specialization
- Avoid program of study and major data entry errors

Course Instructions

Use the following steps to print instructions for navigating this course:

- Click **Attachments** (upper right corner)

- Click **QRC Course Navigation** pdf

- Print the pdf

The course presentation pdf is available on the *myHelp* website at:
http://myhelp.uky.edu/rwd/HTML/SLCM/SLCM_AD_340.html

Prerequisites

- Prerequisites
  - UK_100 IRIS Awareness & Navigation
  - SLCM_200 Student Lifestyle Management Overview
  - SLCM_AD_310 Student Records

Access

- In order to change or add programs, majors, etc., you need to:
  - Sign the Statement of Responsibility (SOR);
    - Instructions are available at: http://www.uky.edu/IRIS/train/SOR_Information.html.
    - If you have signed the SOR in UK_100, you do not need to sign it a second time.
  - Have SLCM_AD_340 on your training plan;
  - Complete the SLCM_AD_340 Programs of Study and Majors course and pass the assessment.

- If you do not have access, please work with your college contact to get this access assigned.
  - The college contact list is located at http://www.uky.edu/IRIS/news/designatedcontacts.html

Avoiding Common Errors

- It is important to enter changes or additions to programs, majors, etc. accurately and to use the appropriate effective date.

- Inaccurate data entry affects:
  - Student's records (possibly student fees)
  - Internal University reports, such as College enrollment reports
  - External University reports, such as for CPE reports

Remember the Key Date Field!

- This is the date as of which IRIS displays, processes, or creates student data.

- It determines what data you see for a student.

- If the **current date** is used, IRIS displays what is current for the student.

- You can enter a date directly into the **Key Date** field to change it.
  - **NOTE:** Set the **Key Date** to default to the **current** date which will be used for most purposes.

Validity

- The system contains **currently valid** programs, majors, minors, options, specializations, and sub-specializations along with those that are **no longer valid**.

- It is essential to use **valid** data only when adding or changing programs, majors, etc.

- The codes that are not valid are kept in the system since they are needed for some students' records.
  - **Note:** IRIS (SAP) does not indicate which programs, majors, etc. are no longer valid.

- If you are not sure which codes are valid, check with your Dean's office.
  - If the major, minor, etc. is located in another college, contact that college's Dean's office to ensure that it is currently valid.

FERPA

- When you access a student's record, a FERPA (Family Educational Rights and Privacy Act) message may appear

```
Data Privacy Warning (FERPA)                                    ⊠

   STUDENT PRIVACY FLAG IS ACTIVATED

   PRIVATE      PRIVATE       PRIVATE      PRIVATE      PRIVATE

   For Private students in person, please verify with picture ID. If over
   the phone, state "I have no information on this student."

   ✔
```

- **Absolutely no information can be released** on this student unless the student presents a picture ID

Summary

- Inaccurate data entry affects student records, internal University reports, and external University reports.

- The **Key Date** field determines what data you see for a student.

- It is essential to use **valid** data only when adding or changing programs, majors, etc.

- Click on the **Continue** button to move to Unit 1
  - **Note:** The button is located in the lower left corner of your screen.

Unit 1

Programs of Study and Majors

Unit 1 – Programs of Study and Majors

- Program of Study Characteristics
- Major Characteristics
- Missing Majors
- Change History
- Reminders

Program of Study Characteristics

- Every student **must** have a **valid** program of study in the system.
- To display program information, click on the **Program Overview** icon to the right of the **Program** field on the **Registration** tab.

- The active program of study has the high date (12/31/9999) as its end date.
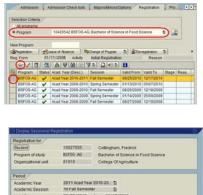
Main vs Additional

- If the student has more than one program of study, only **one** program can be designated as the **Main** program.

  * The second program is designated as **Additional**.

- To view if the program is *Main* or *Additional*, select a sessional registration for the program and click **Display**.

Main vs Additional – Tip

- If desired, you can set your layout on the **Registration** tab to display the **Program Priority**.

  * **Note:** Click on **Attachments** (upper right corner of the course screen) for instructions in setting your layout and select **QRC Change Layout Settings**.

Major Characteristics

- Each program of study **must** have a major associated with it.

- The **Key Date** value determines display of the major.
  - If Key date is the current date, the student's current program and major displays.

Viewing Majors

- To view the history of major changes **within a particular program**, select the program, remove the **Key Date**, and press **Enter**.

- To display a different program, use the drop-down icon in **Program** field and select a different program.
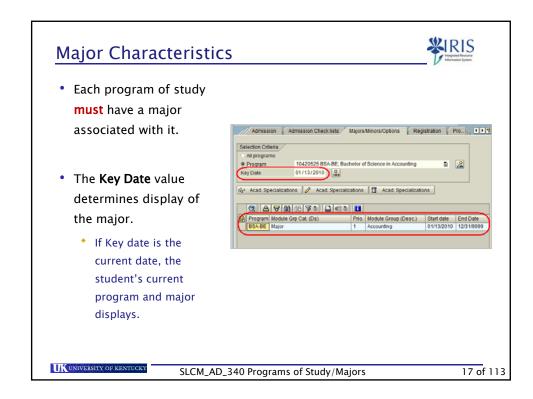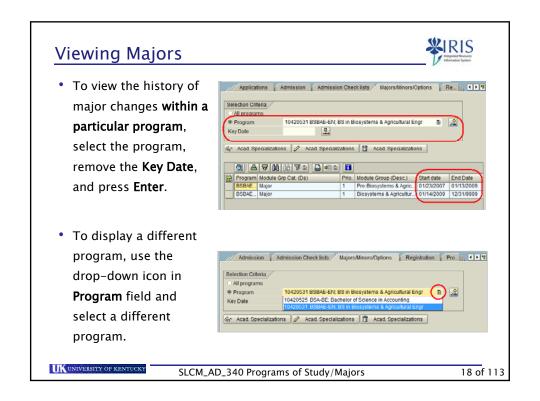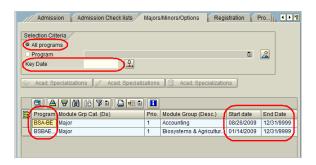
Viewing Majors

- To view majors for all programs, click **All programs**, remove the **Key Date**, and press **Enter**.

- **Every** program of study must have **at least one major** associated with it for **any given time period**.

Missing Majors Examples

- Missing majors result in data collection problems and reporting errors.

  - Example: Program of study with no major

  - Example: Minor exists, but no major

- If the major is missing, it needs to be created using the same start date as its associated program of study.

Priority Examples

- The following slides demonstrate the priorities of programs and majors.

- The examples become increasingly complicated.

Priority Examples

- John Smith

  - Program of Study, priority 1 – BS-AS

    - Major, priority 1 – Chemistry

- Jane Carter

  - Program of Study, priority 1 – BS-CI

    - Major, priority 1 – Communication

    - Major, priority 2 – Sociology

Priority Examples

- Linda Jones
  - Program of Study, priority 1 – BSHM–AG
    - Major, priority 1 – Nutr & Fd Sci–Hospitality Mgt & Tour
  - Program of Study, priority 2 – BSFOS–AG
    - Major, priority 1 – Food Science

- Martin Conrad
  - Program of Study, priority 1 – BBA–BE
    - Major, priority 1 – Management
    - Major, priority 2 – Accounting
  - Program of Study, priority 2 – BS–AS
    - Major, priority 1 – Spanish

Change History

- You can view a list of activities and changes to a student's record using the **Activity Documents** tab.
  - **Note:** Changes to majors are recorded only since November 2008 when UK upgraded to a newer version of SAP.

- The activities are listed in date order with the most current changes at the top.

- The **Created by** column shows the User ID of the person who made the change.

Reminders

- Changes in program of study and major may require changing the advisor attached to the student.

  - College personnel should review advisor information and update as needed.

  - Information regarding how to add/change advisors is available in the SLCM_AD_310 course material on *myHelp* at http://myhelp.uky.edu/rwd/HTML/SLCM/SLCM_AD_310.html

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Unit 1 Summary

- Program of Study Characteristics
- Major Characteristics
- Missing Majors
- Change History
- Reminders

- Click on the **Continue** button to move to Unit 2

Change of Program

Unit 2 – Change of Program

- Effective Dates for Changes
- Main Program of Study Change
- Verifying the Change

Main Program of Study Change

- Some changes of program occur within a college.

  - Example: The student is moving from BSCIE-EN (Bachelor of Science in Civil Engineering in the College of Engineering) to BSCHE-EN (Bachelor of Science in Chemical Engineering in the College of Engineering).

- Other changes involve two colleges.

  - Example: The student is moving from BBA-BE (Bachelor of Business Administration in Business and Economics) to BSHM-AG (Bachelor of Science in Hospitality Management).

- The **Receiving** college makes the change in the system.

- A College Code QRC is available on *myHelp* at http://myhelp.uky.edu/rwd/HTML/SLCM/QRC_College_Codes.pdf

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Main Program of Study Change

Use the following steps to make a main program of study change for a student.
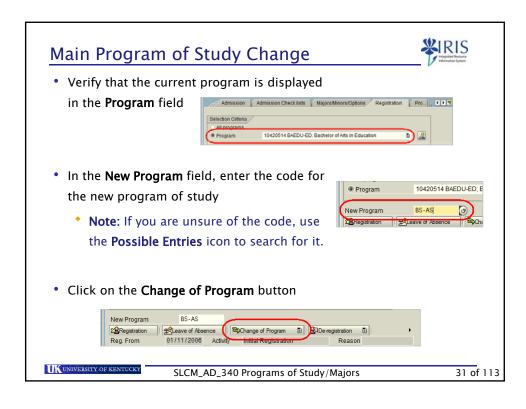
- Go to **PIQST00**

- Enter the student's **Student Number** and press **Enter**

- Use the **Tab List** icon to select **Registration**

Main Program of Study Change

- Verify that the current program is displayed in the **Program** field

- In the **New Program** field, enter the code for the new program of study

  - **Note:** If you are unsure of the code, use the **Possible Entries** icon to search for it.

- Click on the **Change of Program** button

Main Program of Study Change

- Select **Transfer Registrations**

  - **Note:** This step ensures that any bookings the student may have made will transfer to the new program.

- In the **Program Valid From** field, enter the date the student will be entering the new program.

  - In most cases this would be the current date, but there are exceptions (refer to the Effective Date for Change information).

Effective Dates for Change

- **All** undergraduate program, major, minor, option, specialty, sub-specialty changes **must have** an effective start date (**Valid From** date) of the day of the change.

- In most cases, use the **current date, UNLESS** a program of study change involves one of the following:

  - **New or Readmitted Students:** If the change is prior to the first day of attendance or re-admittance, the **Valid From** date should be the first day of the first term of attendance or re-admittance instead of the current date.

  - **Fee-Based, Graduate, and Professional programs, majors, etc.:** Changes should be made using the current date, and the program/major fees will be assessed or refunded based upon whether the **Valid From** date entered is before or after the last day to add a class (census date) in that session.

Effective Dates for Change

- 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 (last day to add a class) of the semester."**

  - If a student moves from a program or major that does **not** assess a fee into a program or major that **does** assess a fee and the effective start date is 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 or major that **does** assess a fee into a program or major that does **not** assess a fee and the effective start date is on or before the last day to add a class, then the program/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.

Main Program of Study Change
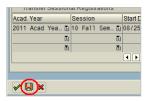
- The **Reason** field should default to **Change of Program**

To Program		
New program	BS-AS	Bachelor of Science
Organizational unit	8E000	College of Arts & Sciences
Program Valid From	07/09/2010	
Reason	10 Change of Prog...	
Activity Key Date	07/09/2010	

- Click **Save**

Transfer Sessional Registrations

Acad. Year	Session	Start D
2011 Acad Yea...	10 Fall Sem...	08/25
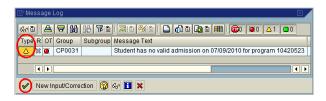
Main Program of Study Change
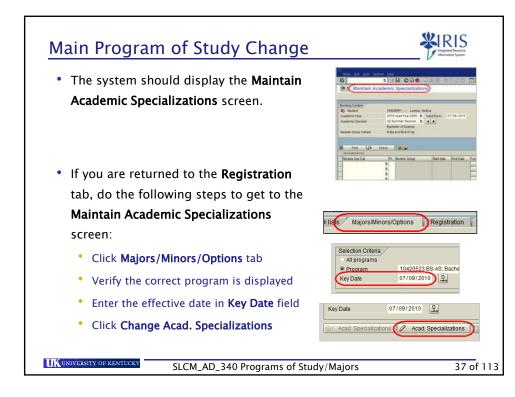
- Click **Continue** when message box displays

Message Log

Type	R	OT	Group	Subgroup	Message Text
⚠	✗	●	CP0031		Student has no valid admission on 07/09/2010 for program 10420523

New Input/Correction

- ◆ **Note:** If the **Type** column shows a red symbol, you will not be able to make the change.
  - Make sure the data you have entered is accurate and try to make the program change again.
  - If you are still unable to make the change, contact the Registrar's Office.

Main Program of Study Change

- The system should display the **Maintain Academic Specializations** screen.

- If you are returned to the **Registration** tab, do the following steps to get to the **Maintain Academic Specializations** screen:

  - Click **Majors/Minors/Options** tab
  - Verify the correct program is displayed
  - Enter the effective date in **Key Date** field
  - Click **Change Acad. Specializations**

Main Program of Study Change
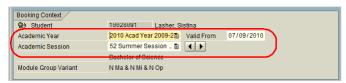
- Verify the accuracy of the **Valid From**, **Academic Year**, and **Academic Session** fields

- **Note:** Remember the **Valid From** date should be the **same date** that you used for changing the program.

Main Program of Study Change
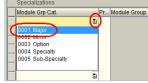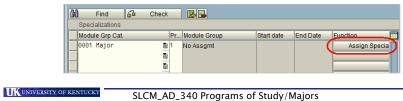
- Click on the first **Drop Down List** icon in the **Module Grp Cat** column and select **Major**

- Press **Enter**
- Click on the **Assign Specialization** button to get a list of valid majors for the displayed program of study
  - **Note:** By using the **Assign Specialization** button you limit the list to the valid majors for the program.

Main Program of Study Change

- Double-click on the desired major

- Click **Save**

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

Main Program of Study Change

- The system will return you to the **Registration** tab, if the process took you automatically to **Maintain Academic Specializations** screen.

- If you manually entered the **Maintain Academic Specializations** screen, you will return to the **Majors/Minors/Options** tab.

Verifying the Change

Use the following steps to verify the changes you have made to the student's records.

- On the Registrations tab, click **Program Overview**

- Notice the change in the **Program** column

- Use the scroll bar to view **Start** and **End Date**

- Click the **Continue** icon to close
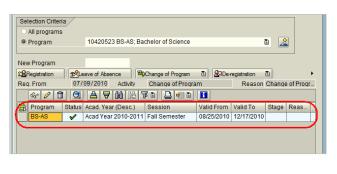
Verifying the Change
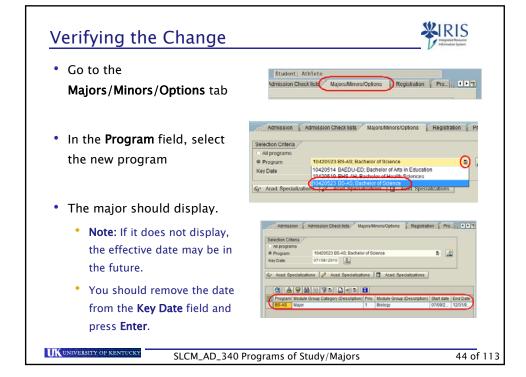
- **Note:** If you are making the change for the current term, the student's bookings will transfer to the new program.
  - If the student has not booked any courses, when he or she registers, the system creates a sessional registration under the new program.

Verifying the Change

- Go to the **Majors/Minors/Options** tab

- In the **Program** field, select the new program

- The major should display.
  - **Note:** If it does not display, the effective date may be in the future.
  - You should remove the date from the **Key Date** field and press **Enter**.
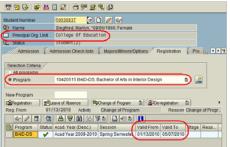
Principal Org. Unit

- If the program change is in the future, the **Prncpl Org Unit** will **NOT** change until the new program is active.

  - Example: The effective date change is 01/13/2010 – the new Org Unit will be the College of Design.

  - The current Org Unit (College of Agriculture) remains in effect through 01/12/2010.

Exercise 1 (Optional)

- To practice the transactions shown in this course in the Training Sandbox, you can use the attached **SLCM_AD_340 Practice Guide**.

- Click on **Attachments** (upper right-hand corner) to display and print the **SLCM_AD_340 Practice Guide**.

- Exercise 1 – Change a Program of Study and Major

Unit 2 Summary

- Effective Dates for Changes
- Main Program of Study Change
- Verifying the Change

- Click on the **Continue** button to move to Unit 3

Unit 3

Adding a
Second Program

Unit 3 – Adding a Second Program

- Second Program of Study

- Adding a Second Program of Study vs Adding a Second Major

- Adding the Second Program of Study

- Verifying the Change

Second Program of Study

- Students working on dual degrees must have **two** programs of study in IRIS – one marked as **Main**, and one marked as **Additional**.

- A system of priorities based on financial and reporting needs has been established at the University.

- The sequence, from highest to lowest, is:
    - Medicine
    - Dentistry
    - Pharmacy/Law
    - Graduate
    - Undergraduate

Priority of Program Assignment

- If both programs are in the graduate or undergraduate program, then establish priority as follows:

  - The student decides which program is the main program, unless he or she is receiving scholarship money for one of the programs, in which case, that program will have priority.

  - If completing both an undergraduate and graduate program (for example, students in the University Scholars Program), the agreement is that the graduate program **must** take priority beginning with the second year in the program.

Changing Layouts

- You can change your column layout on the **Registration** tab to show **Program Priority**.

  - Click on **Attachments** (upper right corner of the course screen) for instructions in setting your layout and select **QRC Change Layout Settings**.

Adding a Second Program of Study

Use the following steps to add a second program of study to a student's records.

- Verify current program is displayed

- Enter the program in **New Program** field

- Click **Registration**

Adding a Second Program of Study

- Select **Academic Year** and **Academic Session**

- Press **Enter** to populate the **Valid From** dates correctly
  - **Note:** If you receive a system message stating the dates will be changed, click **Continue** or press **Enter** to move through it.

Adding a Second Program of Study

- If this is the **Additional** program, click the **Addit'l Program** radio button

- If this is the new **Main** program, leave **Main Program** selected

  - **Note**: You will need to change the other program of study to **Addit'l program** when you have completed the process of adding the second program of study and major.

- Click **Save**

Adding a Second Program of Study

- When the **Message Log** displays, verify that only **Information** (green square) or **Warning** (yellow triangle) messages are show in the **Type** field.

- Press **Enter** or click **Continue**

- Click **All programs** to view both program registrations or select the **Overview** icon

  - Note: Be sure to double-check that one program is marked as **Main** and the second program is marked as **Additional**!

Adding a Second Program of Study

You now need to add a major for the second program of study!

- **Remember** with **two** programs of study, each program of study will have a major with a **Priority of 1**

- Go to **Majors/Minors/Options**

- Verify new program is chosen

- Enter the effective date in the **Key Date** field

Adding a Second Program of Study

- Click **Change Acad. Specializations**

- Verify the **Academic Year**, **Session**, and **Valid From**
  - **Note:** The **Valid From** should match the date of the new program.

- Select **Major**

- Press **Enter**

Adding a Second Program of Study

- Click **Assign Specialization**

- Double-click on the major

- The priority will default to 1.

- Click **Save**

Adding a Second Program of Study

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

- The major will be displayed.
  - **Note:** If the effective date is in the future, remove the date from the **Key Date** field, and press **Enter**.

Adding a Second Program of Study

Use the following steps to verify the addition of the second program of study and the correct priority of both programs.

- Go to the **Registration** tab

- Click **All programs**

- Verify only one program is marked as **Main**

  - **Note:** The other program should be marked as **Additional**.

  - If both are marked as **Main**, change one to **Additional**.

Priority Example Reminder

- Linda Jones

  - Program of Study, priority 1 – BSHM-AG

    - Major, priority 1 – Nutr & Fd Sci-Hospitality Mgt & Tour

  - Program of Study, priority 2 – BSFOS-AG

    - Major, priority 1 – Food Science

- Martin Conrad

  - Program of Study, priority 1 – BBA-BE

    - Major, priority 1 – Management

    - Major, priority 2 – Accounting

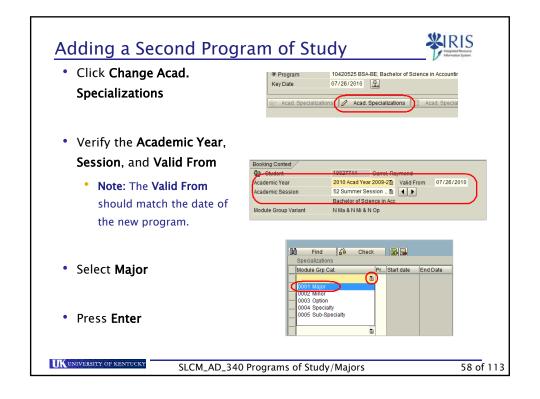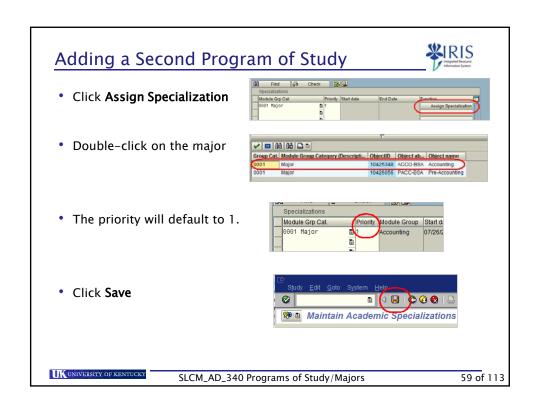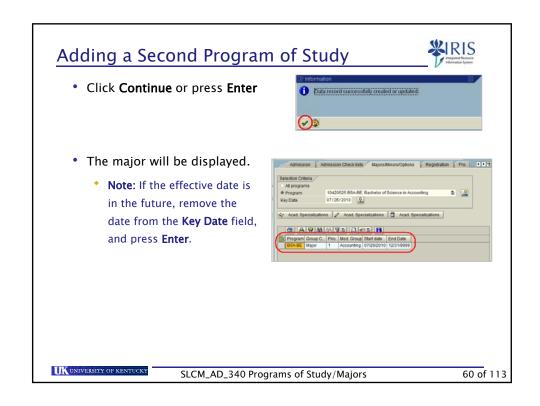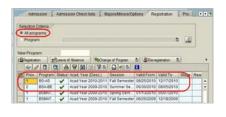 - Program of Study, priority 2 – BS-AS

    - Major, priority 1 – Spanish

Exercise 2 (Optional)

- Exercise 2 – Add a Second Program of Study and Major

Unit 3 Summary

- Adding a Second Program of Study vs Adding a Second Major

- Adding the Second Program of Study

- Click on the **Continue** button to move to Unit 4

Adding
Majors

Unit 4 – Adding Majors

- Adding a Major Within a Program of Study
- Adding a Major Outside of the Program of Study

Adding Second Majors

- Before adding a second major to a student's record, first determine if major is in or out of the student's current program of study.

- Is the major offered as a BS or a BA? If so, which type is preferred?
    - Example: Biology offered as both a BA and a BS.

- **Remember!** Do **not** enter a Priority of 1 for more than one major for the same program of study in the same time period.
    - If you find an error, make the needed correction in the system.
    - **Note:** If two active programs of study exist, the major for each program should have Priority of 1.

Add a Second Major Within a Program

Use the following steps to add a second major within the current program of study.

- On the **Majors/Minors/Options** tab, verify the current program of study
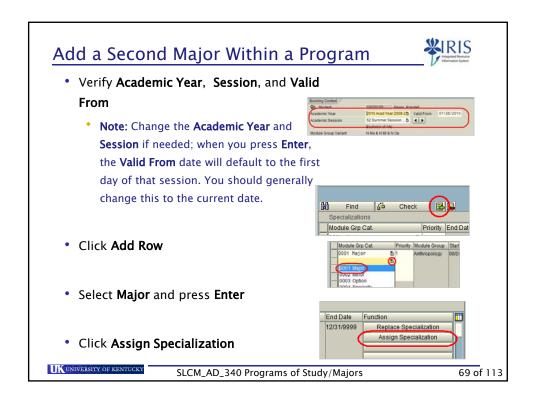
- Enter the effective date in the **Key Date** field

- Click **Change Acad. Specialization**

Add a Second Major Within a Program

- 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.

- Click **Add Row**

- Select **Major** and press **Enter**

- Click **Assign Specialization**

Add a Second Major Within a Program

- Double-click on the major

- **Note:** The major should default to priority **2**.

- Click **Save**

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

- **Note:** The second major will be displayed with the first major.
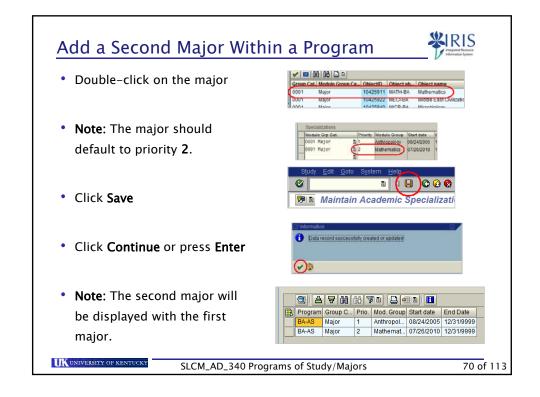
Exercise 3 (Optional)

- Exercise 3 – Add a Second Major Within a Program

Add a Second Major Outside a Program

Use the following steps to add a second major outside of the current program of study.

- Go to the
  Majors/Minors/Options tab

- Verify that the current **Program** is displayed

- Enter the effective date in the
  Key Date field

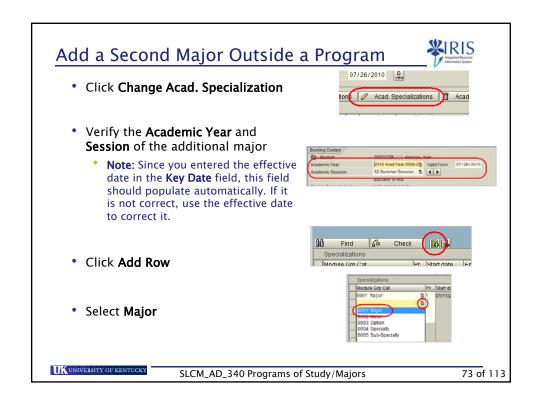## Add a Second Major Outside a Program

- Click **Change Acad. Specialization**

- Verify the **Academic Year** and **Session** of the additional major
  - **Note:** Since you entered the effective date in the **Key Date** field, this field should populate automatically. If it is not correct, use the effective date to correct it.

- Click **Add Row**

- Select **Major**

Add a Second Major Outside a Program

- Click **Find**

- Click **Possible Entries**

- Enter the search term
  - **Note:** You can use asterisks for wildcards in your search.
  - **Note:** Some entries contain abbreviations.

Add a Second Major Outside a Program

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

- Double-click the major

  - **Note:** Remember that entries include both currently valid and no longer valid majors! Make sure you choose **VALID** majors.

  - **Note:** Be careful to choose the correct degree level and type.

  - **Note: Start** and **End Dates do not** show whether or not a major, minor, etc. is currently valid.

Add a Second Major Outside a Program

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

- Click **Save**

- Click **Continue** or press **Enter** to close the system message

- The second major should be displayed with a priority of 2.

  - **Note:** If you cannot see the second major, remove the date from the **Key Date** field and press **Enter**.

Exercise 4 (Optional)

- Exercise 4 – Add a Second Major Outside a Program

Unit 4 Summary

- Adding a Major Within a Program of Study
- Adding a Major Outside of the Program of Study

- Click on the **Continue** button to move to Unit 5

Major Changes

Unit 5 – Major Changes

- Changing a Priority 1 Major
- Changing a Priority 2 Major

Changing a Priority 1 Major

- To change a priority 1 major, you should first determine if the new major is within the student's **current** program of study.

  - If it is in the current program, use the **Majors/Minors/Options** tab to make the change.

  - If it is **NOT** in the current program, follow the instructions for changing the program of study.

    - When you change the program of study, the system will automatically prompt you to change the major.

- Keep in mind the effective dates for changes.
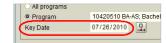

Changing a Priority 1 Major

Use the following steps to change a priority 1 major.

- Verify the student's current program of study is displayed in the **Program** field
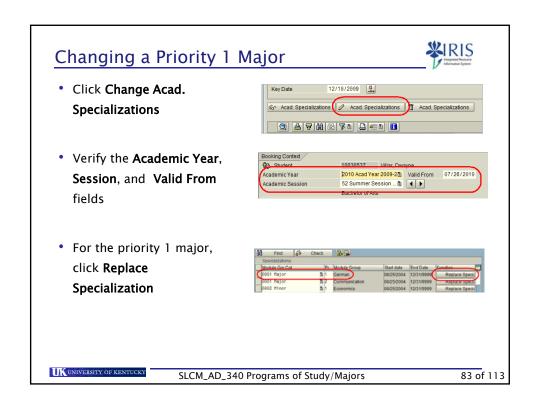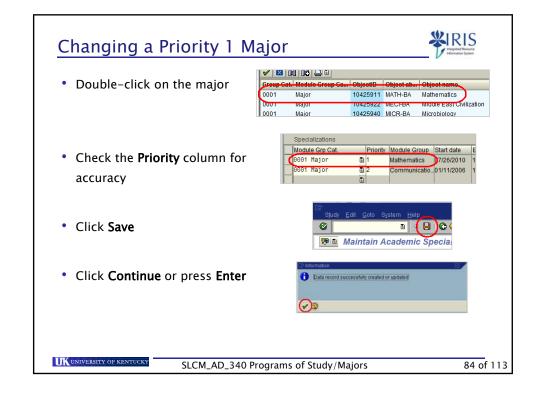
- Enter the effective date in the **Key Date** field (this is generally the current date)

Changing a Priority 1 Major

- Click **Change Acad. Specializations**

- Verify the **Academic Year**, **Session**, and **Valid From** fields

- For the priority 1 major, click **Replace Specialization**

Changing a Priority 1 Major

- Double-click on the major

- Check the **Priority** column for accuracy

- Click **Save**

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

Changing a Priority 2 Major
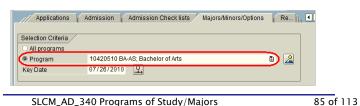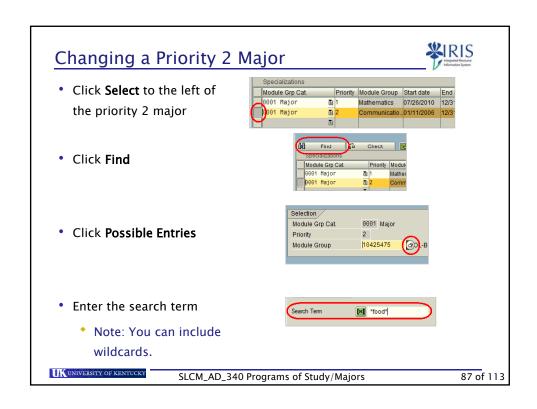
- If the new priority 2 major is within the student's program of study, follow the instructions for changing a priority 1 major and mark the new major as priority 2
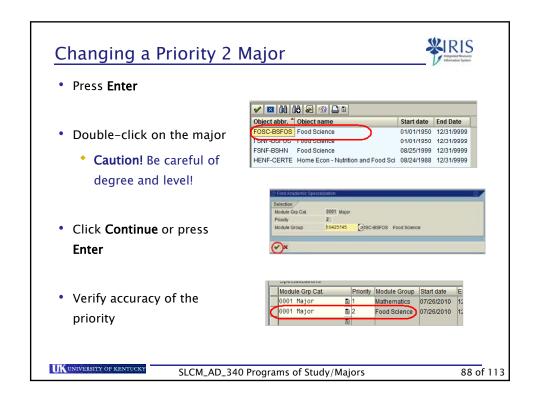
Use the following steps if the new priority 2 major is **NOT** within the student's program of study:

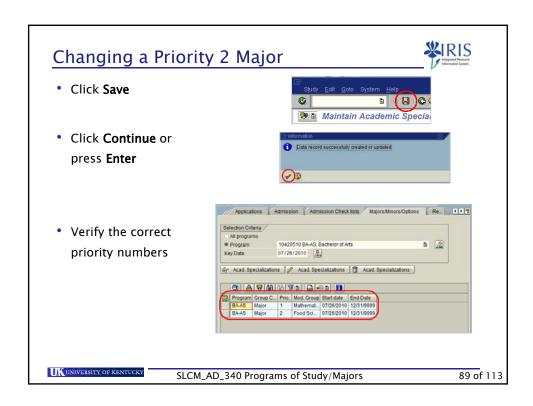- Verify the student's current program of study is displayed in the **Program** field
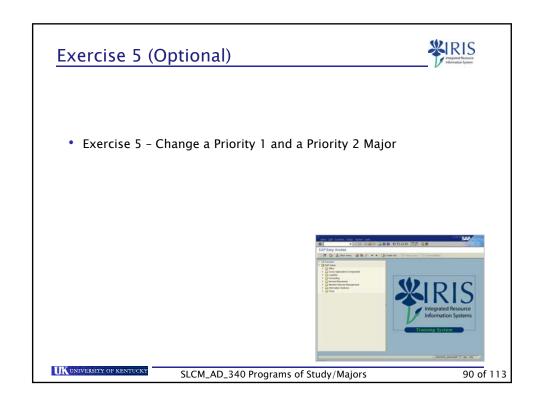
Changing a Priority 2 Major

- Enter the Effective Date

- Click **Change Acad. Specialization**

- Verify the **Academic Year**, **Session**, and **Valid From** fields

Changing a Priority 2 Major

- Click **Select** to the left of the priority 2 major

- Click **Find**

- Click **Possible Entries**

- Enter the search term
  - Note: You can include wildcards.

Changing a Priority 2 Major

- Press **Enter**

- Double-click on the major
  - **Caution!** Be careful of degree and level!

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

- Verify accuracy of the priority

Changing a Priority 2 Major

- Click **Save**

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

- Verify the correct priority numbers

Exercise 5 (Optional)

- Exercise 5 – Change a Priority 1 and a Priority 2 Major

Unit 5 Summary

- Changing a Priority 1 Major

- Changing a Priority 2 Major

- Click on the **Continue** button to move to Unit 6

Unit 6

Minors, Options, and Specializations

Unit 6 – Minors, Options, and Specializations

- Minors, Options, and Specializations
- Adding Minors, Options, or Specializations
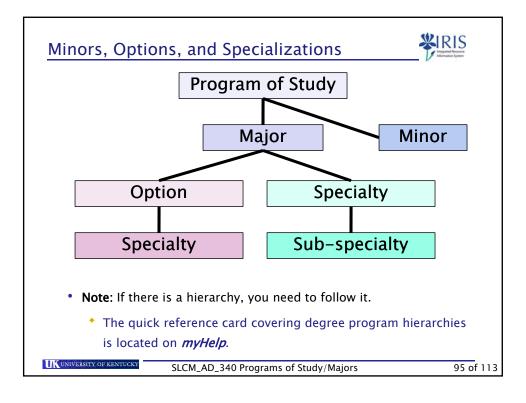
Minors, Options, and Specializations

- Minors, options, specializations, and sub–specializations are created and maintained through the **Majors/Minors/Options** tab.

- Options and specializations are **never** substitutes for majors and should be added only when the major of record actually **has** an option or specialization.

- The same effective date guidelines are used.

- Check with your college to learn more about the minors, options, specializations, and sub–specializations for your area.

Minors, Options, and Specializations

```
                    ┌─────────────────────┐
                    │  Program of Study   │
                    └──────────┬──────────┘
              ┌────────────────┴────────────┐
      ┌───────┴───────┐              ┌───────┴───────┐
      │     Major     │              │     Minor     │
      └───────┬───────┘              └───────────────┘
      ┌───────┴────────────┐
┌─────┴──────┐      ┌──────┴──────┐
│   Option   │      │  Specialty  │
└─────┬──────┘      └──────┬──────┘
┌─────┴──────┐      ┌──────┴──────┐
│ Specialty  │      │Sub-specialty│
└────────────┘      └─────────────┘
```

- **Note:** If there is a hierarchy, you need to follow it.
  - The quick reference card covering degree program hierarchies is located on *myHelp*.

Minors, Options, and Specializations

- You need to make sure that the minor, option, specialty, or sub-specialty is valid.
  - Check with your Dean's office if you are unsure.

- Follow the same process outlined for creating a major when you need to add minors, options, etc.

- To add or change a minor, option, etc., you will make the appropriate selection from the **Module Grp Cat** drop-down list and complete the process as you did for adding or changing a major.

Minors, Options, and Specializations

- A student's minor, etc. may be added in this manner without the necessity of creating a separate program of study record

    - **Note**: Minors in other colleges can be selected, since minors do not need to be associated with the program of study.

- The system will assign the Priority of 1 to the first minor under the program of study.

- In instances of more than one minor, the second one created is assigned a Priority of 2, etc.

Unit 6 Summary

- Minors, Options, and Specializations
- Adding Minors, Options, or Specializations

- Click on the **Continue** button to move to Unit 7

IRIS
Integrated Resource
Information System

Identifying
Common Errors

Unit 7 – Identifying Common Errors

IRIS
Integrated Resource
Information System

- Identifying Common Errors
- Troubleshooting Tips
- Who To Contact

Identifying Common Errors

- The Registrar's office runs an error report once a week to catch data entry errors for programs, majors, minors, etc.

- If an error is found, the department which is responsible for the student is contacted.

- The department is responsible to making corrections in the system to eliminate the error.

Identifying Common Errors

- Common Errors have included:
  - A program of study exists with no associated major
  - Two programs of study exist, both active, but both are marked as Main
  - The program of study date and the major date do not coincide
  - A program of study exists with a priority 1 major **outside** of the program of study
  - A second program of study is added without adding the associated major

Troubleshooting Tips

- To find the error, use the following tips:
  - Check both the **Registration** and the **Majors/Minors/Options** tab information
    - **Note:** Remember you may need to remove the Key Date on the **Majors/Minors/Options** tab.
  - Map out the data on a time line if needed
    - **Note:** Watch for any gaps in the time line.
  - Check the priorities of the programs of study and the majors
    - **Note:** There should always be a priority 1 major under each program of study.

Correcting Common Errors

- Suggestions for correcting common errors:
  - A program of study exists with no associated major
    - Check with the student to determine the major.
    - If the major is within the program, add the major using the same date as the program.
    - If the major is outside of the program, change the program.

Correcting Common Errors

- Suggestions for correcting common errors (cont.):
  - Two programs of study exist, both active, but both are marked as Main
    - Check the University system of priorities first to determine which should be Main.
    - If no priority is determined, check to see if the student is receiving financial aid for one of the programs—if so, that program should be Main.
    - If no financial aid is given, the student should determine which program should be Main.

Correcting Common Errors

- Suggestions for correcting common errors (cont.):
  - The program of study date and the major date do not coincide
    - Check to see if the student changed majors within the program–if they did and there is no gap in dates, there is no problem.
    - If there is a gap in the dates, change the date of the major to cover the gap.

Correcting Common Errors

- Suggestions for correcting common errors (cont.):

  - A program of study exists with a priority 1 major **outside** of the program of study

    - Check with the student to see if the student is working on the program (and if so, what major) or the major (and if so, what program).

    - Depending on the answer, either change the program or change the major using the appropriate start date.

  - A second program of study is added without adding the associated major

    - Check with the student to determine the major.

    - Add the major using the start date of the program of study.

Who to Contact?

- College personnel in need of assistance with program of study problems and questions should contact Jacquie Hager (or Sean Cooper) in Student Records.

- Some program of study changes affect student fees; for assistance, you should contact Jacquie Hager (or Sean Cooper) in Student Records.

- Contact the Student Records Office for assistance when incorrect majors have been assigned.

Unit 7 Summary

- Identifying Common Errors

- Troubleshooting Tips

- Who To Contact

- Click on the **Continue** button to move to the course summary

Help Websites

- myHelp website:
  - http://myHelp.uky.edu/rwd/HTML/SLCM.html
  - Contains Quick Reference Cards (QRCs), updated course manuals, SLCM Frequently Asked Questions, and other job aids

- IRIS website
  - http://www.uky.edu/IRIS/CM/
  - Contains Information Directory, Forms, and other references

Course Summary

You should be able to:

- Understand the characteristics of programs of study and majors
- Change a main program of study and major
- Add a second program of study
- Add a major inside and outside of program of study
- Change a priority 1 major
- Change a priority 2 major
- Add a minor, option, or specialization
- Avoid program of study and major data entry errors

Course Evaluation

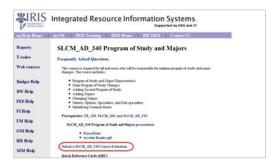- You can provide IRIS Training with feedback on this course by completing the SLCM_AD_340 Programs of Study course evaluation.

- The evaluation is located at:
  http://myhelp.uky.edu/rwd/HTML/SLCM/SLCM_AD_340_Evaluation.html

Course Assessment Instructions

- To take the assessment and complete the course, click **Attachments** (upper right corner)

- Click **SLCM_AD_340 Assessment Instructions** and print the instructions
  - ◆ **Note:** The document will open in another window.

- Click **QRC Assessment & Course Completion** and print the QRC

- Click **OK** to close the **Attachments** window

- Follow the steps in the QRC to complete the course