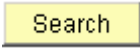
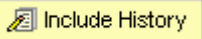










How do I? Add a Major or Minor

Version 9.0

1. Click on Records and Enrollment.
2. Click on Career and Program Information.
3. Click on Student Program/Plan.
4. Enter the Students ID.
5. Click on Search .
If the student has more than one career it may be necessary to select the appropriate career (link) from the Search Results.
6. Verify that you are in Include History mode .
7. Add  a New Row.
8. Enter PCAC, PCBE, PCED, or PCLS (select the option appropriate for your college) in the Program Action Field.
9. Enter STRQ (Student Request) in the Program Action Reason field if appropriate.
10. Click on the Student Plan tab.
11. Using the second scroll bar , verify that the student does not already have that Major or Minor
12. Add  a new row.
13. Search  for or enter the code for the Major/Minor.

14. Update the Plan Sequence number with the appropriate value from below.
15. Update the Requirement Term as appropriate.
Usually the current or upcoming term.
16. If you added a Major Click on the Student Sub-Plan tab. Search  for or enter the code for the Sub-Plan. Not all majors have Sub-Plans.
17. Update the Requirement Term as appropriate.
18. Save .

Things to Remember

Verify that the student is active in this career. The Status appears directly below the blue line and above the Effective Date. If the Status is not active look to see if the student has additional careers. If not call the registrar's office. Do Not process the request.

Look to see if there is a term in the Expected Grad Term field (located at the bottom of the page). If there is a term entered contact the registrar's office to process this change.

Plan Sequence Numbers

01/10	1 st Major
11	2 nd Major
12	3 rd Major
41	1 st Minor
51	2 nd Minor
52	3 rd Minor