

How to Change a Major in a student's record.

1. Go to the student's summary screen (**STUD**)
2. Look carefully to see that the **Academic Program Change (APC) form is filled out correctly and signed at the bottom.** If you have any questions about the **Billing Code**, then type in **PGRM** in the Function field and then type 's' in function and then scan down to the first billing code and type in the first two letters of the billing code listed on the APC form. If it is an accurate billing code, then the proper major will show up in the system. If you have verified that the billing code for the new major is correct then do the following:
 1. Type **a** in the Function field.
 2. Scroll the cursor down to the **BILL-PGM** and type in the new major code over the old code.
 3. Scroll the cursor over to where the old program code is listed under **PGRM CODE** (it may not necessarily be on line **01-**, a priority registration code may be listed on line **01-**, so don't just assume that the **PGRM CODE** will always be listed on this line). Once you've located the correct line, type the new program code (same as **BILL-PGM** code) over the old one.
 4. Look carefully at the catalog year listed on the **APC**, it may be different than the one listed on the **STUD** screen. If so, then type in the new year over the old catalog year. If there is no Catalog Year listed on the **APC**, then do not change the catalog year on the **STUD** screen.
5. **Hit Enter Key**
6. Type **s** in the Function field
7. **Hit Enter Key**
8. Type **del** in the Function field
- 9 **Hit Enter Key**
10. Type **s** in the Function field
11. **Hit Enter Key**

Doing these steps will add the new major to the **STUD** screen.

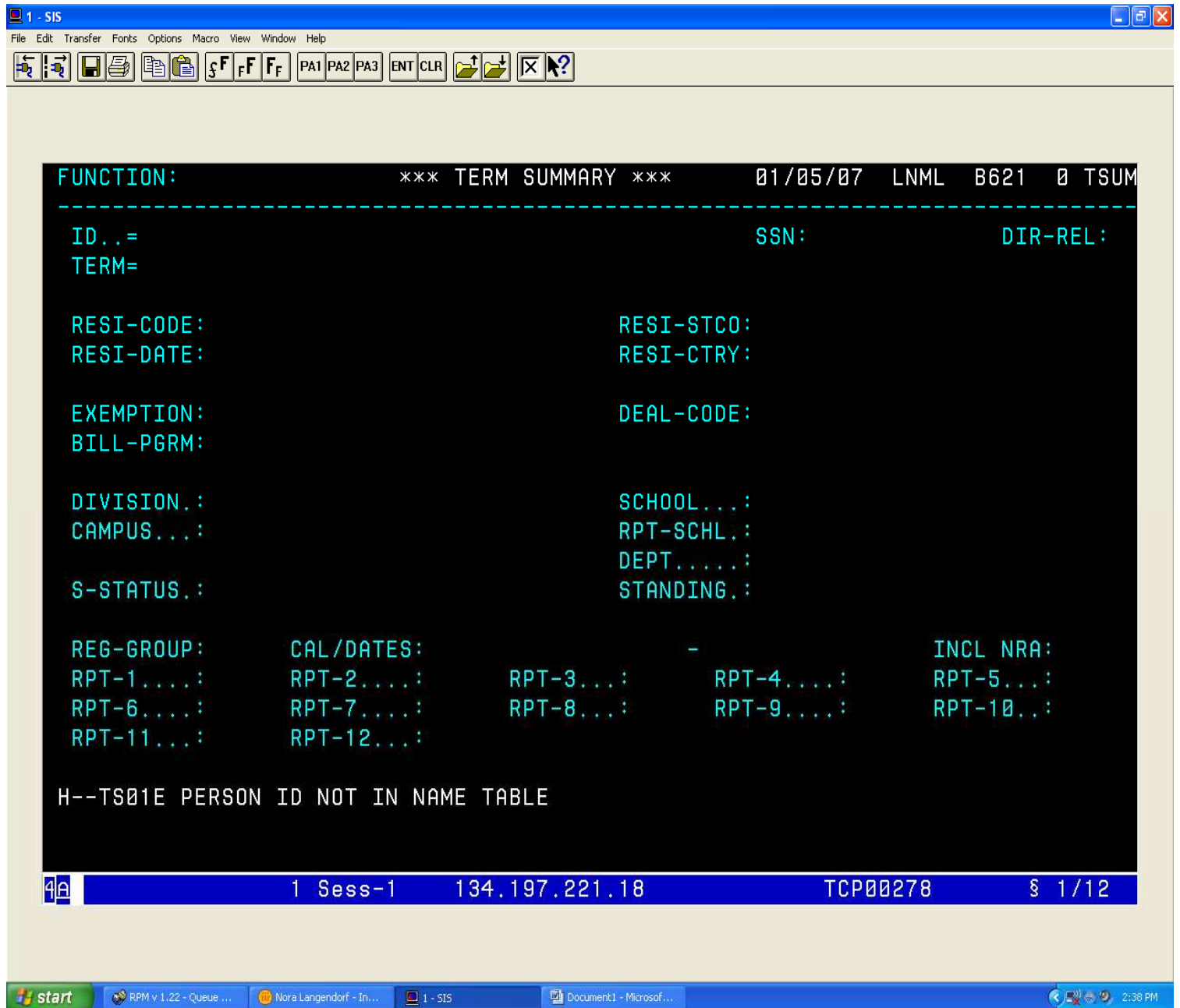
******PLEASE NOTE****** If there are more than one major, minor, or there is a **priority registration code**, then do the following steps listed above **except** instead of hitting the **enter** key after typing in **del** in the function key, you are going to scroll down to under the **PGRM CODE** and **space out everything you want kept on the STUD screen.** For example, you want to keep the new program code and any minors, and other majors, and priority registration codes, so you will blank them out and then follow the rest of the steps listed above. It sounds counter-intuitive, so you just need to trust that **SIS** will keep the info that you just spaced out and will delete the old Program Code (that you didn't space out) that you don't want kept in the record. If the student did not have any priority registration codes or second majors/minors then the screen should look like it did before, just with the new **Billing Program code** and **Program code** in place of the old.

Instructions continue on next page:

Changing BILL PGM in TSUM:

1. Type **c** in the Function field
2. Scroll cursor down to **BILL PGRM:**
3. Type in new Billing code
4. Hit **Enter** key.

This can be tricky depending on when you receive the **APC** form. For example, you may receive an **APC** towards the middle of one semester but students are still able to register for an upcoming semester. If you receive an **APC** before the last date to withdraw or make changes for that term, but the student is also able to register for the upcoming term, then both term's **TSUM** needs to be changed to reflect the new **BILL-PGM**. If, however, you receive an **APC** at the end of one term and the student is not able to register for an upcoming term, then you do not have to worry about changing any **TSUM** screen.



Please note that sometimes, a student who has been admitted for the Fall of any term will be put into a Summer Term as a “Non-Degree seeking student so that they can get a jump on classes before their admitted term begins. When you receive an APC form in the summer, it is very important to check the TSUM for summer. If the BILL PGM says SPEC, then DO NOT enter in the new program code into that term’s BILL PGM field. If the student has registered for Fall classes, then just change the TSUM for Fall, not Summer. Make note of these students by giving their information (print out the TSUM screen for the Summer Session) to Karen Calder. She keeps track of these students. If you receive an APC form and are unsure if the student has registered for the

particular term that the APC form pertains to, then just check RMEN for that term. You can check on a '2' and if the student has signed up for classes, then back out of RMEN (by typing RMEN in the function field) and go directly to TSUM. Since you were already checking the current term in RMEN, it should take you to the correct term in TSUM.