

How to delete a Second Major

When you look at the APC form and it has a Program code in the *Release from major line towards the top of the form) and you open up the record and two majors are listed on the STUD screen, then you know that the department is requesting that the PROGRAM CODE that is identified with the major in the *Release line is the one that they want dropped from the student's record. If the PGRM CODE that is on the release line of the APC is the same one listed right next to the BILL-PGM field, then the way to delete it is to do the same steps that you did to change a major. You would just use the other PROGRAM CODE listed in the record and type over the released code. (See how to change Majors.)

If the PGRM CODE on the APC *Release* line is not listed next to the BILL-PGM field, then the steps to deleting the 2nd major are very simple.

1. Open up the student's record.
2. Type del in the Function field
3. Hit enter.
4. Type s (for scan) in the Function field
5. Hit enter twice.

****NOTE****If there are additional codes listed on the record, such as minor codes or priority registration codes, then do the following steps.

1. Type del in the Function field
2. Tab down to underneath the PGRM CODE column and space out the codes you wish to keep!
3. Hit enter.
4. Type s in the Function Field.
5. Hit enter twice.

Look at the screens on the following pages:

1 - SIS

File Edit Transfer Fonts Options Macro View Window Help

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FUNCTION: del          ** STUDENT SUMMARY **          01/16/07  LNML  B284  0  STUD
-----
H-  ID=                PARKTON, SARA F                SSN:          DIR-REL: Y

RESI.. : NV          ADM-STAT: NW          S-STATUS: CN          DIVISION:
R-STCO: NV          ADM-STAN: U 01        STANDING: U 04        CAMPUS.. :
R-CTRY: USA        ADM-TERM: 2000 3     1ST-TERM: 2000 3     SCHOOL.. : ED
R-DATE: 2000/10/09 RPT-1... :           EXP-STAT: CN          RPT-SCHL: ED
T-EXEM:           RPT-2... :           EXP-STAN: U 04        DEPT.... : ESP
P-EXEM:           BILL-PGM: ESPPRE     EXP-GRAD:             REG-GRP. : SRPP
DEAL... :

PGRM      DEGREE  CRTY   CTLG   GR GRAD  REPT   APP REQ AL  LMOD  LAST-MOD
CODE      PGRM-LONGNAME  YR/TM  FL  TERM  CODE  GRD  MET  CR  USER  DATE
-----
01-  ESPPRE  B-ED    MAJ    2000   Y          N   N   N   SSS1  2003/10/24
      PRE SPECIAL EDUCATION
02-  PSY     BA      MAJ    2000   Y          N   N   N   NML1  2007/01/09
03-
03-*L008 END OF FILE
  
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start RPM v 1.22 - Qu... Nora Langendor... University of Ne... University of Ne... 1 - SIS SIS Screen 2 - M... How to change ... How to Add a Se... 6:21 PM

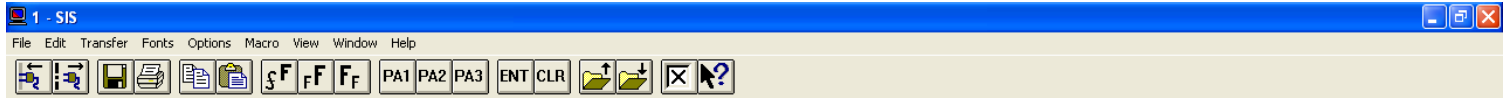
FUNCTION: DELETE ** STUDENT SUMMARY ** 01/16/07 LNML B284 0 STUD

H- ID= PARKTON, SARA F SSN: DIR-REL: Y

```
RESI.. : NV          ADM-STAT: NW          S-STATUS: CN          DIVISION:
R-STCO: NV          ADM-STAN: U 01        STANDING: U 04        CAMPUS.. :
R-CTRY: USA        ADM-TERM: 2000 3     1ST-TERM: 2000 3     SCHOOL.. : ED
R-DATE: 2000/10/09 RPT-1... :              EXP-STAT: CN          RPT-SCHL: ED
T-EXEM:           RPT-2... :              EXP-STAN: U 04        DEPT.... : ESP
P-EXEM:           BILL-PGM: ESPPRE   EXP-GRAD:             REG-GRP. : SRPP
DEAL.. :
```

PGRM CODE	DEGREE	CRTY	CTLG	GR	GRAD	REPT	APP	REQ	AL	LMOD	LAST-MOD
=====	-----	---	-----	-	----	-----	-	-	-	-----	-----
01- ESPPRE	B-ED	MAJ	2000	Y			N	N	N	SSS1	2003/10/24
	PRE SPECIAL EDUCATION										
02- PSY	BA	MAJ	2000	Y			N	N	N	NML1	2007/01/09
	PSYCHOLOGY										
03-											

01-SD64E CANNOT DELETE BILLING PROGRAM



FUNCTION: ** STUDENT SUMMARY ** 01/16/07 LNML B284 0 STUD

H- ID= PARKTON, SARA F SSN: DIR-REL: Y

RESI.. : NV ADM-STAT: NW S-STATUS: CN DIVISION:
R-STCO: NV ADM-STAN: U 01 STANDING: U 04 CAMPUS..
R-CTRY: USA ADM-TERM: 2000 3 1ST-TERM: 2000 3 SCHOOL.. : ED
R-DATE: 2000/10/09 RPT-1... : EXP-STAT: CN RPT-SCHL: ED
T-EXEM: RPT-2... : EXP-STAN: U 04 DEPT.... : ESP
P-EXEM: BILL-PGM: ESPPRE EXP-GRAD: REG-GRP. : SRPP
DEAL.. :

PGRM CODE	DEGREE	CRTY	CTLG	GR	GRAD	REPT	APP	REQ	AL	LMOD	LAST-MOD
	PGRM-LONGNAME		YR/TM	FL	TERM	CODE	GRD	MET	CR	USER	DATE
01- ESPPRE	B-ED	MAJ	2000	Y			N	N	N	SSS1	2003/10/24
PRE SPECIAL EDUCATION											

02-

03-

02-*L008 END OF FILE

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