

Change to a Specialization after a Slate admit

These are the steps to follow to add a specialization:

ADD SPECIALIZATION IN AIM

1. Log into AIM. Navigate to ADV07.
2. Access a student record.
3. Use a drop down box to 'select a program' (next to the blue link with the words of the major)
4. Click the 'Change' link next to the graduate major or specialization. Click OK you want to change that program.
5. A new box appears with a drop down of the specializations tied to that Major code.
6. Select the desired specialization from the specialization dropdown box and then click Add.
7. You have to enter some details such as the start term, approved date if POS is already approved, deadline date, and hours.

Note: This will automatically delete the current degree program and create a new program and specialization. Therefore, a Program of Study will need to be rebuilt and resubmitted for approval.

One thing to note is that if we are still in any term prior to the 'start term,' the box will automatically show the current term, which you should change to the admit or start term for the newly admitted student.

ADV07 Looks like this:

[Student Jerry](#) - [js332] - 42-173-4157 - 01 Jan 1966 - Masters Degree - Non-Employee

To add a program, enter the name or code in the cross-reference.

Program Lookup: By: [Major](#) [Emphasis/Specialization](#) [Acad Unit](#) [Other](#) [Code](#)

[Progress Report \(ABC\)](#)

This student has applied for graduation in April 2022. I said Yes I want to change

Edit = Yes

	Hrs Earned	Hrs Graded	Points	GPA
BYU	0.00	0.00	0.00	0.00
Total	6.00	6.00	21.30	3.55

[Program](#)

[Attributes](#)

Phi Kappa Phi: No

[Show Inactive Programs](#)

Then this pops up and I see specs to select

MAJOR: [Spanish](#) - MA Active - Summer 2021 [Change](#) [Add](#) DEPARTMENT: Spanish & I

Program Code:	555491	Effective Year Term:	20214
Prog Eff Year Term:	19001	Program Status:	Active
Degree:	MA	Expired/Completed Date:	
Primary:	Y	Year Term Re-entered:	

ADV08 should look like this:

Student Programs:

Major: Business Administration (MBA)

SPECIALIZATION: STEM Management

Major: Interdisciplinary Humanities (BA)

MINOR: Spanish

MINOR: Global Business and Literacy

The red arrows below indicate the boxes on the pop up where the term was changed or added and hours added.

Program
Attributes

MAJOR: [Technology](#) - MS Active - Winter 2022
Select a program
Change
SCHOOL: Technology -- COLLEGE: Engineering --

Program Code:	396598	Effective Year Term:	20221	Accepted Date:	11 Nov 2021	Program Hrs: Committee Mem:	30.00 3
Prog Eff Year Term:	20025	Program Status:	Active	Accepted By:	Slate	Deadline Year Term:	20271
Degree:	MS	Expired/Completed Date:		Approved Date:		Anticipated Grad Year Term:	20271
Primary:	Y	Year Term Re-entered:		Approved By:		Major Program:	
Use Original Dept: / New Program Name:	No / No	Plan Required:	Yes	CAC Advisor:		Faculty Advisor:	

SPECIALIZATION: [Technology and Engineering Education](#) - MS Active - Winter 2022
COLLEGE: Engineering --

Select a program
Change
SCHOOL: Technology --

Program Code:	396564	Effective Year Term:	20221	Accepted Date:	14 Dec 2021	Program Hrs: Committee Mem:	30.00 3
Prog Eff Year Term:	20075	Program Status:	Active	Accepted By:	Robinson, Janice K	Deadline Year Term:	20271
Degree:	MS	Expired/Completed Date:		Approved Date:		Anticipated Grad Year Term:	
Primary:		Year Term Re-entered:		Approved By:		Major Program:	Technology
Use Original Dept: / New Program Name:	No / No	Plan Required:	Yes	CAC Advisor:		Faculty Advisor:	