CHANGE TO A MAJOR IN THE SAME COLLEGE-GRADUATE

This instruction guide will cover how to update a Career by changing a student’s major within the same college. This process is completed by Graduate Coordinators and Staff in the various colleges with the UF_SR_GRAD_STAFF_USER role. The Program Action is PLNC for Plan Change and the Action Reason is CMAJ for Changing a Major. Use these directions to update an existing active Stack when a student wants to change plans (major and degree) within your college. For example: a student decides to change from working toward a PhD in Agronomy to a PhD in Agricultural and Biological Engineering within the College of Agricultural and Life Sciences.

Contact the Department the student wants to transfer to for verification that the student has requested to change their program. Graduate School policy does not require the student to apply for the new program through the Office of Admissions. However, the new program may require it. The Office of Admissions automatically adds a new Career for any student admitted into a program. Thus, departmental staff will not need to create a new Career for the student. Contact the Graduate School to assist in Discontinuing the old Career in this case.

Please follow these directions if the student does not need to go through the Office of Admissions to change their major within your College:

Step 1: Navigate to the Student Services Center

1. Log into myUFL using your GatorLink username and password.
2. Navigate to NavBar > Main Menu > Student Information System > Campus Community > Student Services Center.

Step 2: Search For Student

1. Enter the student’s UFID, if known, or enter the student’s last and first name.
2. Click Search.
STEP 3: VERIFY STUDENT INFORMATION

1. Select the Academics tab.

2. Verify the student’s name and UFID number.
3. Verify the student is in the Graduate career.
4. Verify the student is in the expected Academic Program.
5. Verify the student is in Active status. The Status should state “Active in Program.”
   
   **Note:** If the student is not in Active status, the student should be referred to Admissions or the Registrar’s Office for further action.

STEP 4: EDIT MODE

1. Select the Academic Program you wish to change.
2. Select Edit Program Data.
STEP 5: COMPLETE THE FOLLOWING FIELDS ON THE STUDENT PROGRAM TAB

1. Select the plus (+) sign to add a new “Effective Dated” row.
2. Allow the Effective Date field to default to today’s date.
3. Update the Program Action to PLNC for Plan Change.
4. Update the Action Reason to CMAJ since the student is changing a major.

   **Note:** You can also use the look up icon (magnifying glass) to select program action and action reason.

5. Allow the Academic Institution to default to UFLOR.
6. Leave the Academic Program as displayed. It should be the student’s current college.
7. Leave the Admit Term.
8. Leave the Requirement Term.
9. Leave the Expected Grad Term. This will be populated by the Registrar’s Office.

   **Note:** This will be populated by the graduation processing process.

10. Allow the Effective Sequence to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.
11. Allow the Action Date to default to today’s date.

   **WARNING:** Do Not Click on “APPLY” and “OK” here. This will complete the process without you having a chance to change the plan.
**STEP 7: CHANGING A STUDENT’S MAJOR OR PLAN**

1. Select the **Student Plan** tab.
2. Do not click on the plus sign to the right. Doing so will add another plan to the Career. Instead you want to change the current plan.
3. Click on the **lookup icon** beside Academic Plan and select the **major plan code**.

**Note:** if you don’t know the code, you can click the lookup button and sort based on the column header. If you click the View All link, you will see the student’s plan history through all effective dates.
4. Click OK when and if this error message pops up.

5. Allow the Requirement Term to default in.
6. Allow the Advisement Status to default in.
7. Verify the Degree, which will display based on the plan you select.

Note: Continue if the student wishes to add a Subplan to the new Plan.

**STEP 8: SELECT A STUDENT’S SUB-PLAN**

1. Select the Student Sub-Plan tab.
   Use the look up icon to select the Academic Sub-Plan, if applicable.

**STEP 9: SAVE AND REVIEW YOUR WORK**

1. Select the Student Program tab.
2. Click Apply and OK.
3. Go back and verify the changes you made on the Student Program page.

![Student Program Page](image)

**Note:** Please be aware of the following when you do a Plan Change to an existing student’s Plan (Major/degree):

1. Requirement Term (or catalog year) will default to what it was for the Career before you updated the plan. If that is the incorrect Requirement Term for the new Plan, you must change it by following the directions for changing a student’s requirement term.

2. The degree attributes will default to what they were for the previous plan before you made the update to a new one. Degree Attributes will not change to those that should be set for the new Plan. You must go back and update the degree attributes to make sure they are correct for that specific new Academic Plan (major/degree). For instance, if you do a plan change for a student in a Master program working on a Thesis to a Master program that does not require a thesis, you must go back and update the attribute.

3. You can always check the plan attributes without making changes. Search for the student, choose the Academic Plan, click on the “Edit Program Data” Button, click on the “Additional Information” tab, then view what is set for the attributes. To leave the page without making or saving any changes click on “Cancel”. You will not be able to make any changes here.

**FOR ADDITIONAL ASSISTANCE**

**Technical Help**
UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

**Processes and Policies**
Graduate School Data Management
graddata@ufl.edu