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 MS in Agronomy to a MS in Agricultural and Biological Engineering within the College of Agricultural and Life Sciences.

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.

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Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Search | Clear

Basic Search | Save Search Criteria
```

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: REVIEW TABS**

1. Review Academic Program on the Student Program tab.
2. Click on the Student Plan tab.
4. Click on the **Student Sub-Plan** tab.
5. Review **Student Sub-Plan** information.
6. Select the **Student Program** tab.

**STEP 6: COMPLETE THE FOLLOWING FIELDS ON THE STUDENT PROGRAM TAB**

1. Select the **plus (+) sign** to add a new 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.

**STEP 6: CHANGING A STUDENT’S MAJOR**

1. Select the **Student Plan** tab.
2. 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.

3. Click OK when this error message pops up.
4. Allow the Requirement Term to default in.
5. Allow the Advisement Status to default in.
6. Verify the Degree, which will display based on the plan you select.

**STEP 7: 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.

   ![Student Information System](image)

   ** Academic Career: Graduate
   ** Student Career Nbr: 0
   ** Status: Active in Program
   ** Effective Date: 10/01/2018
   ** Program Action: Plan Change
   ** Action Reason: Change Major
   ** Academic Program: Agricultural and Life Sciences, University of Florida
   ** Academic Plan: Agricultural & Biological Eng
   ** Requirement Term: Fall 2017
   ** Academic Sub-Plan Type:
   ** Declare Date: 10/01/2018

**STEP 8: SAVE AND REVIEW YOUR WORK**

1. Select the Student Program tab.
2. Click Apply and OK.
3. Select correct Program stack.
4. Verify the changes made on the Student Program page.
**Note:** When you change the student’s Major/degree the Requirement Term (or catalog year) will default to what it was for the Career before you update the plan. If that is the incorrect Requirement Term, change it by following the directions for changing a student’s requirement term.

**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