CHANGE TO A MAJOR IN A DIFFERENT COLLEGE-UNDERGRADUATE

This instruction guide covers how to change to a major in a different college for an undergraduate student. This process is completed by Undergraduate Advisors in the various colleges with the UF_SG_UGRD_ADV_UPD role. The advisor must enter the previously recorded admit term, requirement term, and minor plans. The Program Action is PRGC for Program Change and the Action Reason is CMAJ for Change Major.

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

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.

3. Select the Academics tab.
STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student’s name and UFID number.
2. Verify the student is in the Undergraduate career.
3. Verify the student is in the expected Academic Program.
4. 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. Write down the Requirement term.
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
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 PRGC for Program (College) Change.
4. Update the Action Reason to CMAJ since the student is changing a major.
5. Allow the Academic Institution to default to UFLOR.
6. Select the new Academic Program for the student by clicking on the look up icon and selecting the program code.
7. Enter the Admit Term.

   Note: This should be the same as the student’s admit term before.

8. Allow the Requirement Term to default to the same value as before.
9. Leave the Expected Grad Term. This will be populated by the Registrar’s Office.
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.

   Note: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.
12. Click on the **Student Plan** tab.

   **Note:** When you change a student’s program, you must also add the student’s new major plan.

13. Select the new **academic plan** for the student by clicking on the **look up icon** and selecting the **plan code**. Choose a plan code with the **plan type = Major**.

   **Note:** When you choose an academic plan, the academic plan type will display to the right (Major, Minor, etc.). Check to make sure the plan type is correct.
14. Allow the Plan Sequence to default to 10.
15. Allow the Declare Date to default to today’s date.

**Note**: If you change a student’s plan after the first day of class, that change will not be effective until the next term for pre-requisite checking and reporting purposes.

16. Allow the Requirement Term to default in.
17. Allow the Advisement Status to default in.
18. Verify the Degree, which will display based on the plan you select.

**Note**: If you select a minor in error, this field will be blank.

19. Select Student Sub-Plan tab.
20. Enter Academic Sub-Plan if applicable.

![Image of Student Information System screen with Student Sub-Plan highlighted]

**STEP 7: SAVE AND REVIEW WORK**
1. Select the Student Program tab.
2. Click OK.
3. Click on the student’s Academic Program from the stack.
4. Verify the changes for the student’s program and plan.

ADDITIONAL HELP

Further resources are available at:
http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to adding, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or registrarhelp-l@lists.ufl.edu. You can also visit https://registrar.ufl.edu/contacts.