

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_SR_UGRD_ADV_UPD** role. The advisor must re-enter the previously recorded requirement term if it is incorrect. 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**

Alternatively, you can do this from the Advisee Student Center. To do this, use the following Navigation:

NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student 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**.

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

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

3. Select the **Academics** tab.

Alberta Alligator ID 11112222

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **[Academics](#)**

Alberta's Student Center

▼ **Academics**

My Class Schedule Shopping Cart

other academic... ▼

▼ **Finances**

You are not enrolled in classes.

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

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.

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **[Academics](#)**

Institution / Career / Program Edit Program Data

- UFLOR - University of Florida
 - UGRD - Undergraduate
 - UGLAS - Liberal Arts and Sciences
 - UNBUS - Business**

Program	UNBUS	Business
Student Career Nbr	1	
Status	Active in Program	as of 08/01/2017
Admit Term	2178	Fall 2017
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	BUS_UCT	Business Admin Ugrd Cert
Requirement Term	2178	Fall 2017
Sub-Plan	BUS_UCT01	Retailing
Requirement Term	2178	Fall 2017

STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to change.

Note: The selected program will be a bold, dark gray color.

2. Select **Edit Program Data**.

Institution / Career / Program		
UFLOR - University of Florida	Program	UGLAS Liberal Arts and Sciences
UGRD - Undergraduate	Student Career Nbr	0
UGLAS - Liberal Arts and Sciences	Status	Active in Program as of 12/03/2016
UNBUS - Business	Admit Term	2168 Fall 2016
	Expected Graduation	
	Approved Load	Full-Time
	Load Determination	Base On Units
	Level Determination	Base On Units
	Plan	ATY_BA Astronomy
	Requirement Term	2168 Fall 2016

STEP 5: REVIEW TABS

1. Write down the **Requirement term** for use when performing program change.

Note: This will default to the Admit Term when the Academic Program is changed. If they should be different, you will need to change it back.

2. Click on the **Student Plan** tab.
3. Review **Academic Plan** information.
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. Allow the **Admit Term** to default to the same value as before.

Note: The requirement term will default to the same value as the admit term. If this is incorrect, change it back to the previously recorded Requirement term from step 5.

8. Review the **Requirement Term** that is displayed. Update as appropriate.
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.

The screenshot displays the 'Student Program' tab for a student named Alberta Alligator (ID: 11112222). The student is an Undergraduate with a Career Requirement Term. The 'Status' is 'Active in Program'. The 'Effective Date' is 11/15/2017. The 'Program Action' is 'PRGC' (Program Change) and the 'Action Reason' is 'CMAJ' (Change Major). The 'Academic Institution' is 'UFLOR' (University of Florida) and the 'Academic Program' is 'JGAGL' (Agricultural and Life Sciences). The 'Admit Term' is '2168' (Fall 2016) and the 'Requirement Term' is also '2168' (Fall 2016). The 'Expected Grad Term' is blank. The 'Last Updated On' is 11/15/2017 at 8:41:44AM. The 'Admissions' section shows 'From Application' is unchecked and 'Application Program Nbr' is 0. The 'Academic Load' is set to 'Full-Time'.

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.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nbr	0	Car Req Term: Fall 2016
		Find View All First 1 of 2 Last		
Status:	Active in Program	Admit Term:	Fall 2016	
Effective Date	11/15/2017	Effective Sequence	1	
Program Action:	Program Change	Action Date	11/15/2017	
Action Reason:	Change Major	Requirement Term:	Fall 2016	
Academic Program:	AgLifeSci			
		Find View All First 1 of 1 Last		
<div style="border: 2px solid red; padding: 2px;"> *Academic Plan <input type="text" value="AEC_BS"/> x Agricultural Education & Comm Major </div>				
*Plan Sequence	<input type="text" value="10"/>	Degree:	BS	
*Declare Date	<input type="text" value="11/15/2017"/>	Degree Checkout Stat:		
*Requirement Term	<input type="text" value="2168"/> Fall 2016	Student Degree Nbr		
*Advisement Status	<input type="text" value="Include"/>	Completion Term:		

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.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nbr 0		
Status:		Active in Program	Admit Term:	Fall 2016
Effective Date	11/15/2017	Effective Sequence	1	
Program Action:	Program Change	Action Date	11/15/2017	
Action Reason:	Change Major			
Academic Program:	Agricultural and Life Sciences	University of Florida		
Academic Plan:	Agricultural Education & Comm	Major		
Requirement Term:	Fall 2016			
*Academic Sub-Plan				
Academic Sub-Plan Type:				
*Declare Date	11/15/2017			
*Requirement Term				

STEP 7: SAVE AND REVIEW WORK

1. Select the Student Program tab.
2. Click **OK**.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
Status:		Active in Program	Effective Sequence	1
*Effective Date	11/15/2017	*Program Action	PRGC	Program Change
Action Reason	CMAJ	Action Date	11/15/2017	
*Academic Institution	UFLOR	Joint Prog Appr:	<input type="checkbox"/>	
*Academic Program	UGAGL	Admissions		
*Admit Term	2168	From Application		
Requirement Term	2168	Application Program Nbr		
Expected Grad Term:		Application Program Nbr 0		
Last Updated On	11/15/2017 8:41:44AM			
*Campus	MAIN	Main		
*Academic Load	Full-Time			
OK	Cancel	Apply		

3. Click on the student's **Academic Program** from the stack.
4. Verify the changes for the student's **program** and **plan**.

Student Center | General Info | Admissions | Transfer Credit | **Academics**

Institution / Career / Program 2 Edit Program Data

- UFLOR - University of Florida
 - UGRD - Undergraduate
 - 1 UGAGL - Agricultural and Life Sciences
 - UNBUS - Business

Program	UGAGL	Agricultural and Life Sciences
Student Career Nbr	0	
Status	Active in Program	as of 11/15/2017
Admit Term	2168	Fall 2016
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	AEC_BS	Agricultural Education & Comm
Requirement Term	2168	Fall 2016

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Processes and Policies

Office of the University Registrar
ourdegreeteam-l@lists.ufl.edu
352-392-1374
registrar.ufl.edu