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.
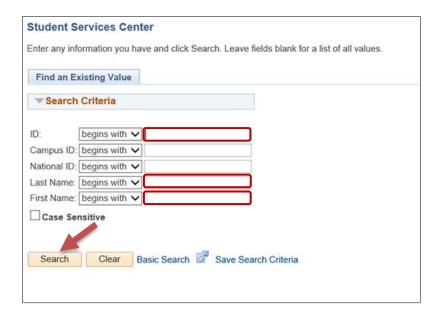
STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

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
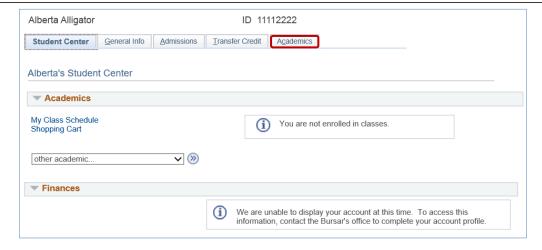
STEP 2: SEARCH FOR STUDENT

1. Enter the student's **UFID**, if known, or enter the student's **last and first name**.
2. Click **Search.**
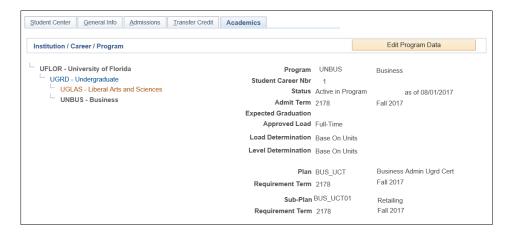

3. Select the **Academics** tab.

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.
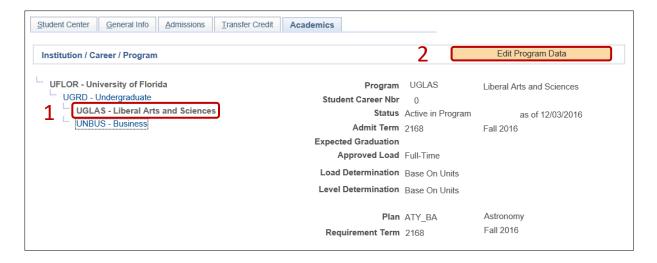

STEP 4: EDIT MODE

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

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

2. Select **Edit Program Data**.

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.
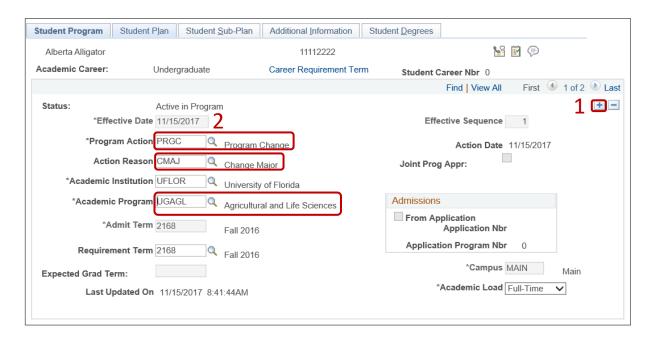
8. Review the **Requirement Term** that is displayed. Update as appropriate.
9. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.
10. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective Sequence will 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.

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**.
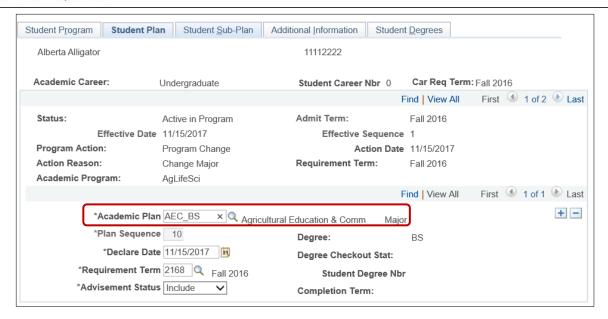
> **Note**: When you choose an academic plan, the academic plan type will display to the right (Major, Minor, etc.). Check to make sure the plan type is correct.

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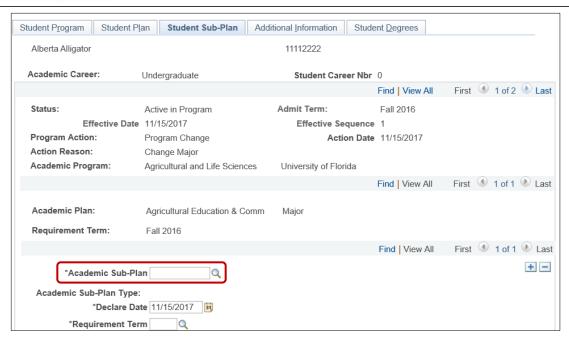
16. Allow the **Requirement Term** to default in.
17. Allow the **Advisement Status** to default in.
18. Verify the **Degree**, which will display based on the plan you select.

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

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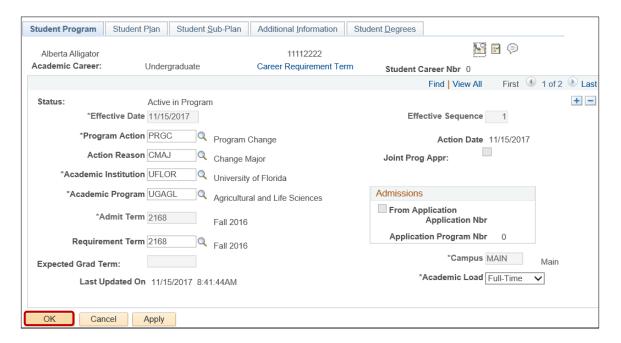20. Enter **Academic Sub-Plan** if applicable.

STEP 7: SAVE AND REVIEW WORK
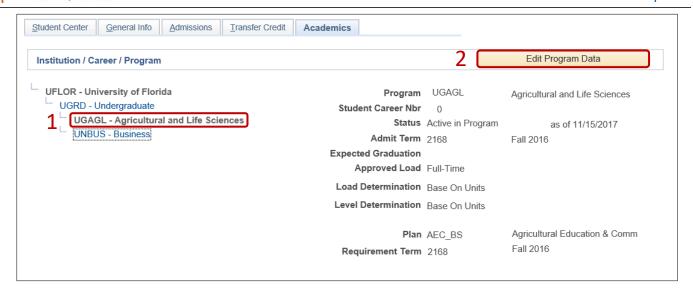
1. Select the Student Program tab.
2. Click **OK**.

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

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