CHANGE TO A MAJOR IN THE SAME COLLEGE-UNDERGRADUATE

This instruction guide will cover how to change a student’s major within the same college. This is performed by undergraduate advisors in the various colleges with the UF_SR_UGRD_ADV_UPD role. The Program Action is PLNC for Plan Change and the Action Reason is CMAJ for Changing a Major.

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 **Undergraduate** 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 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.

    **Note**: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

**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. Allow the **Requirement Term** to default in.

4. Allow the **Advisement Status** to default in.

5. Verify the **Degree**, which will display based on the plan you select.

   **Note**: Completion term is not populated when the student graduates.

**STEP 7: SELECT A STUDENT’S SUB-PLAN**

1. Select the **Student Sub-Plan** tab.
2. Use the look up icon to select the **Academic Sub-Plan**, if applicable.
STEP 8: SAVE AND REVIEW YOUR WORK

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

3. Select correct Program stack.
4. Verify the changes made on the Student Program page.
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.