

## 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**

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](#)

### STEP 3: VERIFY STUDENT INFORMATION

1. Select the **Academics** tab.

Alberta Alligator ID 11112222

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Alberta's Student Center

▼ **Academics**

[My Class Schedule](#)  
[Shopping Cart](#)

ⓘ You are not enrolled in classes.

⌵
⌵

▼ **Finances**

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

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.

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Institution / Career / Program Edit Program Data

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

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

#### STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to change.
2. Select **Edit Program Data**.

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

Institution / Career / Program 2 Edit Program Data

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences 1
    - UNBUS - Business

<b>Program</b>	UGLAS	Liberal Arts and Sciences
<b>Student Career Nbr</b>	0	
<b>Status</b>	Active in Program	as of 12/03/2016
<b>Admit Term</b>	2168	Fall 2016
<b>Expected Graduation</b>		
<b>Approved Load</b>	Full-Time	
<b>Load Determination</b>	Base On Units	
<b>Level Determination</b>	Base On Units	
<b>Plan</b>		
	ATY_BA	Astronomy
<b>Requirement Term</b>	2168	Fall 2016

**STEP 5: REVIEW TABS**

1. Review **Academic Program** on the Student Program tab.
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 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.

**Student Program** | Student Plan | Student Sub-Plan | Additional Information | Student Degrees

Alberta Alligator 11112222

Academic Career: Undergraduate Career Requirement Term Student Career Nbr 0

Find | View All First 1 of 2 Last

Status: Active in Program 1 +

\*Effective Date 11/15/2017 2 Effective Sequence 1

\*Program Action PLNC Plan Change Action Date 11/15/2017

Action Reason CMAJ Change Major Joint Prog Appr:

\*Academic Institution UFLOR University of Florida

\*Academic Program UGLAS Liberal Arts and Sciences

\*Admit Term 2168 Fall 2016

Requirement Term 2168 Fall 2016

Expected Grad Term:

Last Updated On 11/15/2017 8:41:44AM

**Admissions**

From Application

Application Nbr

Application Program Nbr 0

\*Campus MAIN Main

\*Academic Load Full-Time

OK Cancel Apply

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.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator			11112222	
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr</b>	0	<b>Car Req Term:</b> Fall 2016
Find   View All   First 1 of 2 Last				
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	Fall 2016	
<b>Effective Date</b>	11/15/2017	<b>Effective Sequence</b>	1	
<b>Program Action:</b>	Plan Change	<b>Action Date</b>	11/15/2017	
<b>Action Reason:</b>	Change Major	<b>Requirement Term:</b>	Fall 2016	
<b>Academic Program:</b>	LibArt Sci			
Find   View All   First 1 of 1 Last				
*Academic Plan	ATY_BA	<input type="button" value="x"/> <input type="button" value="Q"/> Astronomy	Major	<input type="button" value="+"/> <input type="button" value="-"/>
*Plan Sequence	10		<b>Degree:</b>	BA
*Declare Date	12/03/2016		<b>Degree Checkout Stat:</b>	
*Requirement Term	2168	<input type="button" value="Q"/> Fall 2016	<b>Student Degree Nbr</b>	
*Advisement Status	Include		<b>Completion Term:</b>	

ID	Name	Level	Degree
AFA_UMN	African American Studies	Minor	(blank)
AFR_UMN	Aerospace Leadership	Minor	(blank)
AFS_UMN	African Studies	Minor	(blank)
AGC_UMN	Agricultural Communication	Minor	(blank)
AGL_UMN	Agricultural Law	Minor	(blank)
AIN_UMN	Amer Indn & Indigenous Studies	Minor	(blank)
AIT_UMN	Agricultural Information Tech	Minor	(blank)
ALL_UMN	Arabic Languages & Literatures	Minor	(blank)
AMS_UMN	American Studies	Minor	(blank)
ANL_UMN	Agricultrl & Ntrl Resources Law	Minor	(blank)
ANRL_UMN	ANRL_UMN - DELETE	Minor	(blank)
APE_UMN	Applied & Professional Ethics	Minor	(blank)
<b>APY_BA</b>	<b>Anthropology</b>	<b>Major</b>	<b>BA</b>
APY_BS	Anthropology	Major	BS
APY_UMN	Anthropology	Minor	(blank)
ARH_UMN	Art History	Minor	(blank)
ASP_BS	Astrophysics	Major	BS
AST_UMN	Asian Studies	Minor	(blank)
ATY_BA	Astronomy	Major	BA

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.

Student Program	Student Plan	<b>Student Sub-Plan</b>	Additional Information	Student Degrees
Alberta Alligator		11112222		
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr</b> 0		
Find   View All First 1 of 2 Last				
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	Fall 2016	
<b>Effective Date</b>	11/15/2017	<b>Effective Sequence</b>	1	
<b>Program Action:</b>	Plan Change	<b>Action Date</b>	11/15/2017	
<b>Action Reason:</b>	Change Major			
<b>Academic Program:</b>	Liberal Arts and Sciences	University of Florida		
Find   View All First 1 of 1 Last				
<b>Academic Plan:</b>	Anthropology	Major		
<b>Requirement Term:</b>	Fall 2016			
Find   View All First 1 of 1 Last				
*Academic Sub-Plan		<input type="text"/> <input type="button" value="Q"/>		
<b>Academic Sub-Plan Type:</b>				
*Declare Date		11/15/2017 <input type="button" value="B"/>		
*Requirement Term		<input type="text"/> <input type="button" value="Q"/>		

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

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

<b>Student Program</b>	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
<b>Academic Career:</b>	Undergraduate	<b>Career Requirement Term</b>	<b>Student Career Nbr</b> 0	
Find   View All First 1 of 2 Last				
<b>Status:</b>	Active in Program <input type="button" value="+"/> <input type="button" value="-"/>			
*Effective Date	11/15/2017	<b>Effective Sequence</b>	1	
*Program Action	PLNC <input type="button" value="Q"/> Plan Change	<b>Action Date</b>	11/15/2017	
<b>Action Reason</b>	CMAJ <input type="button" value="Q"/> Change Major	<b>Joint Prog Appr:</b>	<input type="checkbox"/>	
*Academic Institution	UFLOR <input type="button" value="Q"/> University of Florida			
*Academic Program	UGLAS <input type="button" value="Q"/> Liberal Arts and Sciences			
*Admit Term	2168 Fall 2016			
<b>Requirement Term</b>	2168 <input type="button" value="Q"/> Fall 2016			
<b>Expected Grad Term:</b>				
<b>Last Updated On</b>	11/15/2017 8:41:44AM			
Save component and return (Enter)		<b>*Campus</b> MAIN Main		
		<b>*Academic Load</b> Full-Time <input type="button" value="v"/>		
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>		

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

Student Center	General Info	Admissions	Transfer Credit	<b>Academics</b>
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Institution / Career / Program		Edit Program Data
<ul style="list-style-type: none"> <li>UFOR - University of Florida             <ul style="list-style-type: none"> <li>UGRD - Undergraduate                 <ul style="list-style-type: none"> <li><b>UGLAS - Liberal Arts and Sciences</b></li> <li>UNBUS - Business</li> </ul> </li> </ul> </li> </ul>	<b>Program</b> UGLAS      Liberal Arts and Sciences <b>Student Career Nbr</b> 0 <b>Status</b> Active in Program      as of 11/15/2017 <b>Admit Term</b> 2168      Fall 2016 <b>Expected Graduation</b> <b>Approved Load</b> Full-Time <b>Load Determination</b> Base On Units <b>Level Determination</b> Base On Units  <b>Plan</b> APY_BA      Anthropology <b>Requirement Term</b> 2168      Fall 2016	

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Processes and Policies**

Office of the University Registrar  
[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)