STUDENT PROGRAM/PLAN: CHANGE TO A MAJOR IN A DIFFERENT COLLEGE WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student's major to one in a different college when that student also has a minor.

NAVIGATION

There are two myUFL locations where this process can be completed.

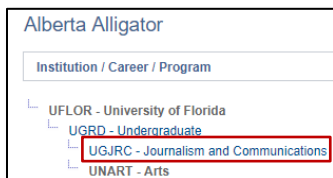| Student Services Center Navigation	Advisee Student Center Navigation
1. Click the **NavBar** icon	1. Click the **NavBar** icon
2. Click **Main Menu**	2. Click **Main Menu**
3. Click **Student Information System**	3. Click **Student Information System**
4. Click **Campus Community**	4. Click **Self Service**
5. Click **Student Services Center**	5. Click **Advisor Center**
	6. Click **Advisee Student Center**

PROCESS

Regardless of whether you go to the Student Services Center or Advisee Student Center, you will first do the following:

1. Enter the student's **UFID** in the **ID** field
2. Click the **Search** button

3. Regardless of whether you go to the Student Services Center or Advisee Student Center, click the **Academics** tab

4. Be sure you are on the correct program by clicking on the **Program Name**

5. The program name will change to gray text. Program/Plan details appear to the right. Click the **Edit Program Data** button.

6. Click the **plus sign (+)** to add a new row.

7. Enter **PRGC** in the **Program Action** field (or click the look up icon to search). PRGC means Program Change.
8. Enter **CMAJ** in the **Action Reason** field (or click the look up icon to search). CMAJ means Change Major.
9. Enter the Academic Program (or click the look up icon to search). In our example we are using **UGLAS**, which is Liberal Arts and Sciences.

> *NOTE: When you click the look up icon, on the Academic Programs you have access to will display.*

10. Click the **Student Plan** tab.

11. Click the **plus sign (+)** to add a new row.

12. **QUICK TIP!**

If you don't know the code for the Academic Plan, enter the first letter of the major. Then, click the **look up** icon to see all majors that begin with that letter.
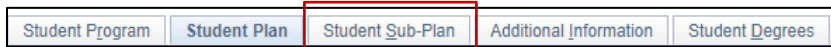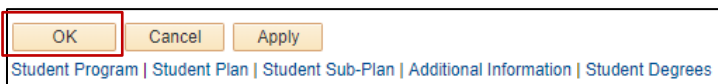

13. Click the desired new **Academic Plan**.

For this example, we will choose **EH-BA**.

14. If the Academic Plan has a sub-plan, click the **Student Sub-Plan** tab.

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

From here, you would either enter the **Academic Sub-Plan** code or click the look up icon to search for the code. In this example there is no Academic Sub-Plan.

*Academic Sub-Plan [   ] 🔍
Academic Sub-Plan Type:
  *Declare Date 03/29/2018 📅
  *Requirement Term [   ] 🔍

15. Once you have entered all necessary information, click the **OK** button at the bottom of the page.

| OK | Cancel | Apply |

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

16. The new Academic Program details displays. Click the new **Program name**.

UFLOR - University of Florida
  UGRD - Undergraduate
    UGLAS - Liberal Arts and Sciences
    UNART - Arts

Program UNART   Arts
Student Career Nbr 2
Status Active in Program   as of 01/01/2018
Admit Term 2181   Spring 2018
Expected Graduation
Approved Load Full-Time
Load Determination Base On Units
Level Determination Base On Units

Plan ART_UCT   Art Ugrd Cert
Requirement Term 2181   Spring 2018

Sub-Plan ART_UCT02   Ceramics
Requirement Term 2181   Spring 2018

Here you can see the new **Plan** listed.

UFLOR - University of Florida
  UGRD - Undergraduate
    UGLAS - Liberal Arts and Sciences
    UNART - Arts

Program UGLAS   Liberal Arts and Sciences
Student Career Nbr 1
Status Active in Program   as of 03/29/2018
Admit Term 2151   Spring 2015
Expected Graduation
Approved Load Full-Time
Load Determination Base On Units
Level Determination Base On Units

Plan BUS_UMN   Business Administration
Requirement Term 2148   Fall 2014

Plan EH_BA   English
Requirement Term 2151   Spring 2015

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Policies and Processes**
The UF Computing Help Desk	Office of the University Registrar
352-392-HELP	352-392-1374
helpdesk.ufl.edu	registrar.ufl.edu