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.

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<th>Advisee Student Center Navigation</th>
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<td>2. Click Main Menu</td>
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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 Sub-Plan Tab]

   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.

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

   ![OK Button]

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

   ![Program Name]

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

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**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu

**Policies and Processes**
Office of the University Registrar 352-392-1374 registrar.ufl.edu