

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:

Advisee's Student 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

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

My Advisees Student Center General Info Transfer Credit **Academics**

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

Alberta Alligator

Institution / Career / Program

- UFLOR - University of Florida
 - UGRD - Undergraduate
 - UGJRC - Journalism and Communications**
 - UNART - Arts

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

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

- Enter **PRGC** in the **Program Action** field (or click the look up icon to search). PRGC means Program Change.
- Enter **CMAJ** in the **Action Reason** field (or click the look up icon to search). CMAJ means Change Major.
- 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.

- Click the **Student Plan** tab.

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

The screenshot shows the 'Academic Plan' field in the system. The current value is 'BUS_UMN' with a search icon to its right. Below the field, there are several other fields: '*Plan Sequence' (20), '*Declare Date' (01/01/2018), '*Requirement Term' (2148), and '*Advisement Status' (include). A red box highlights the plus sign (+) button next to the search icon.

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.

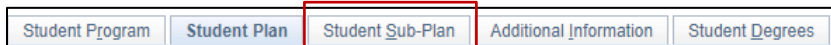
The screenshot shows the 'Academic Plan' field with the letter 'e' entered. The search icon is now active, and a red box highlights it. The other fields remain the same as in the previous screenshot.

The 'Look Up Academic Plan' dialog box shows a list of search results. The 'Academic Plan' field is set to 'begins with | E'. The search results table has columns for 'Academic Plan', 'Description', 'Academic Plan Type', and 'Degree'. The row 'EH_BA English Major BA' is highlighted with a red box.

Academic Plan	Description	Academic Plan Type	Degree
EAC_BA	East Asian Lang & Lit-Chinese Major	BA	BA
EAC_UMN	East Asian Lang & Lit-Chinese Minor	(blank)	(blank)
EAJ_BA	East Asian Lang & Lit-Japanese Major	BA	BA
EAJ_UMN	East Asian Lang & Lit-Japanese Minor	(blank)	(blank)
ECCO_BA	Economics Major	BA	BA
ECCO_UMN	Economics Minor	(blank)	(blank)
EDS_UMN	Educational Studies Minor	(blank)	(blank)
EDU_UMN	Education Minor	(blank)	(blank)
EEGL_UMN	East-Central European Studies Minor	(blank)	(blank)
EH_BA	English Major	BA	BA
EH_UMN	English Minor	(blank)	(blank)
EIN_UMN	Engineering Innovation Minor	(blank)	(blank)

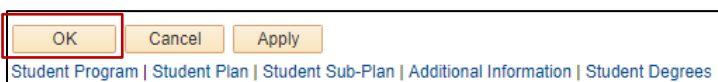
13. Click the desired new **Academic Plan**. For this example, we will choose **EH-BA**.

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



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.



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

UF - University of Florida	Program	UNART	Arts
UGRD - Undergraduate	Student Career Nbr	2	
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 01/01/2018
UNART - Arts	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 Ugnd Cert
	Requirement Term	2181	Spring 2018
	Sub-Plan	ART_UCT02	Ceramics
	Requirement Term	2181	Spring 2018

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

UF - University of Florida	Program	UGLAS	Liberal Arts and Sciences
UGRD - Undergraduate	Student Career Nbr	1	
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 03/29/2018
UNART - Arts	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

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