STUDENT PROGRAM/PLAN: CHANGE MAJOR WITHIN THE SAME COLLEGE
WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student’s major to one within the same college when the student also has a minor.

NAVIGATION

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

Student Services Center Navigation
1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Campus Community
5. Click Student Services Center

Advisee Student Center Navigation
1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Self Service
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.

Note: When you select a stack, the text will turn dark grey. This way you know you are working on the correct program.
5. Click the **Edit Program Data** button.

![Edit Program Data Button](image)

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

![Add New Row](image)

7. Enter **PLNC** in the **Program Action** field. PLNC means Plan Change. You can also click the look up icon (magnifying class) to search for the program action code.

8. Enter **CMAJ** in the **Action Reason** field. CMAJ means Change Major. You can also click the look up icon (magnifying class) to search for the action reason code.

9. Click the **Student Plan** tab.

![Student Plan Tab](image)

10. Note there is more than one plan. Click the **View All** link to see all academic plans that are a part of this program.
11. Both plans display. In the new plan section, enter %ba in the Academic Plan field to search for all plans with BA in the name.

**QUICK TIP!**

The percent sign % is known as a wildcard. If you want to conduct a partial search, you can enter the % sign, along with other desired characters. In our example, we want to see all academic plans that end in BA. In order to see all of these plans, we enter %ba. Upon clicking the look up icon, we will see all academic plans that end with BA.

If we wanted to see all plans that begin with a certain character, we would enter that character, followed by the percent sign. For example, if we want all plans that begin with an E we would enter e%.

12. Click the look up icon to search.

13. Click on the desired academic plan. In this example, the desired plan is CRI_BA.

14. Click the View 1 link to minimize the other Academic Plan.
15. If the Academic Plan has a sub-plan, click the **Student Sub-Plan** tab.

16. Be sure you are on the correct plan. From here you would either enter the **Academic Sub-Plan** code or click the look up icon next to the **Academic Sub-Plan** field to search for the code. In this example, the plan does not have an academic sub-plan.

17. Once you have entered all of the necessary information, click the **OK** button.

18. The new **Academic Program** displays. Click the **new program name** link to see the change.

19. The program name will change to gray text. Here you can see the new **Plan** listed. The plan change is now complete.
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