



5. Click the **Edit Program Data** button.

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

7. Enter **PLNC** in the **Program Action** field. PLNC means Plan Change. You can also click the look up icon (magnifying glass) 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 glass) to search for the action reason code.
9. Click the **Student Plan** tab.

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.

- 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%**.

- Click the **look up** icon to search.

\*Academic Plan  Business Administration Minor  
 \*Plan Sequence  Degree:  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Fall 2014 Student Degree Nbr  
 \*Advisement Status  Completion Term:

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\*Academic Plan  English Major  
 \*Plan Sequence  Degree: BA  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Spring 2015 Student Degree Nbr  
 \*Advisement Status  Completion Term:

- Click on the desired academic plan. In this example, the desired plan is **CRI\_BA**.

Look Up Academic Plan

Academic Institution: UFLOR  
 Academic Program: UGLAS  
 Academic Plan:

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-43 of 43 Last

Academic Plan	Description	Academic Plan Type	Degree
AFA_BA	African American Studies	Major	BA
APY_BA	Anthropology	Major	BA
ATY_BA	Astronomy	Major	BA
BIO_BA	Biology	Major	BA
CLC_BA	Classical Studies	Major	BA
<b>CRI_BA</b>	<b>Criminology</b>	<b>Major</b>	<b>BA</b>
EAC_BA	East Asian Lang & Lit-Chinese	Major	BA

- Click the **View 1** link to minimize the other Academic Plan.

\*Academic Plan  Business Administration Minor  
 \*Plan Sequence  Degree:  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Fall 2014 Student Degree Nbr  
 \*Advisement Status  Completion Term:

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\*Academic Plan  Criminology Major  
 \*Plan Sequence  Degree: BA  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Spring 2015 Student Degree Nbr  
 \*Advisement Status  Completion Term:

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](http://helpdesk.ufl.edu)

### **Policies and Processes**

Office of the University Registrar

352-392-1374

[registrar.ufl.edu](http://registrar.ufl.edu)