

## CHANGE TO A MAJOR IN A DIFFERENT COLLEGE-UNDERGRADUATE

This instruction guide covers how to change to a major in a different college for an undergraduate student. This process is completed by Undergraduate Advisors in the various colleges with the **UF\_SR\_UGRD\_ADV\_UPD** role. The advisor must re-enter the previously recorded requirement term if it is incorrect. The Program Action is PRGC for Program Change and the Action Reason is CMAJ for Change Major.

### STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Campus Community > Student Services Center**

Alternatively, you can do this from the Advisee Student Center. To do this, use the following Navigation:

**NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center**

### STEP 2: SEARCH FOR STUDENT

1. Enter the student's **UFID**, if known, or enter the student's **last and first name**.
2. Click **Search**.

**Student Services 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](#)

3. Select the **Academics** tab.

Alberta Alligator ID 11112222


[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **[Academics](#)**


Alberta's Student Center

▼ **Academics**

[My Class Schedule](#)  
[Shopping Cart](#)

▼ **Finances**

 You are not enrolled in classes.

 We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

### STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student's **name** and **UFID number**.
2. Verify the student is in the **Undergraduate** career.
3. Verify the student is in the expected **Academic Program**.
4. Verify the student is in **Active** status. The Status should state "**Active in Program**."

**Note:** If the student is not in Active status, the student should be referred to Admissions or the Registrar's Office for further action.

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Institution / Career / Program [Edit Program Data](#)

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences
      - UNBUS - Business**

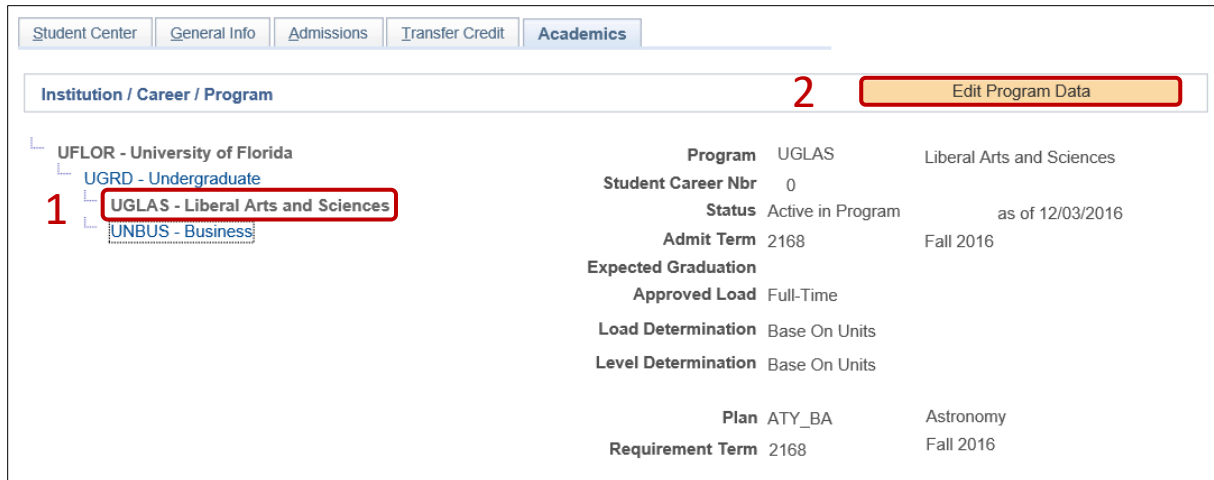
<b>Program</b>	UNBUS	Business
<b>Student Career Nbr</b>	1	
<b>Status</b>	Active in Program	as of 08/01/2017
<b>Admit Term</b>	2178	Fall 2017
<b>Expected Graduation</b>		
<b>Approved Load</b>	Full-Time	
<b>Load Determination</b>	Base On Units	
<b>Level Determination</b>	Base On Units	
<b>Plan</b>	BUS_UCT	Business Admin Ugrd Cert
<b>Requirement Term</b>	2178	Fall 2017
<b>Sub-Plan</b>	BUS_UCT01	Retailing
<b>Requirement Term</b>	2178	Fall 2017

### STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to change.

**Note:** The selected program will be a bold, dark gray color.

2. Select **Edit Program Data**.



Student Center | General Info | Admissions | Transfer Credit | **Academics**

Institution / Career / Program 2 Edit Program Data

UFLOR - University of Florida  
   ↳ UGRD - Undergraduate  
     ↳ **UGLAS - Liberal Arts and Sciences** (1)  
       ↳ UNBUS - Business

<b>Program</b>	UGLAS	Liberal Arts and Sciences
<b>Student Career Nbr</b>	0	
<b>Status</b>	Active in Program	as of 12/03/2016
<b>Admit Term</b>	2168	Fall 2016
<b>Expected Graduation</b>		
<b>Approved Load</b>	Full-Time	
<b>Load Determination</b>	Base On Units	
<b>Level Determination</b>	Base On Units	
<b>Plan</b>	ATY_BA	Astronomy
<b>Requirement Term</b>	2168	Fall 2016

## STEP 5: REVIEW TABS

1. Write down the **Requirement term** for use when performing program change.

**Note:** This will default to the Admit Term when the Academic Program is changed. If they should be different, you will need to change it back.

2. Click on the **Student Plan** tab.
3. Review **Academic Plan** information.
4. Click on the **Student Sub-Plan** tab.
5. Review **Student Sub-Plan** information.
6. Select the **Student Program** tab.

## STEP 6: COMPLETE THE FOLLOWING FIELDS

1. Select the **plus (+) sign** to add a new row.
2. Allow the **Effective Date** field to default to today's date.
3. Update the **Program Action** to **PRGC** for Program (College) Change.
4. Update the **Action Reason** to **CMAJ** since the student is changing a major.
5. Allow the **Academic Institution** to default to **UFLOR**.
6. Select the new **Academic Program** for the student by clicking on the **look up icon** and selecting the **program code**.
7. Allow the **Admit Term** to default to the same value as before.

**Note:** The requirement term will default to the same value as the admit term. If this is incorrect, change it back to the previously recorded Requirement term from step 5.

8. Review the **Requirement Term** that is displayed. Update as appropriate.
9. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.
10. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.

11. Allow the **Action Date** to default to today's date.

**Note:** UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

The screenshot displays the 'Student Program' tab for a student named Alberta Alligator (ID: 11112222). The student is an Undergraduate with a Career Requirement Term. The 'Status' is 'Active in Program'. The 'Effective Date' is 11/15/2017. The 'Program Action' is 'PRGC' (Program Change) and the 'Action Reason' is 'CMAJ' (Change Major). The 'Academic Institution' is 'UFLOR' (University of Florida) and the 'Academic Program' is 'JGAGL' (Agricultural and Life Sciences). The 'Admit Term' is '2168' (Fall 2016) and the 'Requirement Term' is also '2168' (Fall 2016). The 'Expected Grad Term' is blank. The 'Last Updated On' is 11/15/2017 at 8:41:44AM. The 'Admissions' section shows 'From Application' is unchecked and 'Application Program Nbr' is 0. The 'Academic Load' is set to 'Full-Time'.

12. Click on the **Student Plan** tab.

**Note:** When you change a student's program, you must also add the student's new major plan.

13. Select the new **academic plan** for the student by clicking on the **look up icon** and selecting the **plan code**. Choose a plan code with the **plan type = Major**.

**Note:** When you choose an academic plan, the academic plan type will display to the right (Major, Minor, etc.). Check to make sure the plan type is correct.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr</b> 0	<b>Car Req Term:</b> Fall 2016	
Find   View All First 1 of 2 Last				
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	Fall 2016	
<b>Effective Date</b>	11/15/2017	<b>Effective Sequence</b>	1	
<b>Program Action:</b>	Program Change	<b>Action Date</b>	11/15/2017	
<b>Action Reason:</b>	Change Major	<b>Requirement Term:</b>	Fall 2016	
<b>Academic Program:</b>	AgLifeSci			
Find   View All First 1 of 1 Last				
<div style="border: 2px solid red; padding: 5px;">           *Academic Plan AEC_BS x Agricultural Education &amp; Comm Major         </div>				
*Plan Sequence	10	<b>Degree:</b>	BS	
*Declare Date	11/15/2017	<b>Degree Checkout Stat:</b>		
*Requirement Term	2168 Fall 2016	<b>Student Degree Nbr</b>		
*Advisement Status	Include	<b>Completion Term:</b>		

14. Allow the **Plan Sequence** to default to 10.
15. Allow the **Declare Date** to default to today's date.

**Note:** If you change a student's plan after the first day of class, that change will not be effective until the next term for pre-requisite checking and reporting purposes.

16. Allow the **Requirement Term** to default in.
17. Allow the **Advisement Status** to default in.
18. Verify the **Degree**, which will display based on the plan you select.

**Note:** If you select a minor in error, this field will be blank.

19. Select **Student Sub-Plan** tab.
20. Enter **Academic Sub-Plan** if applicable.

Student Program	Student Plan	<b>Student Sub-Plan</b>	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nbr 0		
		Find   View All First 1 of 2 Last		
Status:	Active in Program	Admit Term:	Fall 2016	
Effective Date	11/15/2017	Effective Sequence	1	
Program Action:	Program Change	Action Date	11/15/2017	
Action Reason:	Change Major			
Academic Program:	Agricultural and Life Sciences	University of Florida		
		Find   View All First 1 of 1 Last		
Academic Plan:	Agricultural Education & Comm	Major		
Requirement Term:	Fall 2016			
		Find   View All First 1 of 1 Last		
*Academic Sub-Plan		[Search]		
Academic Sub-Plan Type:		*Declare Date 11/15/2017 [B1]		
*Requirement Term		[Search]		

**STEP 7: SAVE AND REVIEW WORK**

1. Select the Student Program tab.
2. Click **OK**.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
		Find   View All First 1 of 2 Last		
Status:	Active in Program			
*Effective Date	11/15/2017	Effective Sequence	1	
*Program Action	PRGC [Search]	Program Change	Action Date	11/15/2017
Action Reason	CMAJ [Search]	Change Major		
*Academic Institution	UFLOR [Search]	University of Florida		
*Academic Program	UGAGL [Search]	Agricultural and Life Sciences		
*Admit Term	2168	Fall 2016		
Requirement Term	2168 [Search]	Fall 2016		
Expected Grad Term:	[Search]			
Last Updated On 11/15/2017 8:41:44AM		*Campus MAIN Main		
		*Academic Load Full-Time [v]		
<div style="border: 1px solid gray; padding: 5px;"> <b>Admissions</b>  <input type="checkbox"/> From Application                  Application Nbr                  Application Program Nbr 0             </div>				
<b>OK</b>	Cancel	Apply		

3. Click on the student's **Academic Program** from the stack.
4. Verify the changes for the student's **program** and **plan**.

Student Center | General Info | Admissions | Transfer Credit | **Academics**

Institution / Career / Program 2 Edit Program Data

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - 1 UGAGL - Agricultural and Life Sciences
    - UNBUS - Business

<b>Program</b>	UGAGL	Agricultural and Life Sciences
<b>Student Career Nbr</b>	0	
<b>Status</b>	Active in Program	as of 11/15/2017
<b>Admit Term</b>	2168	Fall 2016
<b>Expected Graduation</b>		
<b>Approved Load</b>	Full-Time	
<b>Load Determination</b>	Base On Units	
<b>Level Determination</b>	Base On Units	
<b>Plan</b>	AEC_BS	Agricultural Education & Comm
<b>Requirement Term</b>	2168	Fall 2016

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

**Processes and Policies**

Office of the University Registrar  
[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)