

CHANGE TO A MAJOR IN THE SAME COLLEGE-UNDERGRADUATE

This instruction guide will cover how to change a student's major within the same college. This is performed by undergraduate advisors in the various colleges with the **UF_SR_UGRD_ADV_UPD** role. The Program Action is PLNC for Plan Change and the Action Reason is CMAJ for Changing a Major.

STEP 1: NAVIGATE TO THE STUDENT SERVICES CENTER

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 [red box]

Campus ID: begins with [white box]

National ID: begins with [white box]

Last Name: begins with [red box]

First Name: begins with [red box]

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

STEP 3: VERIFY STUDENT INFORMATION

1. 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

i You are not enrolled in classes.

other academic...

Finances

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

2. Verify the student's **name** and **UFID number**.
3. Verify the student is in the **Undergraduate** career.
4. Verify the student is in the expected Academic Program.
5. 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.

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

Institution / Career / Program

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

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

STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to change.
2. Select **Edit Program Data**.

STEP 5: REVIEW TABS

1. Review **Academic Program** on the Student Program tab.
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 ON THE STUDENT PROGRAM TAB

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 **PLNC** for Plan Change.
4. Update the **Action Reason** to **CMAJ** since the student is changing a major.

Note: You can also use the look up icon to select program action and action reason.

5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** as displayed. It should be the student's current college.
7. Leave the **Admit Term**.
8. Leave the **Requirement Term**.
9. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.

Note: This will be populated by the graduation processing process.

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.

STEP 6: CHANGING A STUDENT'S MAJOR

1. Select the **Student Plan** tab.
2. Click on the **lookup icon beside** Academic Plan and select the **major plan code**.

Note: if you don't know the code, you can click the lookup button and sort based on the column header. If you click the View All link, you will see the student's plan history through all effective dates.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator			11112222	
Academic Career:	Undergraduate	Student Career Nbr	0	Car Req Term: Fall 2016
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:	Plan Change	Action Date	11/15/2017	
Action Reason:	Change Major	Requirement Term:	Fall 2016	
Academic Program:	LibArt Sci			
Find View All First 1 of 1 Last				
*Academic Plan	ATY_BA	<input type="text" value="x"/> <input type="button" value="Q"/>	Astronomy	Major
*Plan Sequence	10			
*Declare Date	12/03/2016			
*Requirement Term	2168	<input type="text" value="Q"/>	Fall 2016	Degree: BA
*Advisement Status	Include			
		Degree Checkout Stat:		
		Student Degree Nbr		
		Completion Term:		

ID	Name	Level	Degree
AFA_UMN	African American Studies	Minor	(blank)
AFR_UMN	Aerospace Leadership	Minor	(blank)
AFS_UMN	African Studies	Minor	(blank)
AGC_UMN	Agricultural Communication	Minor	(blank)
AGL_UMN	Agricultural Law	Minor	(blank)
AIN_UMN	Amer Indn & Indigenous Studies	Minor	(blank)
AIT_UMN	Agricultural Information Tech	Minor	(blank)
ALL_UMN	Arabic Languages & Literatures	Minor	(blank)
AMS_UMN	American Studies	Minor	(blank)
ANL_UMN	Agricultrl & Ntrl Resources Law	Minor	(blank)
ANRL_UMN	ANRL_UMN - DELETE	Minor	(blank)
APE_UMN	Applied & Professional Ethics	Minor	(blank)
APY_BA	Anthropology	Major	BA
APY_BS	Anthropology	Major	BS
APY_UMN	Anthropology	Minor	(blank)
ARH_UMN	Art History	Minor	(blank)
ASP_BS	Astrophysics	Major	BS
AST_UMN	Asian Studies	Minor	(blank)
ATY_BA	Astronomy	Major	BA

3. Allow the **Requirement Term** to default in.
4. Allow the **Advisement Status** to default in.
5. Verify the **Degree**, which will display based on the plan you select.

Note: Completion term is not populated when the student graduates.

STEP 7: SELECT A STUDENT'S SUB-PLAN

1. Select the **Student Sub-Plan** tab.
2. Use the look up icon to select the **Academic Sub-Plan**, if applicable.

Student Program		Student Plan		Student Sub-Plan		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		Effective Sequence		1			
Program Action:		Plan Change		Action Date		11/15/2017			
Action Reason:		Change Major							
Academic Program:		Liberal Arts and Sciences		University of Florida					
Find View All First 1 of 1 Last									
Academic Plan:		Anthropology		Major					
Requirement Term:		Fall 2016							
Find View All First 1 of 1 Last									
*Academic Sub-Plan		<input type="text"/>							
Academic Sub-Plan Type:									
*Declare Date		11/15/2017							
*Requirement Term		<input type="text"/>							

STEP 8: SAVE AND REVIEW YOUR 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		Effective Sequence		1	
		*Effective Date		11/15/2017		Action Date		11/15/2017	
*Program Action		PLNC		Plan Change		Joint Prog Appr: <input type="checkbox"/>			
Action Reason		CMAJ		Change Major					
*Academic Institution		UFLOR		University of Florida					
*Academic Program		UGLAS		Liberal Arts and Sciences					
*Admit Term		2168		Fall 2016		Admissions			
Requirement Term		2168		Fall 2016		<input type="checkbox"/> From Application		Application Nbr	
Expected Grad Term:						Application Program Nbr		0	
Last Updated On		11/15/2017 8:41:44AM		*Campus		MAIN		Main	
				*Academic Load		Full-Time			
Save component and return (Enter)									
OK		Cancel		Apply					

3. Select correct **Program** stack.
4. Verify the changes made on the **Student Program** page.

Student Center	General Info	Admissions	Transfer Credit	Academics
Institution / Career / Program				Edit Program Data
UFOR - University of Florida				Program UGLAS Liberal Arts and Sciences
UGRD - Undergraduate				Student Career Nbr 0
UGLAS - Liberal Arts and Sciences				Status Active in Program as of 11/15/2017
UNBUS - Business				Admit Term 2168 Fall 2016
Expected Graduation				Approved Load Full-Time
Load Determination Base On Units				Level Determination Base On Units
Plan APY_BA Anthropology				Requirement Term 2168 Fall 2016

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

Processes and Policies

Office of the University Registrar
ourdegreeteam-l@lists.ufl.edu
352-392-1374
registrar.ufl.edu