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.**

STEP 3: VERIFY STUDENT INFORMATION

1. Select the **Academics** tab.

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.

STEP 4: EDIT MODE

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

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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.

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.

STEP 8: SAVE AND REVIEW YOUR WORK

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

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

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