

STUDENT PROGRAM/PLAN: CHANGE TO A MAJOR IN A DIFFERENT COLLEGE

WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student's major to one in a different college when that student also has a minor.

NAVIGATION

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

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

Advisee's	Advisee's Student Center			
Enter any inf	formation 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 Se	nsitive			
Search Clear Basic Search 🖾 Save Search Criteria				

- 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

My Advisees Student Center General Info Transfer Credit Academics

4. Be sure you are on the correct program by clicking on the Program Name





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myUF

- Student Information System
- 5. The program name will change to gray text. Program/Plan details appear to the right. Click the Edit Program Data button.

My Advisees Student Center General Info Transfer Credit Advisee Academics	Academics		
Alberta Alligator			
Institution / Career / Program			Edit Program Data
UFLOR - University of Florida	Program Student Career Nbr Status Admit Term Expected Graduation Approved Load Load Determination Level Determination	UGJRC 1 Active in Progra 2151 Full-Time Base On Units Base On Units	Journalism and Communications am as of 01/01/2018 Spring 2015
	Plan Requirement Term Plan	ADV_BSAD 2178 BUS UMN	Advertising Fall 2017 Business Administration
	Requirement Term	2148	Fall 2014

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

Student Program	Student P <u>l</u> an	Student Sub-Plan	Additional Information	Student Degrees				11011
Alberta Alligator Academic Career:	Underg	raduate	02062630 Career Requirement Term	★ Student Ca	areer Nbr 1	P 🖗		
					Find View All	First	🕙 1 of 2 🕑	Last
Status:	Active	in Program					+	-

- 7. Enter PRGC in the Program Action field (or click the look up icon to search). PRGC means Program Change.
- 8. Enter CMAJ in the Action Reason field (or click the look up icon to search). CMAJ means Change Major.
- 9. Enter the Academic Program (or click the look up icon to search). In our example we are using UGLAS, which is Liberal Arts and Sciences.

NOTE: When you click the look up icon, on the Academic Programs you have access to will display.

10. Click the **Student Plan** tab.





UF myUFL

Student Information System

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

Student Program Student Pla	an Student Sub-Plan Add	ditional Information Stude	ent <u>D</u> egrees	
Alberta Alligator	1111	1111	*	
Academic Career:	Undergraduate	Student ₁ Career Nbr	Car Req Term:	
			Find View All	First 🕚 1 of 3 🕑 Last
Status: Effective Date Program Action:	Active in Program 03/29/2018 Program Change	Admit Term: Effective Sequence Action Date	Sprin 2015 e 1 e 03/29/2018	
Action Reason: Academic Program:	Change Major LibArt Sci	Requirement Term:	Sprin 2015	
			Find View All	First 🕚 1 of 1 🛞 Last
*Academic Plar	BUS_UMN Q Business Ad	dministration Min	or	+ -
"Plan Sequence	e 20	Degree:		
*Declare Date	e 01/01/2018	Degree Checkout Stat:		
*Requirement Term	n 2148 🔍 Fall 2014	Student Degree Nb	r	
*Advisement Status	s Include v	Completion Term:		
OK Cancel A	vlgg			

12. **QUICK TIP!**

If you don't know the code for the Academic Plan, enter the first letter of the major. Then, click the **look up** icon to see all majors that begin with that letter.

Student Program Student Pla	an Student Sub-Plan	Additional Information Studen	nt <u>D</u> egrees	
Alberta Alligator		11111111	*	
Academic Career:	Undergraduate	Student 1 Career Nbr	Car Req Term:	
			Find View All	First 🕚 1 of 3 🕑 Last
Status: Effective Date Program Action: Action Reason: Accademic Program:	Active in Program 03/29/2018 Program Change Change Major	Admit Term: Effective Sequence Action Date Requirement Term:	Sprin 2015 1 03/29/2018 Sprin 2015	
Aductine Program	LIDAR OU		Find View All	First 🕚 2 of 2 🕑 Last
*Academic Plan	e Q			+ -
*Plan Sequence	e 30	Degree:		
*Declare Date	03/29/2018	Degree Checkout Stat:		
*Requirement Term	nQ	Student Degree Nbr	r	
*Advisement Status	s Include v	Completion Term:		
OK Cancel A	oply			



13. Click the desired new Academic Plan. For this example, we will choose EH-BA.



14. If the Academic Plan has a sub-plan, click the Student Sub-Plan tab.

Student Program Student Plan Student Sub-Plan Additional Information Student Degrees

From here, you would either enter the Academic Sub-Plan code or click the look up icon to search for the code. In this example there is no Academic Sub-Plan.

*Acad	emic Sub-Plan		Q
Academic Su	b-Plan Type:		
	*Declare Date	03/29/2018	31
*Req	uirement Term	Q	

15. Once you have entered all necessary information, click the **OK** button at the bottom of the page.

OK	Cancel	Apply	
Student Progra	m Student Pl	an Student	Sub-Plan Additional Information Student Degrees

16. The new Academic Program details displays. Click the new Program name.

UFLOR - University of Florida UGRD - Undergraduate UGLAS - Liberal Arts and Sciences	Program Student Career Nbr Status	UNART 2 Active in Program	Arts as of 01/01/2018
"" UNARI - Arts	Admit Term Expected Graduation	2181	Spring 2018
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	ART_UCT	Art Ugrd Cert
	Requirement Term	2181	Spring 2018
	Sub-Plan Requirement Term	ART_UCT02 2181	Ceramics Spring 2018

Here you can see the new Plan listed.

└── UFLOR - University of Florida └── UGRD - Undergraduate └── UGLAS - Liberal Arts and Sciences └── UNART - Arts	Program Student Career Nbr Status Admit Term	UGLAS 1 Active in Program 2151	Liberal Arts and Sciences as of 03/29/2018 Spring 2015
	Approved Load	Full-Time Base On Units	
	Level Determination	Base On Units	
	Plan Requirement Term	BUS_UMN 2148	Business Administration Fall 2014
	Plan Requirement Term	EH_BA 2151	English Spring 2015

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