

## STUDENT PROGRAM/PLAN: CHANGE MAJOR WITHIN THE SAME COLLEGE WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student's major to one within the same college when the 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 <b>NavBar</b> icon	1. Click the <b>NavBar</b> icon
2. Click <b>Main Menu</b>	2. Click <b>Main Menu</b>
3. Click <b>Student Information System</b>	3. Click <b>Student Information System</b>
4. Click <b>Campus Community</b>	4. Click <b>Self Service</b>
5. Click <b>Student Services Center</b>	5. Click <b>Advisor Center</b>
	6. Click <b>Advisee Student Center</b>

### PROCESS

Regardless of whether you go to the Student Services Center or Advisee Student Center, you will first do the following:

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



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



Note: When you select a stack, the text will turn dark grey. This way you know you are working on the correct program.

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

The screenshot shows a web interface with a tree view on the left and a data table on the right. The tree view includes 'UFLOR - University of Florida', 'UGRD - Undergraduate', 'UGLAS - Liberal Arts and Sciences', and 'UNART - Arts'. The 'UGLAS - Liberal Arts and Sciences' item is highlighted with a red box. The data table on the right contains the following information:

Program	UGLAS	Liberal Arts and Sciences
Student Career Nbr	1	
Status	Active in Program	as of 02/01/2018
Admit Term	2151	Spring 2015
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	BUS_UMN	Business Administration
Requirement Term	2148	Fall 2014
Plan	EH_BA	English
Requirement Term	2151	Spring 2015

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

The screenshot shows a navigation bar with the following elements: 'Find | View All', 'First', '1 of 3', and 'Last'. A red box highlights a plus sign (+) button located below the '1 of 3' text.

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.

The screenshot shows the 'Student Plan' tab in a web interface. The 'Program Action' field contains 'PLNC' and the 'Action Reason' field contains 'CMAJ', both highlighted with red boxes. Other fields include 'Academic Career: Undergraduate', 'Career Requirement Term', 'Student Career Nbr 1', 'Status: Active in Program', 'Effective Date 03/29/2018', 'Effective Sequence 1', 'Action Date 03/29/2018', 'Academic Institution UFLOR', 'Academic Program UGLAS', 'Admit Term 2151', 'Requirement Term 2151', 'Expected Grad Term', 'Last Updated On 03/29/2018 10:37:55AM', 'By 38771550', 'Admissions' section with 'From Application' checked and 'Application Nbr 0', and '\*Academic Load Full-Time'. Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom.

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.

The screenshot shows a web interface with a navigation bar containing 'Find | View All', 'First', '1 of 2', and 'Last'. The 'View All' link is highlighted with a red box. Below the navigation bar, the following information is displayed:

*Academic Plan	BUS_UMN	Business Administration	Minor
*Plan Sequence	20	Degree:	
*Declare Date	01/01/2018	Degree Checkout Stat:	
*Requirement Term	2148	Student Degree Nbr	
*Advisement Status	Include	Completion Term:	

- 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:

\*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: begins with %BA

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>	Major	BA
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:

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

Find **View 1**

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)