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.

| Studen | t Services Center Navigation | Advisee Student Center Navigation | | |
|--------|----------------------------------|-----------------------------------|-------------------------------|--|
| 1. | Click the NavBar icon | 1. Cli | ck the NavBar icon | |
| 2. | Click Main Menu | 2. Cli | ck Main Menu | |
| 3. | Click Student Information System | 3. Cli | ck Student Information System | |
| 4. | Click Campus Community | 4. Cli | ck Self Service | |
| 5. | Click Student Services Center | 5. Cli | ck Advisor Center | |
| | | 6. Cli | ck 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 information you have and click Search. Leave fields blank for a list of all values. | | | | | |
| Find an Existing Value | | | | | |
| Search Criteria | | | | | |
| 10 | | | | | |
| ID: | begins with v | Q | | | |
| Campus ID: | begins with V | | | | |
| National ID: | begins with 🔻 | | | | |
| Last Name: | begins with v | | | | |
| First Name: | begins with v | | | | |
| Case Sensitive | | | | | |
| 1 | | | | | |
| Search Clear Basic Search 🖾 Save Search Criteria | | | | | |

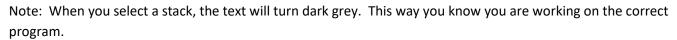
- 1. Enter the student's UFID in the ID field
- 2. Click the Search button

3. Regardless of whether you go to the Student Services Center or Advisee Student Center, click the Academics tab



4.

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



Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611

Student Center General Info Admissions

UGLAS - Liberal Arts and Sciences UNBUS - Business

UFLOR - University of Florida



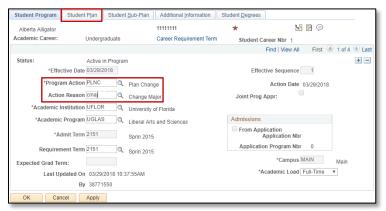
5. Click the Edit Program Data button.

| Institution / Career / Program | | | Edit Program Data |
|--|--------------------------------------|-------------------|---------------------------|
| [™] UFLOR - University of Florida └── UGRD - Undergraduate | | UGLAS | Liberal Arts and Sciences |
| UGLAS - Liberal Arts and Sciences | Student Career Nbr Status | Active in Program | as of 02/01/2018 |
| UNART - Arts | Admit Term | 2151 | Spring 2015 |
| | Expected Graduation Approved Load | Full Time | |
| | Load Determination | | |
| | Level Determination | | |
| | Dian | | Business Administration |
| | Requirement Term | BUS_UMN 2148 | Fall 2014 |
| | Plan | EH BA | English |
| | Requirement Term | - | Spring 2015 |

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



- 7. Enter **PLNC** in the **Program Action** field. PLNC means Plan Change. You can also click the look up icon (magnifying class) 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 class) to search for the action reason code.
- 9. Click the Student Plan tab.



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.





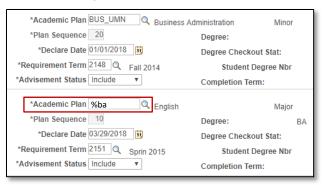
11. Both plans display. In the new plan section, enter **%ba** in the **Academic Plan** field to search for all plans with BA in the name.

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%.

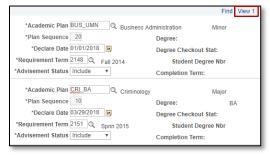
12. Click the **look up** icon to search.



13. 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 V %BA | | | | | |
| Look U Search F | | | Basic Looku | | |
| View 100 | | First 🕚 | 1-43 of 43 | Last | |
| Academic Plan | Description | | Academic Plan Type | Degree | |
| FIGH | | | | | |
| AFA_BA | African Americ | an Studies | Major | BA | |
| AFA_BA | African Americ Anthropology | an Studies | Major Major | BA BA | |
| AFA_BA | Anthropology | an Studies | | 011 | |
| AFA_BA APY_BA | Anthropology Astronomy | an Studies | Major | BA | |
| AFA_BA APY_BA ATY_BA BIO_BA | Anthropology Astronomy | | Major Major | BA BA | |
| AFA_BA APY_BA ATY_BA BIO_BA | Anthropology Astronomy Biology | | Major Major Major | BA BA BA | |

14. Click the View 1 link to minimize the other Academic Plan.





15. 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

- 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.

| Student Program S | Student P <u>l</u> an | Student Sub-Plan | Additional Information | Student Degrees | | |
|--|-----------------------|---|--------------------------------------|--|---------------------------|--|
| Alberta Alligator | | | 11111111 | * | | |
| Academic Career: | Und | dergraduate | Student Car | eer Nbr 1 | | |
| | | | | Find View | All First 🕚 1 of 4 🕑 Last | |
| Status: Effect Program Action: Action Reason: | tive Date 03/ Pla | ive in Program 29/2018 n Change ange Major | Admit Term: Effective Se Actio | Sprin 2015 quence 1 on Date 03/29/2018 | | |
| Academic Program | | eral Arts and Sciences | University of Flori | da | | |
| | | | | Find View | All First 🕙 2 of 2 🕑 Last | |
| Academic Plan: Requirement Term | | minology ring 2015 | Major | | | |
| | | | | Find View A | All First 🕚 1 of 1 🕑 Last | |
| *Academic Sub-Plan Q Academic Sub-Plan Type: *Declare Date 03/29/2018 *Requirement Term Q | | | | | | |
| OK Cance | el Apply | / | | | | |

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.

| └── UFLOR - University of Florida └── UGRD - Undergraduate └── UGLAS - Liberal Arts and Sciences └── UNART - Arts | Program Student Career Nbr Status Admit Term Expected Graduation Approved Load Load Determination Level Determination | 1 Active in Program 2151 Full-Time Base On Units | Liberal Arts and Sciences as of 03/29/2018 Spring 2015 |
|--|--|--|--|
| | Requirement Term | CRI_BA | Business Administration Fall 2014 Criminology 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 <u>registrar.ufl.edu</u>