

Frequently Asked Questions

- 1. Can a student submit one request for multiple minors?**
 - a. No, students must submit separate requests for individual minors. They cannot include multiple minors in one request.
- 2. Can a student submit multiple requests for the same minor?**
 - a. No, students can only submit one request at a time for a given minor. So, if a student already has a request pending for a sociology minor, they will not be able to submit another request related to a sociology minor until the first request is completed.
- 3. I clicked the wrong button on a request I recently reviewed. Can I change the response?**
 - a. Decisions cannot be reversed once submitted, so ensure you are certain of the decision you are entering before finalizing your decision. A new request must be submitted as appropriate.
- 4. I have a request for a student that used to be in a major in my college, but they have since changed majors and are no longer my student. What should I do?**
 - a. If a request is submitted and the student's major or college changes before it is reviewed, it will not be rerouted. You should deny the request and instruct the student to resubmit the request under their new major or college.
- 5. Are postbaccalaureate students eligible to add a minor?**
 - a. No, undergraduate minors are currently only available to students completing their first bachelor's degree. College staff may contact the Registrar's office for assistance if they would like to request an exception.
- 6. Can a UF Online student request to add a minor not approved for UF Online participation?**
 - a. No, based on their classification, the minor system will only display minors available to a given student population.
 - i. Traditional students will see all active minors.
 - ii. UF Online students will only see UF Online approved minors.
 - iii. Innovation Academy students will only see IA approved minors.
- 7. Can a student add a minor that is the same as their major?**
 - a. No, students will not see any minors with the same title as their current major(s).
- 8. When will the minor be added to the student's record?**
 - a. Fully approved minor requests will be added to the student record within 2 - 3 business days.
- 9. Can the notification of pending requests be sent to a shared inbox?**
 - a. No, the emails are generated based on security of an individual. They cannot be routed to a shared inbox as the system is pulling the listed email address for the individual staff member.