

Undergraduate Minor Applications

Eligible undergraduate students meeting the minimum requirements to declare a minor will submit a request via One.UF. All requests will be routed to the college of the student's primary major first, then the college of the requested minor before routing to the Registrar's office for final processing.

This guide is for college staff responsible for reviewing and entering decisions for minor requests.

Accessing the Minor Request System

Log on to myUFL then navigate to: [Main Menu](#) > [Student Information System](#) > [Records and Enrollment](#) > [Career and Program Information](#) > [Change of Minor Request](#)

The page should load as shown below, with the awaiting action field defaulted to *Pending*.

The screenshot shows a web interface titled "Change of Minor". It features a search criteria section with the following fields and options:

- Academic Institution: begins with dropdown, text input (UFLOR)
- Request ID: begins with dropdown, text input
- Empl ID: begins with dropdown, text input, search icon
- Last Name: begins with dropdown, text input
- First Name: begins with dropdown, text input
- Requested Minor: begins with dropdown, text input, search icon
- Primary Major: begins with dropdown, text input, search icon
- Add / Remove Indicator: dropdown menu (empty)
- Awaiting Action: dropdown menu (Pending)
- Case Sensitive

At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

To see all applications pending for you, click '**Search**' without entering any additional information.

If there is only one (1) request pending for you, it will automatically open the request for your review.

If there are multiple requests, they will load in a table on the page. You can click the headers to sort by each field, depending on what you want to see.

Field Information

Request ID: the unique identification number for a specific request

Empl ID: student UFID number

Requested Minor: the minor that is being requested by the student

Primary Major: the primary major of the student

Add/Remove Indicator: the action being requested by the student

Awaiting Action: Status of the request

Change of Minor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: begins with R

Request ID: begins with

Empl ID: begins with 🔍

Last Name: begins with

First Name: begins with

Requested Minor: begins with 🔍

Primary Major: begins with 🔍

Add / Remove Indicator: =

Awaiting Action: =

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Academic Institution	Request ID	Empl ID	Requested Minor	Primary Major	Add / Remove Indicator	Awaiting Action
UFLO	000000013		IDH_UMN	ACT_BSAC	Add	Pending
UFLO	000000018		COM_UMN	APK_BSAP	Add	Pending

Entering a Decision for a Minor Request

Once you have identified the request you would like to review, click any field on that request to open the next page. The page will display the student UFID, name, requested minor, and primary major.

Change of Minor Request

Institution University of Florida Request ID 000000018

Request Details

*Empl ID:

*Action: Add

*Requested Minor: COM_UMN Mass Communication

Primary Major: APK_BSAP Applied Physiology & Kinesiology

*Requirement Term: 2198 Fall 2019

Action

Comments

Change Approval

INSTITUTION=UFLO, REQUEST_ID=000000018:Pending

Add Minor

Pending → Not Routed

Multiple Approvers Major College Approver → Multiple Approvers Minor College Approver

1. When the page opens, verify the student information is correct.
2. **If applicable**, update the requirement term for the minor. This change will be applied to the **minor plan only**. You can type it in directly or use the magnifying glass to look up available terms.
3. Enter any relevant information in the comment box. A comment is not required for requests you approve, but if you wish to add one, you must enter it **before** clicking the approve button. *Note: A comment entry is required when denying a request.* This comment will be visible to other approvers and will be displayed to the student on One.UF once the request has been completed.

Institution University of Florida Request ID 000000018

Request Details

*Empl ID

*Action Add

*Requested Minor COM_UMN Mass Communication

Primary Major APK_BSAP Applied Physiology & Kinesiology

*Requirement Term 2208 Fall 2020

Action

Comments

Must register for remaining 2 required classes to successfully complete minor in time for Spring 2023 graduation.

Approve Deny

Change Approval

INSTITUTION=UFLOR, REQUEST_ID=000000018:Pending

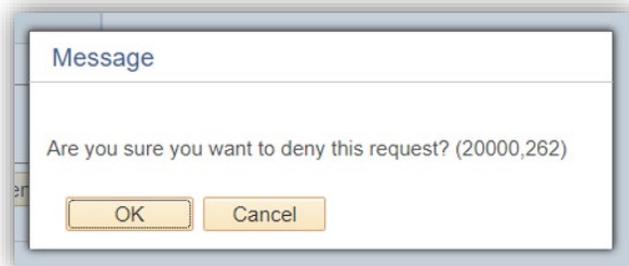
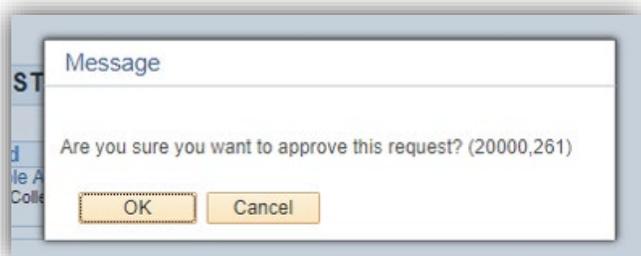
Add Minor

Pending → Not Routed

Multiple Approvers Major College Approver → Multiple Approvers Minor College Approver

Return to Search Previous in List Next in List Notify

4. Once you have finished reviewing the student request, submit your decision by clicking the 'Approve' or 'Deny' button. You will get a pop up confirming you want to approve or deny the request.



5. If the request is approved, it will be routed to the next step (college of minor or Registrar processing) for review. If you are the college approver for both the student's primary major and the requested minor, it will auto-approve and route to the Registrar for final processing.

Request Details

*Empl ID

*Action

*Requested Minor Mass Communication

Primary Major Applied Physiology & Kinesiology

*Requirement Term Fall 2020

Change Approval

INSTITUTION=UFLOR, REQUEST_ID=0000000018: **Approved**

Add Minor

Approved Jones, Rochelle
Major College Approver
07/25/22 - 11:27 AM

→

Auto Approved Jones, Rochelle
Minor College Approver
07/25/22 - 11:27 AM

Comments

Jones, Rochelle at 07/25/22 - 11:27 AM
Must register for remaining 2 required classes to successfully complete minor in time for Spring 2023 graduation

6. If the request is denied, it will not be routed to the next step (college of minor or Registrar processing).

A comment entry is required when denying a request.

Institution University of Florida Request ID 0000000019

Request Details

*Empl ID

*Action

*Requested Minor Health Disparities in Society

Primary Major Political Science

*Requirement Term Spring 2021

Change Approval

INSTITUTION=UFLOR, REQUEST_ID=0000000019: **Denied**

Add Minor

Denied NAME OF APPROVING STAFF
Major College Approver
07/25/22 - 11:27 AM

→

Not Routed Multiple Approvers
Minor College Approver

Comments

7. Click 'Return to Search' to go back to the full list of requests pending for you.

Tips and Things to Remember

1. The minimum requirements to declare a minor are:
 - a. Actively enrolled undergraduate student
 - b. A minimum of 45 total completed credits (UF and transfer credit)
 - c. Good academic standing (not on probation or dismissed)

2. Students that are not eligible to declare an undergraduate minor include:
 - a. Nondegree seeking students
 - b. Certificate students
 - c. Postbaccalaureate students
 - d. Graduate students
 - e. Professional students

3. Security access for minors is point in time.
 - a. If a request is submitted before a staff member is given access, that request will not appear in the pending list for the staff member.

4. If you are both the major college approver and minor college approver, you will only enter a decision once. It will auto-approve the next step and route the request to the Registrar's office for processing.

5. On the approval page, you may click the 'Multiple Approvers' link to see all authorized staff for a major or minor.

6. If a student submits a request to remove a minor, it does not require college approval so it will not appear in your lists. Students will see the minor removed within 2 - 3 business days.