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.

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
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.
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.

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.

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.**

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.