# Online Change of Major: Student Instructions

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Online Change of Major: Student Instructions

Accessing the Online Change of Major Request

In myUCF, navigate to Student Self Service > Student Center:

- In the drop down menu, select **Change Major: Request**
- Read the Instructions page and select **Next**
Online Change of Major: Student Instructions

Replacing my current Major, Track, Minor, or Certificate

If you are requesting to change from Art Education pending to the restricted Art Education major. You must select the Change button next to the Art Education Pending major.

Undergraduate Major Change Form

Students may retain their catalog when changing tracts/concentrations within the same major (e.g., English: Literature to English: Creative Writing), or when moving from a "Pending" category to the equivalent major (e.g., "Business Pending" to "Accounting").

If the new major is a different subject from the "pending" major (e.g., "Nursing Pending" to "Criminal Justice"), the student must adopt the most current catalog and the University will automatically update the catalog year when processing the change of major.

If they have not interrupted residency, students entering UCF in an "Undeclared" or "Undecided" category may retain their catalog when initially selecting a major. Students seeking admission to limited-access programs must apply through the appropriate college, school, or department of the major.

Major

Art Education Pending

Change

Delete

Humanities BA

Change

Delete

Minor

Add

Certificate

Add

Return to Student Center
Many students do not know the code for their college. You should leave the search box empty and select the magnifying glass. This will result in a list of all colleges, where you can select your desired college.
Online Change of Major: Student Instructions

Replacing my current Major, Track, Minor, or Certificate (continued)

Similar to the previous screen, to search for your new major, minor, or certificate, you need to:

1. Leave the search box empty and select the magnifying glass.
2. Select the **Look Up** button.
3. From the list, select the desired major, minor, or certificate and then select the **Next** button.
Replacing my current Major, Track, Minor, or Certificate (continued)

From the confirmation page, you will need to review your change and select the **Submit** button. Because this is a restricted major, you will receive a popup message noting that your request has been forwarded to an academic advisor. After selecting **OK**, you may navigate to the Change of Major Status page.

![Confirmation page](image-url)
In the Change of Major Status Page, you will see the status of your request. In this example, you can see that the student has changed from Art Education Pending to Art Education and it is currently in the “Applied” status. You may also come to this page to cancel any changes that are in “Applied” status.
Replacing my current Major, Track, Minor, or Certificate (continued)

Once your academic advisor has reviewed and approved your change, you will be notified via your Knight’s email of the advisor’s decision. Or, you may return to the Change of Major Status page.
Replacing my current Major, Track, Minor, or Certificate (continued)

Notice that the Change of Major Status has changed from “Applied” to “Approved” and the Cancel button is no longer visible.
Adding a Minor, Certificate, or an Additional Major

To add an additional major, minor, or certificate, select the Add button in the area of the program that you would like to add.
Adding a Minor, Certificate, or an Additional Major (continued)

Many students do not know the code for their college. You should leave the search box empty and just select the magnifying glass. This will result in a list of all colleges, where you can select your desired college.
Adding a Minor, Certificate, or an Additional Major (continued)

Similar to the previous screen, to search for your new major, minor, or certificate, you need to:

1. Leave the search box empty and select the magnifying glass.
2. Select the **Look Up** button.
3. From the list, select the desired major, minor, or certificate and then select the **Next** button.

From the confirmation page, you will need to review your change and select the **Submit** button.
Deleting a Minor, Certificate, or an Additional Major

To delete a major, minor, or certificate, select the **Delete** button next to the program that you would like to delete. (*Note - If the Delete button next to your major is inactive, you only have one major and cannot delete this major.)*

From the confirmation page, you will need to review your change and select the **Submit** button.
Swapping a Major and Minor

If you would like to switch your major to your minor and your minor to your major, you must first delete the minor. For example, this student wants to switch her Psychology major to a minor and her Biology minor to a major. She must first delete the Biology minor.

From the confirmation page, you will need to review your change and select the Submit button.
Swapping a Major and Minor (continued)

Once your deletion has been approved, select the **File another Change of Major Form** link.
Swapping a Major and Minor (continued)

Next you will need to change the old major to the new major. Select the Change button next to the major.

Undergraduate Major Change Form

Students may retain their catalog when changing tracts/concentrations within the same major (e.g., English: Literature to English: Creative Writing), or when moving from a “Pending” category to the equivalent major (e.g., “Business Pending” to “Accounting”).

If the new major is a different subject from the “pending” major (e.g., “Nursing Pending” to “Criminal Justice”), the student must adopt the most current catalog and the University will automatically update the catalog year when processing the change of major.

If they have not interrupted residency, students entering UOF in an “Undeclared” or “Undecided” category may retain their catalog when initially selecting a major. Students seeking admission to limited-access programs must apply through the appropriate college, school, or department of the major.
Swapping a Major and Minor (continued)

Many students do not know the code for their college. You should leave the search box empty and just select the magnifying glass. This will result in a list of all colleges, where you can select your desired college.
Swapping a Major and Minor (continued)

Similar to the previous screen, to search for your new major, you need to:

1. Leave the search box empty and select the magnifying glass.
2. Select the Look Up button.
3. From the list, select the desired major and then select the Next button.

From the confirmation page, you will need to review your change and select the Submit button.

Once your change has been approved, select the File another Change of Major Form link.
Swapping a Major and Minor (continued)

Next you will need to add the new minor.

Search for the minor in the same way that you search for the new major. (see page 16)

From the confirmation page, you will need to review your change and select the Submit button.