# Knights Major Exploration and Transition Center
How to Add or Change a Major or Minor

A major area of study is required to complete a bachelor's degree in a chosen subject area. A list of majors is available in the UCF Undergraduate Catalog.

A student may declare a major at any point from the first semester of enrollment up to the completion and core requirements for an intended major. The following steps will help you declare a major:

Step 1. Go to: **"https://my.ucf.edu"**.

Step 2. Click on: **"Student Self Service"**.

Step 3. Click on the drop-down menu **"other academic"** box.

Step 4. Click on **"Change Major Request"**.

Step 5. Read the instructions and click on **"Next"**.

Step 6. Click on **"Add"** in the major box.

Step 7. Click on the **magnifying glass** to select college of major.

Step 8. Click on the **magnifying glass** to select specific major.

Step 9. Click on **"Look Up"** and select specific major.

Step 10. If the major asks you to choose a specific track, click the **magnifying glass** next to "track" and select your intended track.

Step 11. Click on **"Next"** and then **"Submit"**.
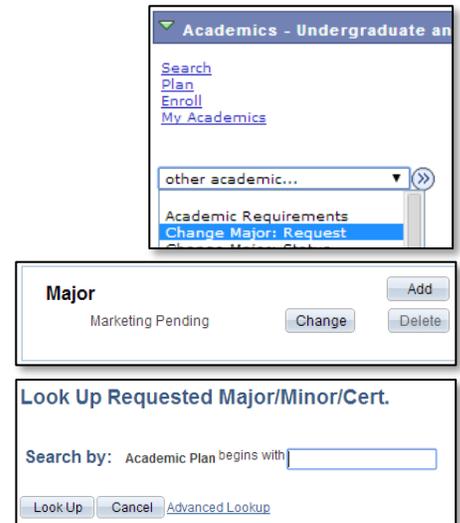
A minor is a complement to a bachelor's degree requiring 18 or more credit hours of course work in a chosen subject area. Check the UCF Undergraduate Catalog for a list of approved minors. A student may declare a minor at any point from the first semester of enrollment and no later than the submission of the "Intent to Graduate Form" in the Senior Year.

**Minors are optional** unless required by a specific major. See the catalog for a list of Academic Minors by College and the section in the catalog where minors are listed alphabetically. The following steps will help you declare a minor:

Step 1. Go to: **"https://my.ucf.edu"**.

Step 2. Click on: **"Student Self Service"**.

Step 3. Click on the drop-down menu **"other academic........."** box.

Step 4. Click on **"Change Major Request"** even though declaring a minor.

Step 5. Read the instructions and click on **"Next"**.

Step 6. Click on **"Add"** in the minor box.

Step 7. Click on the **magnifying glass** to select college of minor.

Step 8. Click on the **magnifying glass** to select specific minor.

Step 9. Click on **"Look Up"** and select specific minor.

Step 10. Click on **"Next"** and then click on **"Submit"**.