How to Change Majors, Minors, and Certificates

Majors
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 of requirements for an intended major.

Minors and Certificates
Minors and undergraduate certificates are a complement to a bachelor’s degree. Minors require a minimum of 18 credit hours. Certificates require a minimum of 12 credit hours. Many minors and certificates require hours beyond the minimum amount.

Minors and certificates are optional unless required by a specific major. Some minors and certificates are restricted or limited access. Consult the UCF Undergraduate Catalog for options and requirements.

How to Declare or Change Programs

**STEP 1** Go to my.ucf.edu and log in with your NID credentials

**STEP 2** Click on Student Self Service

**STEP 3** Click on the other academic drop-down menu

**STEP 4** Select the Change Major Request option and click on the double arrows

**STEP 5** Read the instructions and click on Next

**MAJORS**

**STEP 6** Click on Add or Change* in the major box

*Use the Change option to change your currently declared major or undeclared status to a new major.

**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 to view listing of majors 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

**MINORS and CERTIFICATES**

**STEP 6** Click on Add or Change in the minor or certificate box

**STEP 7** Click on the magnifying glass to select college of minor or certificate

**STEP 8** Click on the magnifying glass to select specific minor or certificate

**STEP 9** Click on Look Up to view listing of minors or certificates and select specific minor or certificate

**STEP 10** Click on Next and then Submit

If a program has no admission requirements and advisor review is not required, your change of program request will be automatically approved. For programs with requirements your request will be forwarded to an advisor for review and you will be notified through Knights email of the outcome of your request.