# How to Add a Minor in ULink

*Leadership and Talent Development*

1. Log into https://ulink.louisville.edu/ with your User ID and password.

**UNIVERSITY OF**
**LOUISVILLE.**

**Student System**

User ID

Password

**Sign In**

   a. If you have do not remember your User ID, check here:
      https://louisville.edu/admissions/activate.

   b. If you are locked out for an invalid password, please reach out to our ITS
      Helpdesk at (502) 852-7997 or live chat with them here:
      https://louisville.edu/it/departments/consulting/helpdesk/expert-help/.
         i. You will need your User ID on hand to reset your password.

2. Choose the 'Academic Progress' tile.
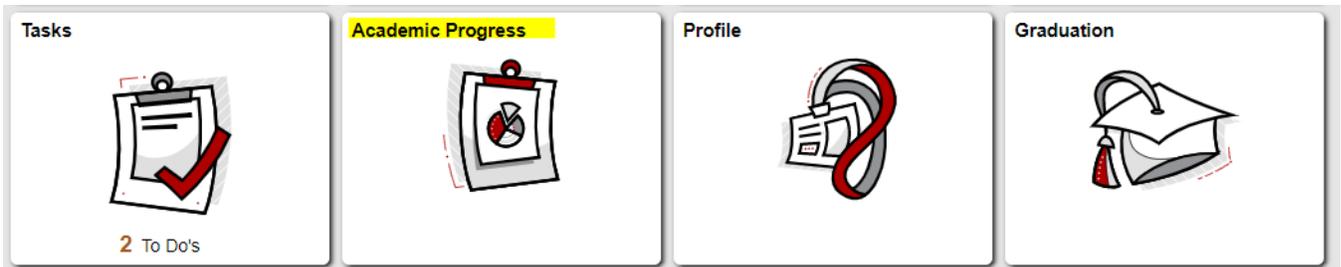
3. On the left-hand menu, select 'Change Major Request.'

**Info & Dates**

Advisors

Change Major Request

Use My Flight Planner

View My Degree Audit

What-if Advisement Report

UofL Official Catalog   ↗

4. Enter your student ID number (if prompted).

## Change Major

Enter any information you have and click Search. Leave fields blank for a

**Find an Existing Value**

▼ Search Criteria

Search by: **Empl ID** begins with [ | ]

[ Search ] Advanced Search

5.  Select the Effective Term and that your personal information is correct. Then choose 'Add Minor'.



6.  Scroll down until you find 'Minor in Leadership and Talent Development' and check the box to the right.

7. Scroll to the bottom of the page and hit 'OK.'
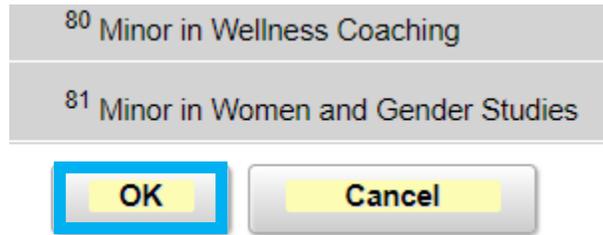
<sup>80</sup> Minor in Wellness Coaching

<sup>81</sup> Minor in Women and Gender Studies

**OK**    **Cancel**

8. You will be redirected back to the homepage. Make sure that the minor is now listed. Choose 'Save and Continue.'

# Request to Change or Declare Major

## Use this form to make a request to:

- Change your major: Remove your current major and request to add a new major;

- Add major/minor: Add major or minor if you are planning to complete degrees in multiple majors or minors or

- Declare your major: If you are an "intended" major, i.e. have not yet been admitted into your major, request to declare your major.

*Students are permitted to make one request at a time.

| Student Name: | | ID: | |
|---|---|---|---|
| Current GPA: | | Earned Hours: | |

*Effective Term: Spring 2021    Academic Standing:

Are you currently enrolled at UofL?    ○No  ●Yes
*You don't have to be enrolled for summer to be considered currently enrolled*

## Remove or declare current major(s)
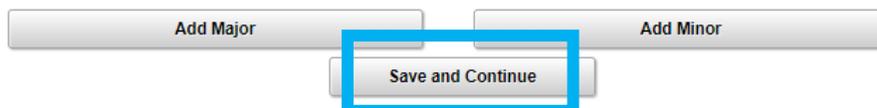
| Empl ID | Current Major(s) | Remove |
|---|---|---|
| | | ☑ |

## Add major or minor

Use the options below to add a major or a minor.

| New Major(s) | Add |
|---|---|
| Minor in Leadership and Talent Development | ☑ |

**Add Major**    **Add Minor**

**Save and Continue**

4

9.  Hit 'OK' to add the minor

**You are about to change your major**

| Add | Minor in Leadership and Talent Development |
| --- | --- |

**Are you sure you want to make these changes?**

**OK**          **Cancel**