UNIVERSITY OF LOUISVILLE®

Step-by-Step

How to Process a Major Change in PeopleSoft

1. Log in to PeopleSoft and navigate to Student Program/Plan (Records and Enrollment > Career and Program Information > Student Program/Plan).

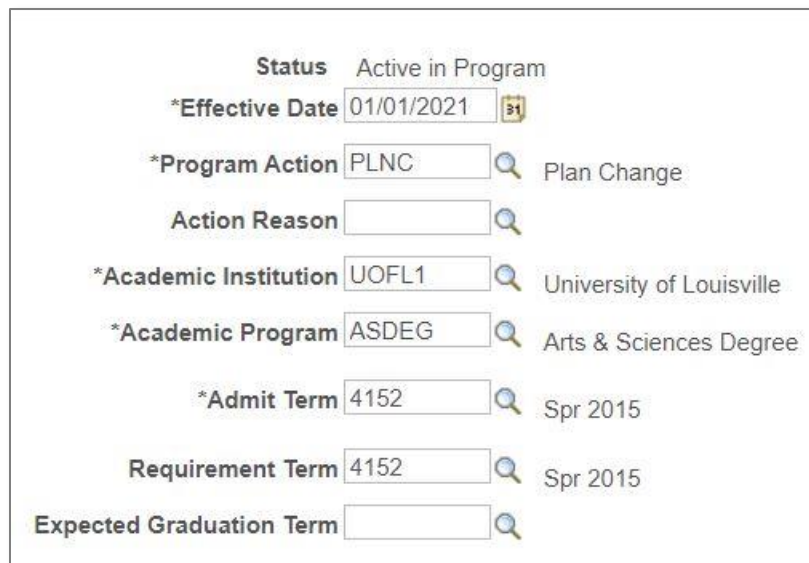2. Enter the Student ID #, select "Include History", and Search.

3. Select the plus sign (+) at the top of the Student Program tab to add a new row of data.

4. The Effective Date will default to the current date. Change the date to reflect the start of the next semester -> Spring (1/1/xxxx), Summer (5/1/xxxx), Fall (8/1/xxxx). If the change is being made before the last day to add/drop of a term, the date can be back-dated to the beginning of that term.
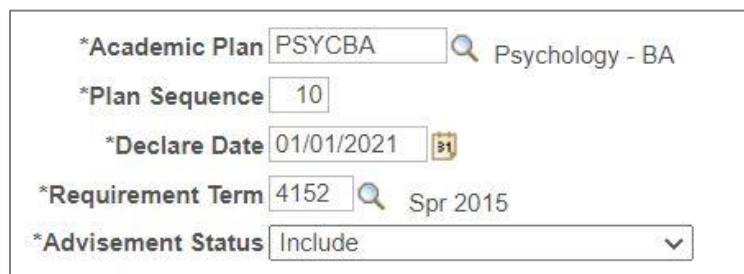
5. For Program Action, type PLNC, or select the adjacent magnifying glass and select PLNC Plan Change.

6. Ensure the Admit Term and Requirement Term are accurate for your college/major. Some will use the terms of the student's first enrollment (or re-enrollment) to UofL and some will use the term that the student was first enrolled in the college/major.

7. Navigate to the Student Plan tab at the top of the page.

8. Select the magnifying glass next to the Academic Plan that needs to be changed and select the new Academic Plan.

9. The Declare Date should reflect the Effective Date on the Student Program tab and the Requirement Term should match the Requirement Term on the Student Program tab. Select Save.

10. Major changes between colleges must be done through the Registrar's Office.