



Hospitality Management AS-BS Major Change Instructions

- ✓ Log in your MyUCF and navigate to Student Self Service > Student Center
- ✓ Click on the 'Other Academic' drop down box
- ✓ Select **Change Major: Request**
- ✓ Read the instructions page and select **Next**
- ✓ In the major box, select **Change** for Hospitality Management AS-BS Pending
- ✓ In the requested college box, select the magnifying glass and find the college code: **HSPMG**
- ✓ In the request major/minor/cert. box select the magnifying glass and select: **HOSPMGT-BS**
- ✓ In the requested track box click on the magnifying glass and select: **HOSPMGT AS**
- ✓ On the confirmation page, you will need to review your changes and select the Submit button. You may receive a popup message noting your request has been forwarded to an academic advisor, just select **OK**, and your request will be reviewed.