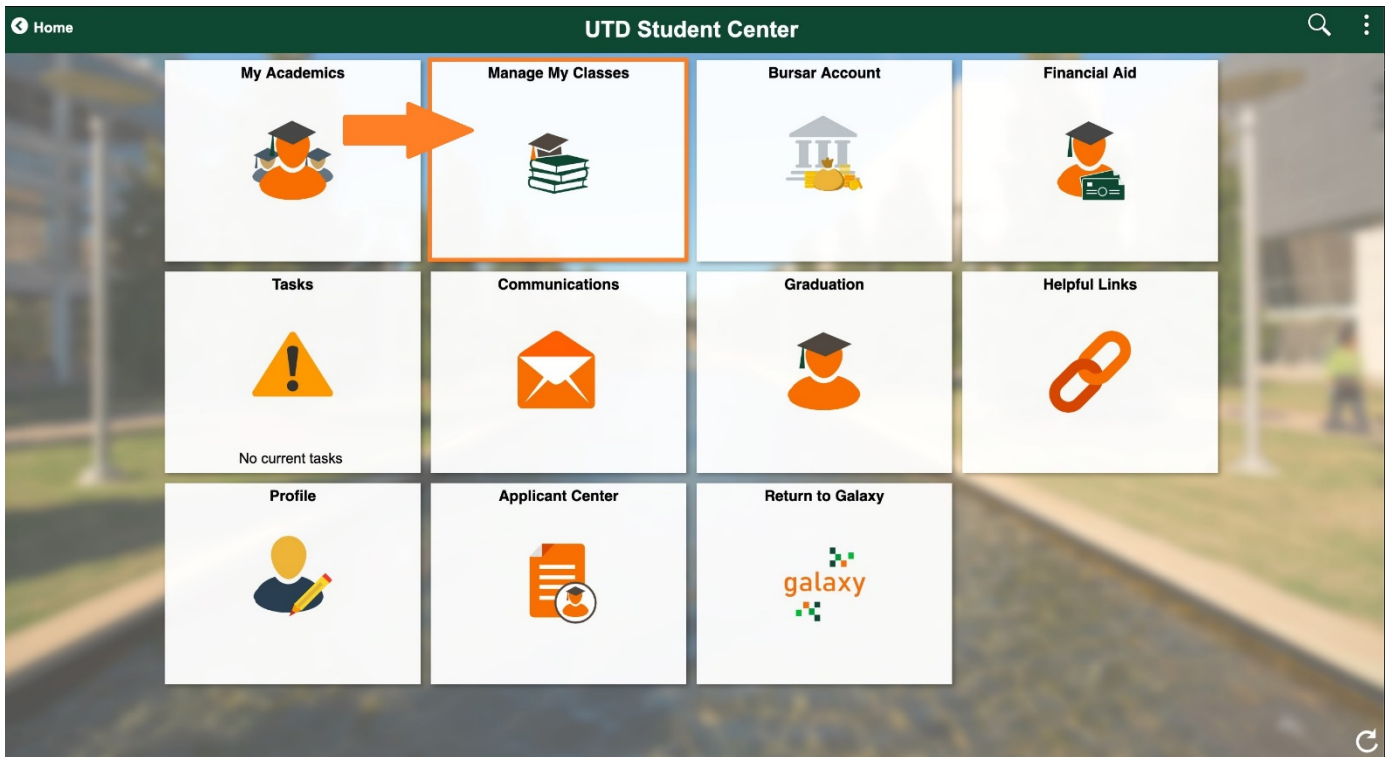1. Log in to Galaxy.

2. Go to your Orion Student Center near the middle of the page.

3. Click on "Manage My Classes" near the top of the screen.

4. Click on the "My Academics" tab at the top of the screen. You can now verify the major that is listed for you in the system. If you are intending to add a double major you will need to do this in person with an advisor during your first semester at UTD.

ORION Student Center: Request an Online Change of Plan/Major/Minor/Sub-plan/Concentration

Before submitting an Online Change of Plan/Major/Minor/Sub-plan/Concentration in Orion, please note the following:

- Please review the Academic Catalog for deadlines, fee charges, and requirement details: catalog.utdallas.edu/current/undergraduate/policies/degree-plans.
- NOTE: Submitting the online request does not mean that your request is approved. Your request must be reviewed and approved by the academic department.
- You can use the Orion online request to change a major, or add/change/delete minor, sub-plans, or concentration.
- You *cannot* use the Orion online request if you can say yes to any one of the statements below. In the cases below, you will need to speak to your academic advisor.
    - You are a post-baccalaureate, certificate, or non-degree seeking student, as listed in Orion.
    - You have applied to graduate, as listed in Orion.
    - You been marked as in excessive hours.
    - You are currently pursuing a double major or double degree, as listed in Orion.

1. Log –in to UT Dallas **Galaxy** Account.
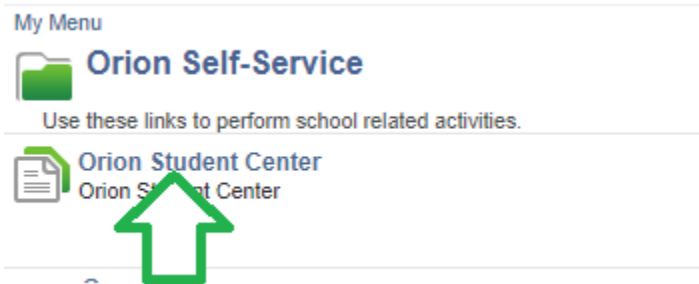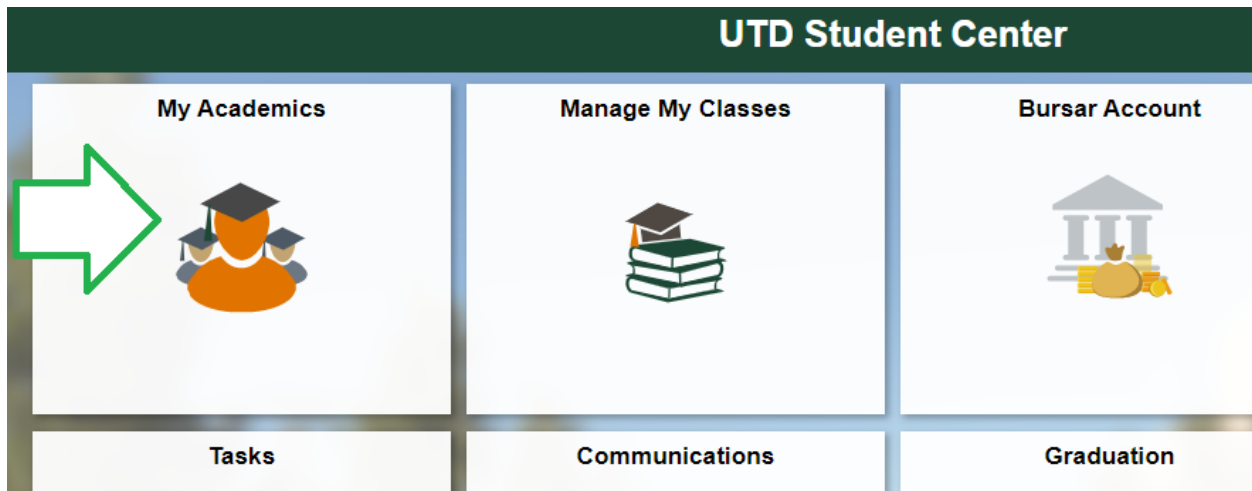2. Enter **NETID** and **Password**

3. Once logged in, click **Orion Self-Service (Student)** link, as shown below.
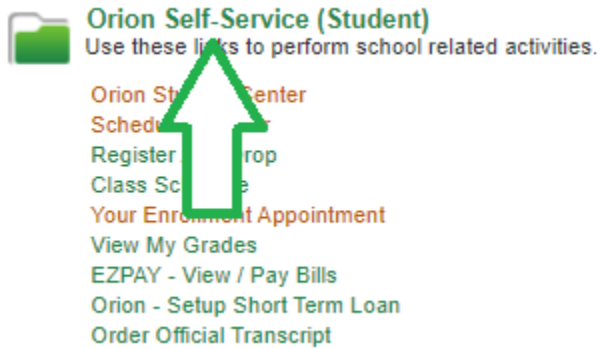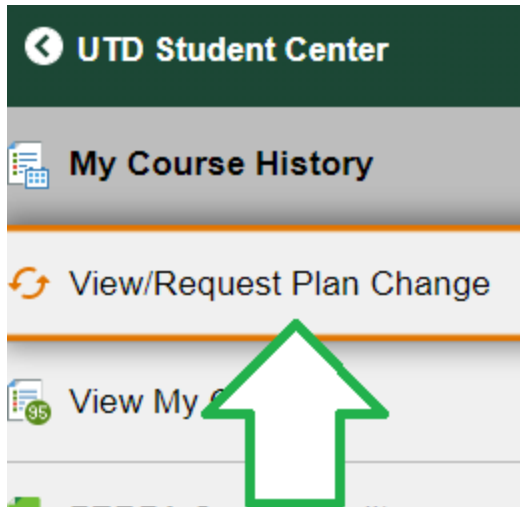

4. Click the **Orion Student Center** link, as shown below.

5. In the **UTD Student Center**, click the **My Academics** tile, as shown below.

6. Click the **View/Request Plan Change** page, as shown below.

7. This will bring you to the **UT Dallas – Change of Plan/Major Request** page.

8. Select from one of the **Plan Change options** listed and click the **Request Plan Change** link. You may need to select additional options, depending upon your initial selection.
9. Use the magnifying glass to **select a plan** that is available for change. Click **Submit**.

10. Read the **Plan Change Request Acknowledgement** and click **Yes** to proceed with the selected change. Click No, if you would like to choose another plan, or if you do not want to change your current plan.
    a. <u>NOTE</u>: Submitting the online request does not mean that your request is approved. Your request must be reviewed and approved by the academic department.
    b. Once the request has been submitted, you cannot request another change until the current request has had a decision made.

11. You will receive an email to your UT Dallas email account upon submission of your request and upon a decision has been made. You may receive other emails from the academic department prior to approval.

-    End   -