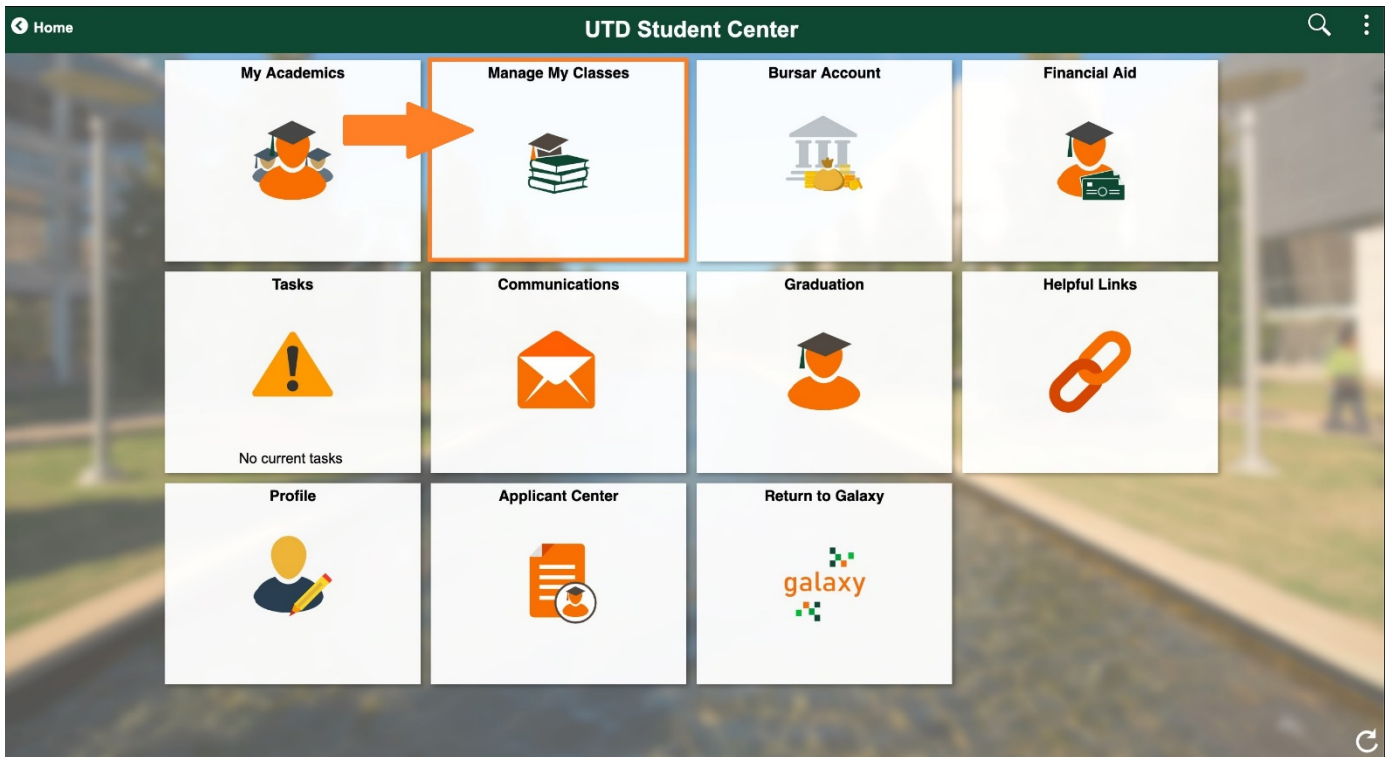


1. Log in to [Galaxy](#).
2. Go to your Orion Student Center near the middle of the page.



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.

The screenshot shows the UTD Student Center interface. At the top, there is a dark green header with 'UTD Student Center' on the left and 'Manage My Classes' on the right. Below the header, there is a navigation bar with tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'My Academics' tab is currently selected. On the left side, there is a vertical menu with various options: 'View My Classes', 'View My Weekly Schedule', 'Exam Schedule', 'Scheduler Planner', 'Shopping Cart', 'Add a Class', 'Swap Classes', 'Drop Classes', and 'Enrollment Appointment'. The main content area is titled 'My Academics' and contains several sections of links:

- Academic Requirements**: View my advisement report
- Advisors**: View my advisors
- Transfer Credit**: View my transfer credit report
- Course History**: View my course history
- Transcript**: View my unofficial transcript
- Enrollment Verification**: Request enrollment verification
- Graduation**: Apply for graduation, View my graduation status

On the right side, there is a 'My Program' section with a tree view showing the following hierarchy:

- Institution - University of Texas at Dallas
- Career - Undergraduate
- Program - Undergraduate
- Major - Your Major Here

An orange arrow points to the 'Major - Your Major Here' item in the tree view.

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:

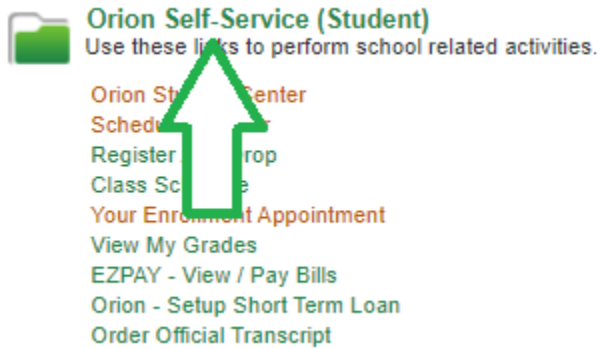
- Please review the Academic Catalog for deadlines, fee charges, and requirement details: catalog.utdallas.edu/current/undergraduate/policies/degree-plans.
- NOTE: Submitting the online request does not mean that your request is approved. Your request must be reviewed and approved by the academic department.
- 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**

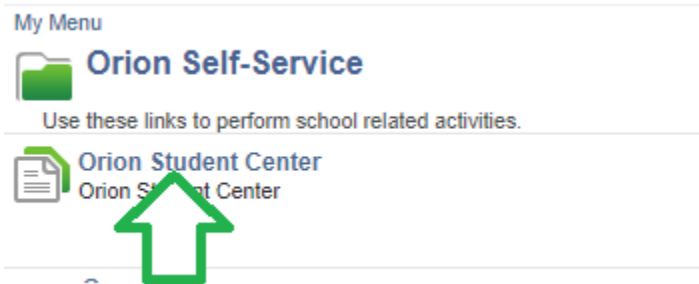
The screenshot shows the UT Dallas website with the following elements:

- Header: utdallas.edu, The University of Texas at Dallas, GALAXY (circled), ELEARNING, DIRECTORY, MAPS, GIVE, Search UT Dallas.
- Navigation: About UTD, Admissions, Academics, Campus Life, Research, Students, Faculty & Staff, Alumni & Friends, Visitors & Family.
- 50th Anniversary Logo: 50 UTD YEARS.
- Login Form:
 - NetID: Enter Your NetID
 - Password: Enter Your Password
 - Login button
 - Need Help? [Contact the Help Desk](#)
 - Forgot Password? [Reset Your Password](#)
- Footer: Do Not Bookmark This Page

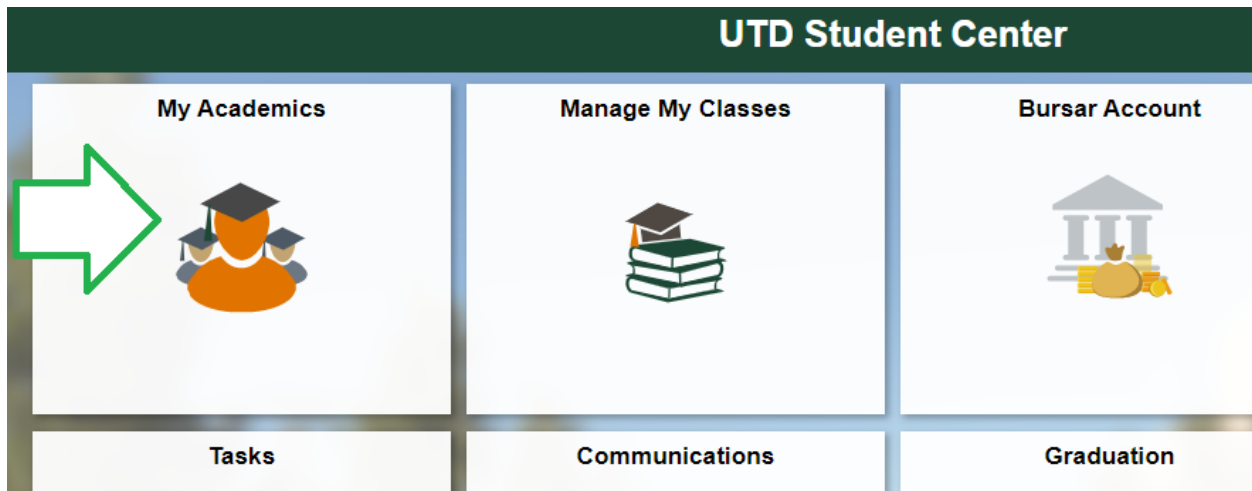
3. Once logged in, click **Orion Self-Service (Student)** link, as shown below.



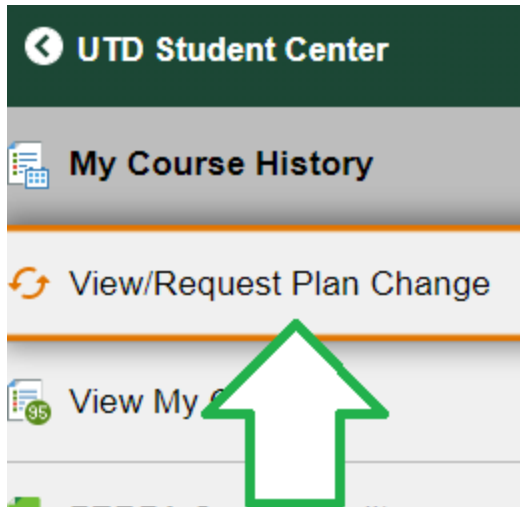
4. Click the **Orion Student Center** link, as shown below.




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.



UT Dallas - Change of Plan/Major Request

Changing to a new plan/major will update the applicable degree requirements to those outlined in the most recent catalog. A change of plan/major will not change the core curriculum requirements. Please consult with your advisor regarding these and other requirements or questions, prior to the submission of this form. Plan/major changes will require advisor approval and in some cases, multiple associate dean approvals. Students with a cumulative GPA of below 2.000 will need approval from their current associate dean and approval from the intended major associate dean. Students with 54 attempted semester credit hours or more will need approval of the intended major associate dean.

View/Request Plan Changes

[Return to Student Center](#)

Request Plan Changes

<input type="radio"/> Major Plan	Career Undergraduate
<input type="radio"/> Minor Plan	Request Plan Change
<input type="radio"/> Concentration/Sub-plan	

[Refresh](#)

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**.

Proposed Plan Changes

Plan Action ChangeMajor Plan

Major Plan

Sub Plan

Minor Plan

[Return to Plan Change](#)

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. **NOTE:** 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.

Message

Plan Change Request Acknowledgement (25503,49)

By submitting this request, I understand that if the change of plan is approved, I will then be responsible for meeting all the program requirements and course prerequisites of the catalog in effect at the time of the change.

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 -