My Programs

Student Guide to View and Change Your Academic Program

Office of Curriculum Systems
June 2014
## Contents

Logging in ...................................................................................................................................................... 3  
My Programs ................................................................................................................................................. 5  
  Add a Major .............................................................................................................................................. 7  
  Remove a Major ...................................................................................................................................... 10  
Other Considerations for Changing a Major ........................................................................................... 12  
Add a Minor ............................................................................................................................................ 14  
Remove a Minor ...................................................................................................................................... 16  
Add a Certificate ..................................................................................................................................... 18  
Remove a Certificate ............................................................................................................................... 20
Logging in


   The Athena homepage, https://athena.uga.edu, links to the Student Financial Aid website, the class schedule, and the Banner course catalog.

   You will be able to access Athena by going to the above website or through the MyUGA Portal (https://my.uga.edu).

2. To log in to Athena, click “Sign in” in the top right corner of the page or click the “Login to Athena” menu item in the middle of the page.
3. The UGA Central Authentication Services (CAS) Login page will appear. Log in with your MyID and MyID password.
My Programs

1. After logging in, the following screen will appear. Click on the Student tab.

2. The following options will appear. Click on the My Programs menu item.
3. The page will display your majors, minors, certificates, and/or areas of emphasis.

This page will allow you to add, remove, or change a major, minor, certificate, or area of emphasis.
Add a Major

1. To change your major, you must **add the new major first**. Click the Add Major button under My Majors. (See step 5 on page 11 for errors if you try to remove a major first.)

   ![ATHENA My Programs](image1)

2. The Add Major page will appear. Click the dropdown menu to scroll through the list of majors, and click on the major you wish to add. Once you have selected a major, click the Next button. For additional information about major options, see Other Considerations for Changing a Major on page 12.

   ![ATHENA Add Major](image2)
3. The Confirm Change Request page will appear. Any additional information about your change (such as entrance requirements) will appear. If you wish to proceed with this change, click Confirm. Otherwise, click Cancel.

4. If your request requires approval, you will see the following status message on the My Programs page. You can cancel this pending request at any time by clicking the Cancel Request button. Please note that not all majors require approval.
5. Once the major is approved, it will appear on your My Programs page with the term that it will be effective.
Remove a Major

1. Once you have added a new major, you may remove your previous major by clicking the Remove Major button.

2. The Remove Major page will appear. Select the major you wish to remove, and click the Next button.

3. The Confirm Change Request page will appear. If you wish to proceed with this change, click Confirm. Otherwise, click Cancel.
4. Your new major will now appear under the My Majors portion of the My Programs page.

5. If you attempt to remove a major before adding a new one first, you will see the following screen:
Other Considerations for Changing a Major

1. Some majors may require that you indicate a campus. For example, if you select Biological Science, you will need to select which campus you are attending. Once you have selected the appropriate campus, click the Next button to proceed with this process.

2. Some majors may require that you indicate a degree within the major chosen. For example, if you select Economics, you will need to select whether you would like to change to the Bachelor of Arts degree or the Bachelor of Business Administration degree. Once you have selected the appropriate degree, click the Next button to proceed with this process.

3. Some majors have the option to add an Area of Emphasis. That can be done by clicking the Add link under Area of Emphasis on the My Programs page.

Select the appropriate Area of Emphasis from the dropdown menu, and click the Submit Request button.
If you wish to proceed with this change, click Confirm. Otherwise, click Cancel. Once confirmed, the Area of Emphasis will appear next to your major.

4. If you are currently pursuing a minor and decide that you would like to pursue the major, you will need to remove the minor and then add the major.
Add a Minor

1. To add a Minor, click the Add Minor button on the My Programs page.

2. The Add Minor page will appear. Select the appropriate minor and click the Next button.

3. The Confirm Change Request page will appear. If you wish to proceed with this change, click Confirm. Otherwise, click Cancel.
4. The following status message will appear on the My Programs page, indicating that you have successfully added a minor. The minor will now appear in the My Minors section of this page.

Please go to the minors listing in the UGA Bulletin for course requirements and departmental contact information.
Remove a Minor

1. To remove a minor, click the Remove Minor button on the My Programs page.

2. The Remove Minor page will appear. Select the minor you wish to remove, and click the Next button.

3. The Confirm Change Request page will appear. If you wish to proceed with this change, click Confirm. Otherwise, click Cancel.
4. The following status message will appear on the My Programs page, indicating that you have successfully removed a minor. The minor will no longer appear in the My Minors section of this page.
Add a Certificate

1. To add a Certificate, click the Add Certificate button on the My Programs page.

2. The Add Certificate page will appear. Select the appropriate certificate, and click the Next button.
3. The Confirm Change Request page will appear. If you wish to proceed with this change, click Confirm. Otherwise, click Cancel.

4. The following status message will appear on the My Programs page, indicating that you have successfully added a certificate. The certificate will now appear in the My Certificates section of this page.

Please go to the certificates listing in the UGA Bulletin for contact information for the certificate requirements.
Remove a Certificate

1. To remove a certificate, click the Remove Certificate button on the My Programs page.

2. The Remove Certificate page will appear. Select the certificate you wish to remove, and click the Next button.
3. The Confirm Change Request page will appear. If you wish to proceed with this change, click Confirm. Otherwise, click Cancel.

![Confirm Change Request page](image)

4. The following status message will appear on the My Programs page, indicating that you have successfully removed a certificate. The certificate will no longer appear in the My Certificates section of this page.

![My Programs page](image)