ADD A NEW MAJOR OR DEGREE TO GRADUATE CAREER

This instruction guide will cover how to add a new major or degree to a graduate career. This is performed by Graduate Coordinators and Staff in the various colleges with the UF_SR_GRAD_STAFF_USER role. The Program Action is “ACTV” since you are activating the student in a new career number/stack. The Action Reason is “AMAJ” for Add a Major.

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

1. Log into myUFL using your GatorLink username and password.
2. Navigate to NavBar > Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan Search.
3. Enter the student’s UF ID, if known.
4. Click Search.

STEP 2: ADD NEW PROGRAM/PLAN

1. Click Add at the bottom of the screen.
2. Allow the Academic Career to pre-populate. If the field is blank, select Graduate from the drop-down menu.
3. Click OK.

**Student Program/Plan Search - Add**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>98765432</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career</td>
<td>Graduate</td>
</tr>
<tr>
<td>Student Career Nbr</td>
<td>1</td>
</tr>
</tbody>
</table>

**STEP 3: STUDENT PROGRAM TAB**

1. Verify the student’s name and UFID number.
2. Verify the student is in the Graduate career.
3. Make a note of the Student Career Nbr.
4. Allow the Status to default to Active in Program.
5. Allow the Effective Date field to default to today’s date.
6. Update the Program Action to ACTV since you are activating the student in a new career number/stack.
7. Update the Action Reason to AMAJ for adding a major.

8. Allow the Academic Institution to default to UFLOR.
9. Enter the Academic Program.

**Note:** Use the look up icon beside Academic Program to search.

10. Allow the Admit Term to default in.
11. Allow the Requirement Term to default from the Admit Term.

**Note:** The requirement term determines the catalog year that will be used in the student’s degree audit for any departmental degree audit requirements.

12. Leave the Expected Grad Term blank.
13. Allow the Effective Sequence to default to 0. If another action is inserted on the same effective date, the effective Sequence will increment to 1.
14. Allow the Action Date to default to today’s date.

**Note:** UF will not use the Joint Prog Appr or Dual Academic Program fields.

15. Allow Campus to default in.
16. Allow the Academic Load to default to full time.

**Note:** This is the approved academic load, and does not reflect the student’s actual academic load in any term.

**STEP 4: ADD A MAJOR**

1. Click on the Student Plan tab.
2. In the Academic Plan field, enter the plan code for the desired major or click the look-up icon and search for the major. In this example, the Academic Plan is the MBA in Business Administration (BUS_MBA).
Note: If you use the look-up, be sure to select the academic plan code that has a plan type of major and the appropriate degree.

3. Allow the Plan Sequence to default to 10.
4. Allow the Declare Date to default to today’s date.
5. Allow the Requirement Term to default in by leaving it blank.
6. Allow the Advisement Status to default in.
7. Verify the Degree, which will display based on the plan you select.

Note: If you selected a minor, the Degree field will be blank.

8. Verify the Degree Checkout Stat and Student Degree Nbr are blank – these will populate when the student completes the degree program.

Note: Completion term is not populated when the student graduates.

STEP 5: ENTER SUB-PLAN (CONCENTRATION) INFORMATION
1. If the student should have a concentration, click on the Student Sub-Plan tab.
2. Enter the student’s Academic Sub-Plan, if applicable, by entering the code or clicking the look-up icon and selecting the code.
3. Allow the Academic Sub-Plan Type to default in based on the academic sub-plan selected.
4. Allow the Declare Date to default to today’s date.
5. Allow the Requirement Term to default to the academic plan’s requirement term by leaving it blank.
**STEP 10: SAVE AND REVIEW WORK**

1. Click **Save**.

   ![Student Information System](image)

   **Note:** Since you just added a new record, you don’t have the option to Return to Search.

2. Go back to Student Program Plan by selecting **Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan**.

3. Allow the **ID** to pre-populate or enter the **ID** if known.

4. For the **Academic Career**, enter **Graduate**.

5. Click **Search**.

6. Click the appropriate (highest-numbered) **Career Nbr** or **stack**.

7. Verify the changes you made on the **Student Program** page.

8. Click the **Student Plan** tab.

9. Verify the student plan information

10. Click on the **Student Sub-Plan** tab.

11. If you added a sub-plan, verify that information.

12. Appropriate default degree attributes for this plan will be applied within an hour during regular business hours. Once that occurs, you may return to this stack and update the Additional Information tab if the student needs changes in this area. (See Instruction Guide “Change Attribute.”)
FOR ADDITIONAL ASSISTANCE

Technical Help
UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

Processes and Policies
Graduate School Data Management
graddata@ufl.edu