

## ADD A NEW PROGRAM/PLAN (MAJOR/DEGREE) TO A GRADUATE CAREER

This instruction guide will cover how to add a new 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.

A new Graduate Career may be added for a student in SIS when he/she wants to earn another graduate degree in their major. For instance, a student in a master’s program would like to also earn a PhD in their major. In this case, the department may add the new Graduate Career in SIS as long as the student has Active-in-Program status and the student has not missed any terms. Once the student graduates with their master’s degree you will not be able to add the PhD Career and the student will have to apply for the PhD through the Office of Admissions. In this case the registrar will add the PhD career automatically.

The following are directions to manually add a Graduate Career for a Student:

### 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**.

**Student Program/Plan Search**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

**Search** **Clear** **Basic Search** **Save Search Criteria**

### STEP 2: ADD NEW PROGRAM/PLAN

1. Click **Add** at the bottom of the screen.

Student Program/Plan Search

98765432 Albert Gator

**Current and Future Program/Plans** Personalize | Find | First 1 of 1 Last

Select	Career	Car Nbr	Effective Date	Seq	Program Status	Action Reason	Program	Institution	Academic Plan	Plan Description	Academic Sub-Plan	Sub Plan Description
<input checked="" type="checkbox"/>	GRAD	0	08/24/2015	0	Active	CONV	GREDU	UFOR	HEA_PHD	Higher Education Administratrn		

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**

Student ID 98765432

Academic Career **Graduate** ▼

Student Career Nbr

### 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.

The screenshot displays the 'Student Plan' tab for a student named Albert Gator (ID: 98765432). The student's academic career is Graduate, and the current plan is Business Administration (BUS\_MBA). The interface shows various fields for the plan, including the Plan Sequence (10), Declare Date (11/09/2017), Requirement Term (2158, Fall 2015), and Advisement Status (Include). The 'Academic Plan' field is highlighted with a red box, showing the search results for 'BUS\_MBA' and 'Business Administration'. The interface also includes navigation buttons like 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

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.

- Verify the **Degree**, which will display based on the plan you select.

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

- 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

- If the student should have a concentration, click on the **Student Sub-Plan** tab.
- Enter the student's **Academic Sub-Plan**, if applicable, by entering the **code** or clicking the **look up** icon and selecting the code.
- Allow the **Academic Sub-Plan Type** to default in based on the academic sub-plan selected.
- Allow the **Declare Date** to default to today's date.
- Allow the **Requirement Term** to default to the academic plan's requirement term by leaving it blank.

#### STEP 10: SAVE AND REVIEW WORK

- Click **Save**.

The screenshot shows the 'Student Sub-Plan' tab in the Student Information System. The form is for student Albert Gator (ID 98765432). The 'Academic Career' is Graduate, 'Student Career Nbr' is 1, and 'Car Req Term' is Fall 2015. The 'Academic Plan' is BUS\_MBA (Business Administration Major). The 'Plan Sequence' is 10, 'Declare Date' is 11/09/2017, 'Requirement Term' is 2158 (Fall 2015), and 'Advisement Status' is Include. The 'Status' is Active in Program, 'Admit Term' is Fall 2015, 'Effective Date' is 11/09/2017, 'Effective Sequence' is 0, 'Program Action' is Activate, 'Action Date' is 11/09/2017, 'Action Reason' is Add Major, and 'Academic Program' is Business. At the bottom, there are buttons for Save, Notify, Refresh, Add, Update/Display, Include History, and Correct History. A red arrow points to the Save button.

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

You may now go into the Student Career Center to check your work:

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.

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](mailto:helpdesk@ufl.edu)

### Processes and Policies

Graduate School Data Management  
[graddata@ufl.edu](mailto:graddata@ufl.edu)