ADD OR REMOVE A CONCENTRATION FOR A GRADUATE CAREER

This instruction guide will cover how to add or remove a concentration for a graduate career. A concentration is an emphasis. At the undergraduate level, it is called a sub-plan. Adding or removing a concentration is completed by Graduate Coordinators and Staff with the UF_SR_GRAD_STAFF_USER role. The Program Action is “PLNC” for Plan Change. The Action Reason is “CSUB” for Change Subplan.

NAVIGATE TO STUDENT SERVICES CENTER

1. Log into myUFL using your GatorLink username and password.
2. Navigate to NavBar > Main Menu > Student Information System > Campus Community > Student Services Center.
3. Enter the student’s UF ID, if known, or enter the student’s last and first name.
4. Click Search. If there are multiple results, click the student’s name.

5. Select the Academics tab.

6. Select the Academics Program with the Academic Plan you wish to update.
7. Click Edit Program Data.
**ADD A CONCENTRATION**

**STEP 1: ACTION CODES**

1. From the Student Program tab, select the **plus (+) sign** to add a new row.
2. Enter **PLNC** for the **Program Action**. This action is used for any plan or sub-plan change.
3. Enter **CSUB** for the **Action Reason**. This action reason is used when changing a sub-plan.

**STEP 2: REVIEW TABS**

1. Select the **Student Plan tab**.
2. Review Academic Plan information. If the student has more than one plan row, ensure that the student’s major plan is selected by using the arrows before moving on to the next step.

**STEP 3: ADD CONCENTRATION**

1. Select the Student Sub-Plan tab.
2. Select the look up icon beside Academic Sub-Plan.
4. Select the concentration. In this example, we will use Wetland Sciences (AGB_MS03).
5. Click **Save** or **OK**.

**REMOVE A CONCENTRATION**

**STEP 1: ACTION CODES**

1. From the Student Program tab, select the **plus (+) sign** to add a new row.
2. Enter **PLNC** as the **Program Action**.
3. Enter **CSUB** as the **Action Reason**.

**STEP 3: REVIEW TABS**

1. Select the **Student Plan tab**.
2. Review **Academic Plan** information. If the student has more than one plan row, ensure that the student’s major plan is selected before moving on to the next step.

**STEP 3: REMOVE CONCENTRATION**

1. Select the **Student Sub-Plan tab**.
2. Use the **arrows** to review the Academic Sub-Plans for the student.
3. Select the negative (-) sign to remove the selected concentration. In this example, we are removing the Wetland Sciences (AGB_MS03) concentration.

![Image of the Student Information System interface showing the removal of a concentration.]

4. Select **OK** when the Delete Confirmation message appears.

![Image of the Delete Confirmation message with OK and Cancel buttons.]

5. Click **Save** or **OK**.

**ADDITIONAL HELP**


For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to adding a new major or degree to a graduate career, contact Graduate School Data Management at graddata@ufl.edu.