ADD OR REMOVE A SUB-PLAN 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 Graduate 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.

Alternatively, you can do this from the Advisee Student Center. To do this, use the following Navigation:
   NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student 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 SUB-PLAN

1. Select the **Student Sub-Plan tab**.
2. Select the **look up icon** beside **Academic Sub-Plan**.
3. Select **Look Up**.
4. Select the **concentration**. In this example, we will use **Wetland Sciences** (AGB_MS03).

5. Review any warnings that pop up and click **ok**.

6. Click **Apply** and **OK**.

**REMOVE A SUB-PLAN**

**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 SUB-PLAN**

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.

4. Select **OK** when the Delete Confirmation message appears.
   Click on the Student Sub-Plan Tab and add the student’s sub-plan if the student has chosen a concentration.

5. Click **Apply** and **OK**.

### 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