ADD OR REMOVE A MINOR FOR A GRADUATE CAREER

This instruction guide will cover how add or remove a minor for a graduate career. This process 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 “AMIN” for Add a minor and “RMIN” for Remove a Minor.

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. Click on the Academics tab.
6. Select the Academic Program with the Academic Plan you wish to update.
7. Click Edit Program Data.
ADD MINOR

STEP 1: STUDENT PROGRAM TAB ACTION CODES

1. From the Student Program tab, select Include History if the button is available and unshaded.

2. Select the plus (+) sign to add a new row.

3. Enter PLNC as the Program Action. This action is used for any plan or sub-plan change.

4. Enter AMIN as the Action Reason. This action reason is used when adding a minor.

Note: The look up icon can also be used to search for the Program Action code and the Action Reason code.
STEP 2: ADD A MINOR

1. Select the Student Plan tab.
2. Click the plus (+) sign to add a new row.
3. Select the look up icon beside Academic Plan.

5. Select the new minor. In this example, we will select Accounting (ACT_GMN).

Note: Select the Academic Plan column header to sort. Notice the plan type is minor.
6. Click Save or OK.

**REMOVE MINOR**

**STEP 1: STUDENT PROGRAM TAB ACTION CODES**

1. Select the **Student Program tab**.
2. Click the **plus (+) sign** to add a new row.
3. Enter **PLNC** (Plan Change) for the Program Action.
4. Enter **RMIN** (Remove Minor) for Action Reason.

**Note**: The look up icon can also be used to search for the Program Action code and the Action Reason code.
**Student Information System**

**STEP 5: REMOVE MINOR**

1. Select the **Student Plan tab**.
2. Use the **arrows** to view all academic plans for the student and locate the one you want to remove.
3. Select the **minus (-) button** for the Academic Plan you wish to remove.

4. Click **OK** When the Delete Confirmation page appears.
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](mailto: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](mailto:graddata@ufl.edu).