ADD OR REMOVE A MINOR FOR A GRADUATE CAREER

This instruction guide will cover how to 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.

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

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**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 **Apply** and **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.
**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 message appears.
5. Click **Apply** and **OK**.

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**Student Information System**

![Student Information System screenshot]

**Prompt:** Select the **Student Plan tab**.

**Action:** Use the **arrows** to view all academic plans for the student and locate the one you want to remove.

**Command:** Select the **minus (-) button** for the Academic Plan you wish to remove.

**Confirmation:** Click **OK** When the Delete Confirmation message appears.

**Final Step:** 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