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

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.

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```

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.

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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.
4. Select **Look Up**.

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.
**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**.
### Student Information System

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Student Plan</th>
<th>Student Sub-Plan</th>
<th>Additional Information</th>
<th>Student Attributes</th>
<th>Student Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Gator</td>
<td>98765432</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Academic Career:** Graduate  
**Student Career Nbr:** 0  
**Car Req Term:** Spring 2016

<table>
<thead>
<tr>
<th>Status</th>
<th>Active in Program</th>
<th>Admit Term: Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>11/09/2017</td>
<td>Effective Sequence 2</td>
</tr>
<tr>
<td>Program Action</td>
<td>Plan Change</td>
<td>Action Date 11/09/2017</td>
</tr>
<tr>
<td>Action Reason</td>
<td>Remove Minor</td>
<td>Requirement Term: Spring 2016</td>
</tr>
<tr>
<td>Academic Program</td>
<td>AgLifeSci</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Plan:** ANS_MIS  
**Animal Sciences:** Major  
**Plan Sequence:** 10  
**Degree:** MS  
**Degree Checkout Stat:**  
**Student Degree Nbr:**  
**Completion Term:**

### 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