

## ADD OR REMOVE A MINOR PLAN IN 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.

**Student Services Center**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID: begins with

Campus ID: begins with

National ID: begins with

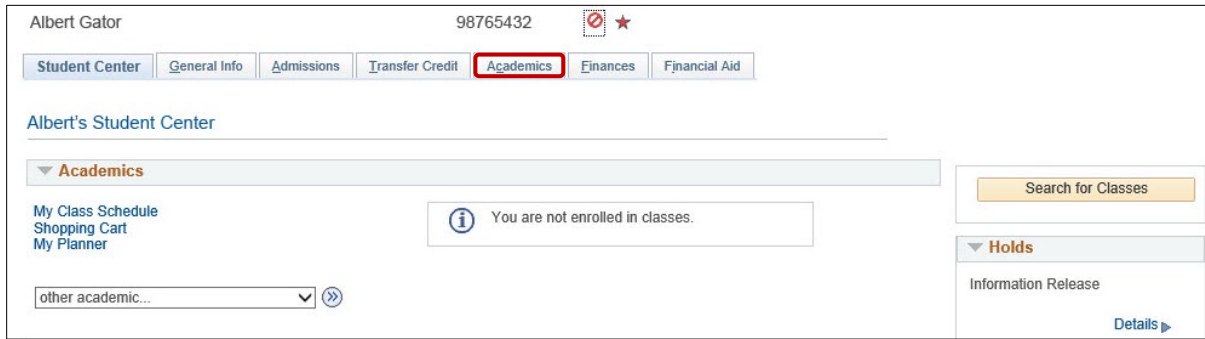
Last Name: begins with

First Name: begins with

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

5. Click on the **Academics tab**.



Albert Gator 98765432

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **[Academics](#)** | [Finances](#) | [Financial Aid](#)

Albert's Student Center

**Academics**  
 My Class Schedule  
 Shopping Cart  
 My Planner

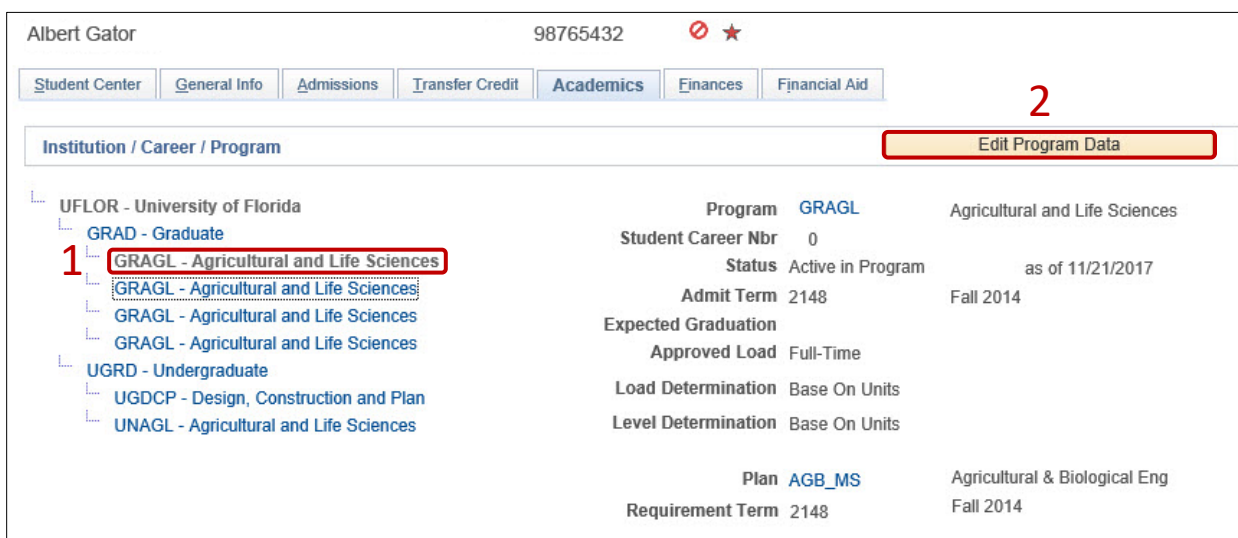
other academic...

You are not enrolled in classes.

Search for Classes

**Holds**  
 Information Release  
[Details ▶](#)

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



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Institution / Career / Program **Edit Program Data**

UFLOR - University of Florida  
   GRAD - Graduate  
     **1** **GRAGL - Agricultural and Life Sciences**  
       GRAGL - Agricultural and Life Sciences  
       GRAGL - Agricultural and Life Sciences  
       GRAGL - Agricultural and Life Sciences  
   UGRD - Undergraduate  
     UGDCP - Design, Construction and Plan  
     UNAGL - Agricultural and Life Sciences

Program **GRAGL** Agricultural and Life Sciences  
 Student Career Nbr 0  
 Status Active in Program as of 11/21/2017  
 Admit Term 2148 Fall 2014  
 Expected Graduation  
 Approved Load Full-Time  
 Load Determination Base On Units  
 Level Determination Base On Units

Plan **AGB\_MS** Agricultural & Biological Eng  
 Requirement Term 2148 Fall 2014

## 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.

Student Program		Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432				
Academic Career:	Graduate	Career Requirement Term	Student Career Nbr 0			
Status: Active in Program		*Effective Date 11/09/2017		Effective Sequence 1		
*Program Action PLNC		Action Reason AMIN		Action Date 11/09/2017		
*Academic Institution UFLO		*Academic Program GRAGL		Admissions		
*Admit Term 2161		Requirement Term 2161		From Application		
Expected Grad Term:		Last Updated On 11/02/2017 8:20:15AM		*Campus MAIN		
By UF_CONVERSION				*Academic Load Full-Time		

## 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**.

Student Program		Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432				
Academic Career:	Graduate	Student Career Nbr 0	Car Req Term: Spring 2016			
Status: Active in Program		Admit Term: Sprin 2016		Effective Date 11/09/2017		
Program Action: Plan Change		Action Reason: Add Minor		Effective Sequence 1		
Academic Program: AgLifeSci		Requirement Term: Sprin 2016		Action Date 11/09/2017		
*Academic Plan		*Plan Sequence 20		Degree:		
*Declare Date 11/09/2017		*Requirement Term		Degree Checkout Stat:		
*Advisement Status Include		Completion Term:		Student Degree Nbr		

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.

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

Status: Active in Program Admit Term: Effective Date 11/09/2017 Effective Sequence: 1

Program Action: Plan Change Action Reason: Add Minor Requirement Term: Academic Program: AgLifeSci

\*Academic Plan  \*Plan Sequence 20 \*Declare Date 11/09/2017 \*Requirement Term  \*Advisement Status Include

Look Up Academic Plan

Plan	Description	Plan Type	Degree
ABE_GMN	Agricultural & Biological Eng	Minor	(blank)
<b>ACT_GMN</b>	<b>Accounting</b>	Minor	(blank)
ADV_GMN	Advertising	Minor	(blank)
AEC_GMN	Agricultural Education & Comm	Minor	(blank)
AEC_MS	Agricultural Education & Comm	Major	MS
AEC_PHD	Agricultural Education & Comm	Major	PHD
AGB_MS	Agricultural & Biological Eng	Major	MS
AGB_PHD	Agricultural & Biological Eng	Major	PHD
AGY_GMN	Agronomy	Minor	(blank)
AGY_MS	Agronomy	Major	MS
AGY_PHD	Agronomy	Major	PHD
AMC_GMN	Animal Moleculr & Cellular Bio	Minor	(blank)

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.

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Attributes | Student Degrees

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Academic Career: Graduate Career Requirement Term Student Career Nbr 0

Find | View All First 1 of 3 Last

Status: Active in Program

\*Effective Date 11/09/2017 Effective Sequence 2

\*Program Action **PLNC** Plan Change  
 Action Reason **RMIN** Remove Minor

\*Academic Institution UFLO University of Florida  
 \*Academic Program GRAGL Agricultural and Life Sciences  
 \*Admit Term 2161 Sprin 2016  
 Requirement Term 2161 Sprin 2016

Admissions  
 From Application Application Nbr  
 Application Program Nbr 0

\*Campus MAIN Main  
 \*Academic Load Full-Time

Expected Grad Term: Last Updated On 11/09/2017 9:55:05AM

### 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.

Student Program | **Student Plan** | Student Sub-Plan | Additional Information | Student Attributes | Student Degrees

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

Find | View All First 1 of 3 Last

Status: Active in Program Admit Term: Sprin 2016  
 Effective Date 11/09/2017 Effective Sequence 2  
 Program Action: Plan Change Action Date 11/09/2017  
 Action Reason: Remove Minor Requirement Term: Sprin 2016  
 Academic Program: AgLifeSci

Find | View All First 2 of 2 Last

\*Academic Plan **ACT\_GMN** Accounting Minor **-**  
 \*Plan Sequence 20 Degree:  
 \*Declare Date 11/09/2017 Degree Checkout Stat:  
 \*Requirement Term 2161 Sprin 2016 Student Degree Nbr  
 \*Advisement Status Include Completion Term:

4. Click **OK** When the Delete Confirmation message appears.
5. Click **Apply** and **OK**.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr	0	Car Req Term:	Spring 2016
Status:			Active in Program	Admit Term:	Spring 2016
Effective Date	11/09/2017	Effective Sequence	2	Find   View All First 1 of 3 Last	
Program Action:	Plan Change	Action Date	11/09/2017		
Action Reason:	Remove Minor	Requirement Term:	Spring 2016		
Academic Program:	AgLifeSci	Find   View All First 1 of 1 Last			
*Academic Plan	ANS_MS	Animal Sciences	Major		
*Plan Sequence	10	Degree:	MS		
*Declare Date	05/04/2016	Degree Checkout Stat:			
*Requirement Term	2161	Student Degree Nbr			
*Advisement Status	Include	Completion Term:			
OK	Cancel	Apply			
Student Program   Student Plan   Student Sub-Plan   Additional Information   Student Attributes   Student Degrees   Student Diploma					

**FOR ADDITIONAL ASSISTANCE**

**Technical Help**

UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

**Processes and Policies**

Graduate School Data Management  
[graddata@ufl.edu](mailto:graddata@ufl.edu)