

## ADD OR REMOVE A SUBPLAN (CONCENTRATION) IN 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 sub-plan 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.

**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. 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.

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 Find | View All First 1 of 2 Last

\*Effective Date 11/09/2017 Effective Sequence 1

**\*Program Action** PLNC Plan Change Action Date 11/09/2017

**Action Reason** CSUB Change Subplan Joint Prog Appr:

\*Academic Institution UFLOR University of Florida

\*Academic Program GRAGL Agricultural and Life Sciences

\*Admit Term 2148 Fall 2014

Requirement Term 2148 Fall 2014

Expected Grad Term:

Last Updated On 11/02/2017 8:18:22AM \*Campus MAIN Main

By UF\_CONVERSION \*Academic Load Full-Time

## 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.

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: Fall 2014

Status: Active in Program Find | View All First 1 of 2 Last

Effective Date 11/09/2017 Admit Term: Fall 2014 Effective Sequence 1

Program Action: Plan Change Action Date 11/09/2017

Action Reason: Change Subplan Requirement Term: Fall 2014

Academic Program: AgLifeSci

Find | View All **First 1 of 1 Last**

\*Academic Plan AGB\_MS Agricultural & Biological Eng Major + -

\*Plan Sequence 10 Degree: MS

\*Declare Date 12/24/2014 Degree Checkout Stat:

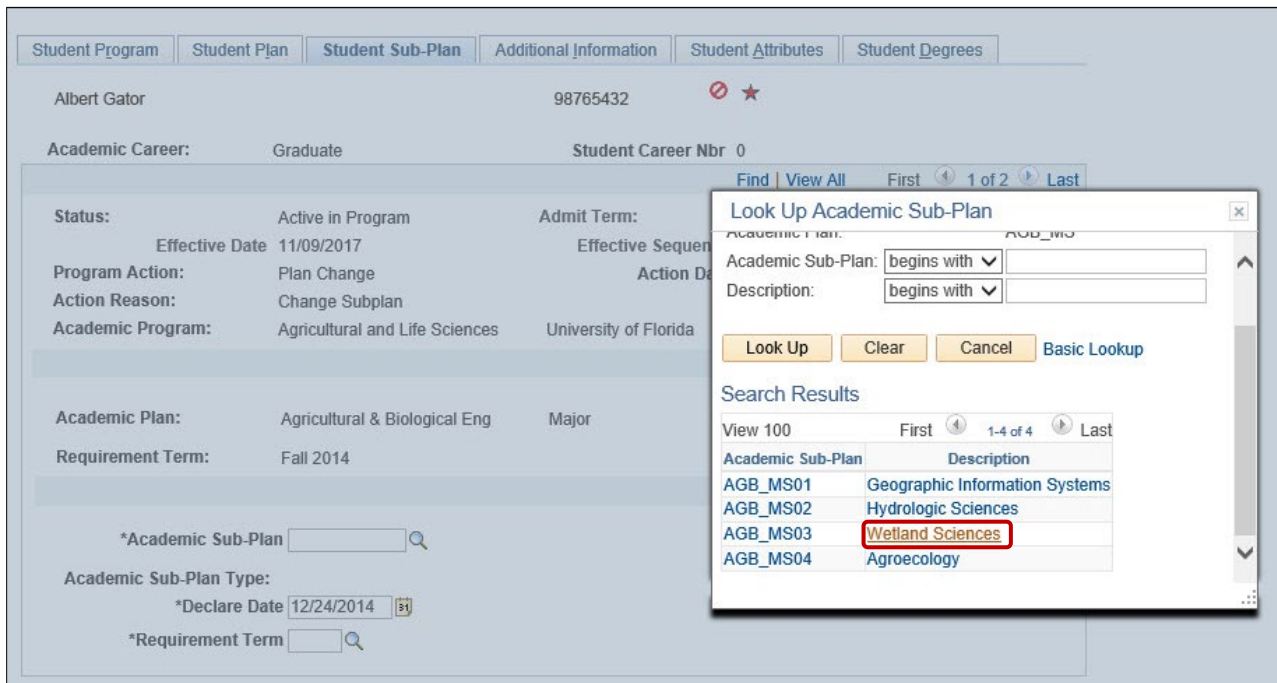
\*Requirement Term 2148 Fall 2014 Student Degree Nbr

\*Advisement Status Include  Completion Term:

## 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.

Find | View All | First 1 of 3 Last

\*Academic Sub-Plan AGB\_MS03 Wetland Sciences

Academic Sub-Plan Type: Concentration

\*Declare Date 12/24/2014

\*Requirement Term 2148 Fall 2014

3. Select the **negative (-) sign** to remove the selected concentration. In this example, we are removing the Wetland Sciences (AGB\_MS03) concentration.

Find | View All | First 1 of 3 Last

\*Academic Sub-Plan AGB\_MS03 Wetland Sciences

Academic Sub-Plan Type: Concentration

\*Declare Date 12/24/2014

\*Requirement Term 2148 Fall 2014

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.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

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

## 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)