CHANGE AN ATTRIBUTE FOR A GRADUATE CAREER

This instruction guide will cover how change an attribute for a graduate career. Attributes are details related to graduate degrees such as thesis/non-thesis, project option, or EDGE option. Changing an attribute is completed by Graduate Coordinators and Staff with the UF_SR_GRAD_STAFF_USER role. The Program Action is “DATA” for Data Change. The Action Reason is “CADI” for Change Additional Information.

STEP 1: 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. Select the Academics tab.

6. Select the Academic Program with the Academic Plan you wish to update.
7. Click Edit Program Data.
STEP 2: ACTION CODES

1. From the Student Program tab, select the plus (+) sign.

2. Select the look up icon beside Program Action.


4. Select DATA (Data Change).

5. Select the look up icon beside Action Reason.


7. Select CADI (Change Additional Information).
STEP 3: REVIEW TABS

1. Select the Student Plan tab and review information. If the student has more than one plan, ensure that the major plan is selected before moving on to the next step.
2. Select the Student Sub-Plan tab and review information.

STEP 3: CHANGE ATTRIBUTE

1. Select the Additional Information tab.
2. Locate the Attribute you wish to change under “Plan Attributes.”
3. Select the radio button for the option you wish to select (in this example, No).
4. Select Save or OK.

ADDITIONAL HELP

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or 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.