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**

   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. 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**.
3. Select **Look Up**.
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**.

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**FOR ADDITIONAL ASSISTANCE**

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352-392-HELP
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**Processes and Policies**
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