

## CHANGE AN EXISTING PROGRAM/PLAN (MAJOR/DEGREE) IN A GRADUATE CAREER

This instruction guide will cover how to update a Graduate Career by changing a student's degree within the same major. This process is completed by Graduate Coordinators and Staff in the various colleges with the **UF\_SR\_GRAD\_STAFF\_USER** role. The Program Action is PLNC for Plan Change and the Action Reason is CMAJ for changing a degree. Use these directions to update an existing active Stack when a student wants to change plans in their major. For example: a PhD student in Agronomy decides to change to the MS degree in Agronomy -or- a MS Agronomy student would like to change to the PhD in Agronomy. Please follow these directions to change the degree for a student in their major:

Step 1: Navigate to the 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**.

### STEP 2: SEARCH FOR STUDENT

1. Enter the student's **UFID**, if known, or enter the student's **last and first name**.
2. Click **Search**.

**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**

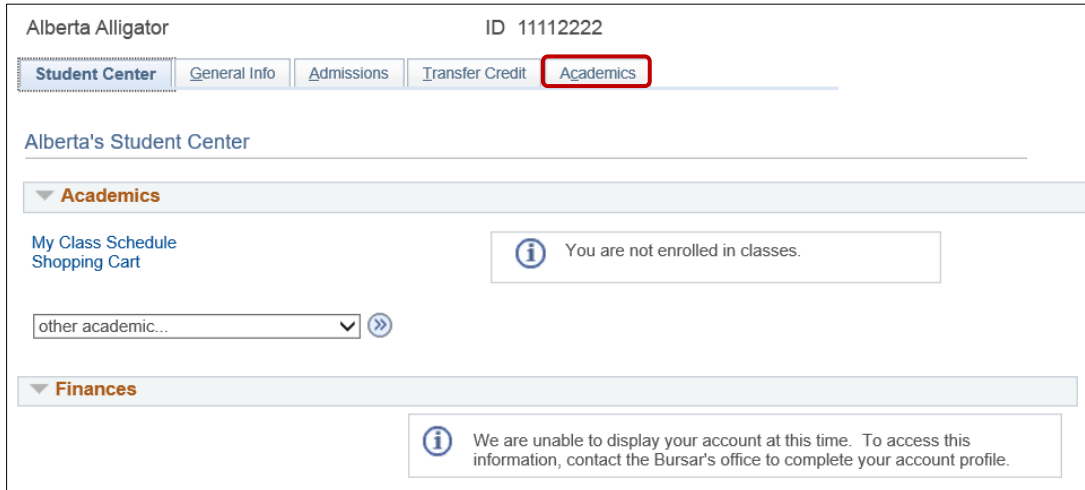
ID: begins with [text box]  
Campus ID: begins with [text box]  
National ID: begins with [text box]  
Last Name: begins with [text box]  
First Name: begins with [text box]

Case Sensitive

**Search** **Clear** Basic Search **Save Search Criteria**

**STEP 3: VERIFY STUDENT INFORMATION**

1. Select the **Academics** tab.

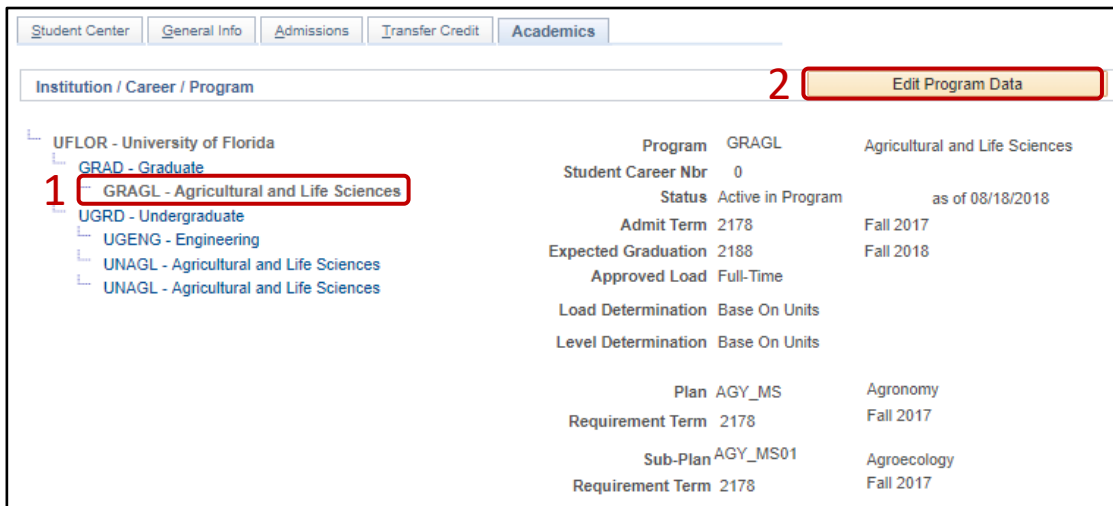


2. Verify the student's **name** and **UFID number**.
3. Verify the student is in the **Graduate** career.
4. Verify the student is in the expected Academic Program.
5. Verify the student is in **Active** status. The Status should state "**Active in Program.**"

**Note:** If the student is not in Active status, the student should be referred to Admissions or the Registrar's Office for further action.

**STEP 4: EDIT MODE**

1. Select the **Academic Program** you wish to change.
2. Select **Edit Program Data**.



Institution / Career / Program			2	Edit Program Data
UFLOR - University of Florida	Program	GRAGL	Agricultural and Life Sciences	
GRAD - Graduate	Student Career Nbr	0		
1 GRAGL - Agricultural and Life Sciences	Status	Active in Program	as of 08/18/2018	
UGRD - Undergraduate	Admit Term	2178	Fall 2017	
UGENG - Engineering	Expected Graduation	2188	Fall 2018	
UNAGL - Agricultural and Life Sciences	Approved Load	Full-Time		
UNAGL - Agricultural and Life Sciences	Load Determination	Base On Units		
	Level Determination	Base On Units		
	Plan	AGY_MS	Agronomy	
	Requirement Term	2178	Fall 2017	
	Sub-Plan	AGY_MS01	Agroecology	
	Requirement Term	2178	Fall 2017	

**STEP 5: COMPLETE THE FOLLOWING FIELDS ON THE STUDENT PROGRAM TAB**

1. Select the **plus (+) sign** to add a new “Effective Dated” row.
2. Allow the **Effective Date** field to default to today’s date.
3. Update the **Program Action** to **PLNC** for Plan Change.
4. Update the **Action Reason** to **CMAJ** since the student is changing a major.

**Note:** You can also use the look up icon (magnifying glass) to select program action and action reason.

The screenshot shows the 'Student Program Tab' in the Student Information System. The form is for a Graduate student with Student Career Nbr 0. The status is 'Active in Program'. The effective date is 10/01/2018. The program action is 'PLNC' and the action reason is 'CMAJ'. The academic institution is 'UFLOR' (University of Florida) and the academic program is 'GRAGL' (Agricultural and Life Sciences). The admit term is '2178' (Fall 2017) and the requirement term is '2178' (Fall 2017). The expected grad term is '2188' (Fall 2018). The last updated on date is 08/18/2018 at 2:18:09PM. The campus is 'MAIN' and the academic load is 'Full-Time'. The effective sequence is 1. Red boxes and numbers highlight the '+ -' button (1) and the 'Program Action' and 'Action Reason' fields (2).

5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** as displayed. It should be the student’s current college.
7. Leave the **Admit Term**.
8. Leave the **Requirement Term**.
9. Leave the **Expected Grad Term**. This will be populated by the Registrar’s Office.

**Note:** This will be populated by the graduation processing process.

10. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.
11. Allow the **Action Date** to default to today’s date.

**WARNING: Do Not Click on “APPLY” and “OK” here. This will complete the process without you having a chance to change the plan.**

## STEP 7: CHANGING A STUDENT'S MAJOR OR PLAN

1. Select the **Student Plan** tab.
2. **Warning: Do not click on the plus sign on the right. Doing so will add another plan to the Career. Instead you want to change the current plan.**
3. Click on the **lookup icon** beside Academic Plan and select the **major plan code**.

**Note:** if you don't know the code, you can click the lookup button and sort based on the column header. If you click the View All link, you will see the student's plan history through all effective dates.

Academic Career: Graduate Student 0 Car Req Term: Fall 2017  
 Career Nbr

Find | View All First 1 of 4 Last

Status: Active in Program Admit Term: Fall 2017  
 Effective Date: 10/01/2018 Effective Sequence: 1

Program Action: Plan Change Action Date: 10/01/2018  
 Action Reason: Change Major Requirement Term: Fall 2017  
 Academic Program: AgLifeSci

Find | View All First 1 of 1 Last

\*Academic Plan AGY\_MS  Agronomy Major

\*Plan Sequence 10 Degree: MS

\*Declare Date 08/21/2017 Degree Checkout Stat:

\*Requirement Term 2178  Fall 2017 Student Degree Nbr

\*Advisement Status Include  Completion Term:

Academic Career: Graduate

Status: Active in Program Admit Term: Fall 2017  
 Effective Date: 10/01/2018 Effective Sequence: 1

Program Action: Plan Change Action Date: 10/01/2018  
 Action Reason: Change Major Requirement Term: Fall 2017  
 Academic Program: AgLifeSci

\*Academic Plan AGY\_MS  Agronomy Major

\*Plan Sequence 10 Degree: MS

\*Declare Date 10/01/2018 Degree Checkout Stat:

\*Requirement Term 2178  Fall 2017 Student Degree Nbr

\*Advisement Status Include  Completion Term:

Look Up Academic Plan

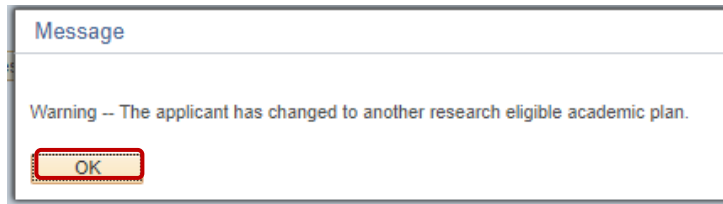
Academic Institution: UFLO  
 Academic Program: GRAGL  
 Academic Plan: begins with

Search Results

View 100 First 1-189 of 189 Last

Academic Plan	Description	Academic Plan Type	Degree
ABE_GMN	Agricultural & Biological Eng	Minor	(blank)
ACT_GMN	Accounting	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
<b>AGB_MS</b>	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)
AMC_MS	Animal Moleculr & Cellular Bio	Major	MS

- Click **OK** when and if this error message pops up.



- Allow the **Requirement Term** to default in.
- Allow the **Advisement Status** to default in.
- Verify the **Degree**, which will display based on the plan you select.

**Note:** Continue if the student wishes to add a Subplan to the new Plan.

## STEP 8: SELECT A STUDENT'S SUB-PLAN

- Select the **Student Sub-Plan** tab.  
Use the look up icon to select the **Academic Sub-Plan**, if applicable.

## STEP 9: SAVE AND REVIEW YOUR WORK

- Select the **Student Program** tab.
- Click **Apply** and **OK**.

- Go back and verify the changes you made on the **Student Program** page.

The screenshot shows the 'Academics' tab in the Student Information System. The left sidebar lists the navigation path: UFLOR - University of Florida > GRAD - Graduate > GRAGL - Agricultural and Life Sciences. The main content area displays the following details:

Institution / Career / Program	Edit Program Data	
Program	GRAGL	Agricultural and Life Sciences
Student Career Nbr	0	
Status	Active in Program	as of 10/01/2018
Admit Term	2178	Fall 2017
Expected Graduation	2188	Fall 2018
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	AGB MS	Agricultural & Biological Eng
Requirement Term	2178	Fall 2017

**Note:** Please be aware of the following when you do a Plan Change to an existing student’s Plan (Major/degree):

- Requirement Term (or catalog year) will default to what it was for the Career before you updated the plan. If that is the incorrect Requirement Term for the new Plan, you must change it by following the directions for changing a student’s requirement term.
- The degree attributes will default to what they were for the previous plan before you made the update to a new one. Degree Attributes will not change to those that should be set for the new Plan. You must go back and update the degree attributes to make sure they are correct for that specific new Academic Plan (major/degree). For instance, if you do a plan change for a student in a Master program working on a Thesis to a Master program that does not require a thesis, you must go back and update the attribute to thesis = No.
- You can always check the plan attributes without making changes. Search for the student, choose the Academic Plan, click on the “Edit Program Data” Button, click on the “Additional Information” tab, then view what is set for the attributes. To leave the page without making or saving any changes click on “Cancel”. You will not be able to make any changes here.

## 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)