CHANGE A GRADUATE CAREER -GRADUATE

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.
STEP 3: VERIFY STUDENT INFORMATION

1. Select the Academics tab.

![Academics Tab Example](image)

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.
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.

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

5. Allow the **Requirement Term** to default in.
6. Allow the **Advisement Status** to default in.
7. 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**

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

2. **STEP 9: SAVE AND REVIEW YOUR WORK**
   1. Select the **Student Program** tab.
   2. Click **Apply** and **OK**.
3. Go back and verify the changes you made on the **Student Program** page.

![Student Program](image)

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

1. **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.

2. 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.

3. 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

**Processes and Policies**
Graduate School Data Management
graddata@ufl.edu

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Student Information System

Office of Human Resources
University of Florida, Gainesville, FL 32611