



INACTIVATE AN OLD MAJOR OR DEGREE IN A GRADUATE CAREER

This instruction guide will cover how to inactivate an old major or degree in a graduate career. 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 "DISC" for discontinuation. The Action Reason is "RMAJ" for Remove Major.

Note that this process should only be followed if the student will still have at least one active Graduate career stack (for instance, if the student is moving from one degree to another).

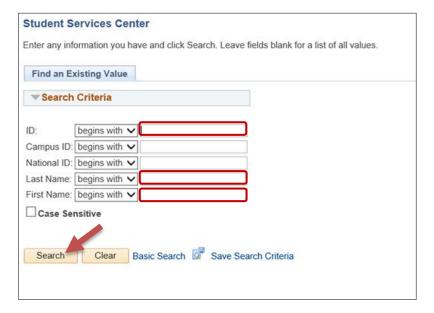
STEP 1: NAVIGATE TO STUDENT SERVICES CENTER

- 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.

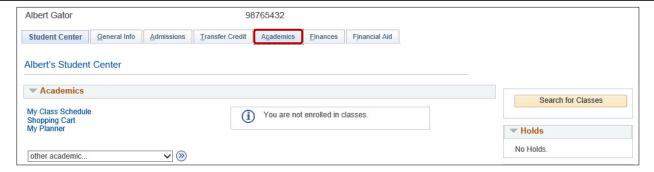


5. Select the Academics tab.

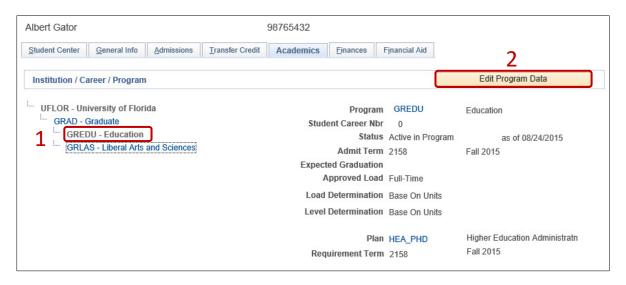
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- 6. Select the Academic Program with the Academic Plan you wish to update.
- 7. Click Edit Program Data.



STEP 2: INACTIVATE MAJOR

1. Review the Student Program and Student Plan tabs to make sure you are inactivating the correct major/degree plan.

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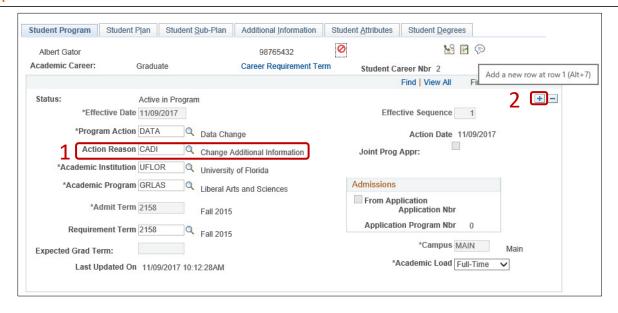
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2. Select the plus (+) sign to add a row.

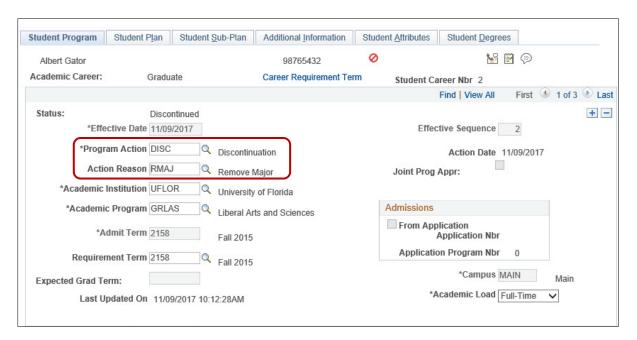








- 3. Select the look up icon beside Program Action to select DISC for Discontinuation.
- 4. Select Look Up.
- 5. Select **DISC** for Discontinuation.
- 6. If a warning flag regarding tuition appears, select OK.
- 7. Select the **look up icon** beside Action Reason
- 8. Select Look Up.
- 9. Select RMAJ for Remove Major.

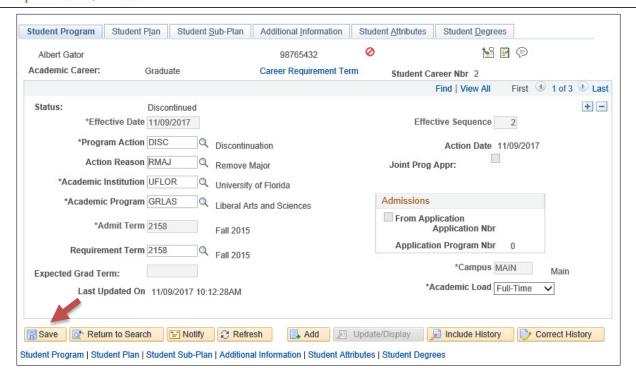


STEP 10: SAVE AND REVIEW WORK

1. Click Save or OK.







- 2. Go back to Student Program Plan by selecting Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan.
- 3. Allow the **ID** to pre-populate or enter the **ID** if known.
- 4. For the Academic Career, enter Graduate.
- 5. Click Search.
- 6. Verify that you have inactivated the major properly.

FOR ADDITIONAL ASSISTANCE

Technical Help UF Computing Help Desk 352-392-HELP helpdesk@ufl.edu Processes and Policies
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graddata@ufl.edu

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