

INACTIVATE AN OLD MAJOR OR DEGREE IN A GRADUATE CAREER

This instruction guide will cover how to deactivate 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.

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

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

5. Select the **Academics tab**.

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[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **[Academics](#)** | [Finances](#) | [Financial Aid](#)

Albert's Student Center

Academics
 My Class Schedule
 Shopping Cart
 My Planner

other academic...

Academics

i You are not enrolled in classes.

Holds

No Holds.

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

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Institution / Career / Program

UFLOR - University of Florida
 GRAD - Graduate
1 **GREDU - Education**
 GRLAS - Liberal Arts and Sciences

2

Program	GREDU	Education
Student Career Nbr	0	
Status	Active in Program	as of 08/24/2015
Admit Term	2158	Fall 2015
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	HEA_PHD	Higher Education Administratrn
Requirement Term	2158	Fall 2015

STEP 2: INACTIVATE MAJOR

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

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Attributes | Student Degrees

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Academic Career: Graduate Career Requirement Term Student Career Nbr 2

Find | View All First 1 of 3 Last

Status: Discontinued

*Effective Date 11/09/2017 Effective Sequence 2

*Program Action DISC Discontinuation Action Date 11/09/2017

Action Reason RMAJ Remove Major Joint Prog Appr:

*Academic Institution UFLOR University of Florida

*Academic Program GRLAS Liberal Arts and Sciences

*Admit Term 2158 Fall 2015

Requirement Term 2158 Fall 2015

Expected Grad Term:

Last Updated On 11/09/2017 10:12:28AM

Admissions

From Application Application Nbr

Application Program Nbr 0

*Campus MAIN Main

*Academic Load Full-Time

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Attributes | Student Degrees

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

Graduate School Data Management
graddata@ufl.edu

