**REVIEW GRADUATE STACK**

This instruction guide will cover how to review parts of the graduate stack, including information contained in the Student Program, Student Plan, Student Sub-Plan, Additional Information, Student Attributes, and Student Degrees tabs. This overview will be helpful for Graduate Advisors with the **UF_SR_GRAD_STAFF_USER** role.

**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**.
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](image)

5. Select the **Academics** tab.

![Academics tab](image)

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

1. Review **Academic Career**. In this example, the student is in the Graduate Career.

2. Review **Student Career Number**. In this example, it is 0 which means there are no additional career numbers (program/plan stacks) within the Graduate career for this student. The Student Career Number starts at 0 and increases by 1 for each additional program/plan stack within the career.

3. Review **Status**. This should state “Active in Program.”

4. Select **Include History** to Review all Student Program information, if this button appears and is unshaded. In this example, the student has 3 effective dates.

5. Use the **arrows** to scroll through and view.
6. Review **Effective Date**. This will show when the student was first activated and when any additional action changes were made, using the arrows to view any additional effective dates. The most recent change is the first row that appears, going backwards to the initial activation row.

7. Review **Program Action**. This shows what type of change was made to the Academic Program.

8. Review **Action Reason**. This provides additional information regarding the type of change.

9. Review **Academic Institution**. This is always UFLOR, University of Florida.

10. Review **Academic Program**. This is the unit or college that certifies the degree. In this example, it is GRAGL-Agricultural and Life Sciences.

11. Review **Admit Term**. This is when the student was first admitted to the Graduate School, but not necessarily when the student began pursuing this particular degree program. (To see that date, use the arrows to find the earliest effective-dated row.)

12. Review **Requirement Term**. This is used in determining the requirements applied in the student’s degree audits, if departmental degree audits have been configured for this program/plan. This is usually the same as the Admit Term.

13. Review **Expected Grad Term**. This is usually not populated. It will be populated if the student has applied to graduate.
STUDENT PLAN TAB

1. Select the **Student Plan tab**.
2. Review the number of **plans**. In this example, the student has 2 plans. The arrows can be used to navigate between them.
3. Review the Academic Plan and Degree.

**Note:** In this example, the student has a Major of Agricultural & Biological Engineering (AGB_MS) and a degree of MS.

![Academic Plan and Degree](image)

**Note:** In this example, the student also has a Minor in Chemistry (CHY_GMN).

![Minor in Chemistry](image)

**STUDENT SUB-PLAN TAB**

1. Select the **Student Sub-Plan tab**.
2. Review **Academic Plan**. In this example, we are looking at the student’s Agricultural & Biological Engineering Major.
3. Review **Academic Sub-Plan(s)**. In this example, there are 2.
4. Click **View All** to view all sub-plans. In this example, the student has concentrations in both Geographic Information Systems (AGB_MS01) and Hydrologic Sciences (AGB_MS02)

![Student Sub-Plan](image)

**ADDITIONAL INFORMATION**

Training and Organizational Development  
Office of Human Resources  
University of Florida, Gainesville, FL 32611  
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Page 5 of 7
1. Select the **Additional Information** tab.
2. Review **Plan Attributes** for student.

**Note:** Some of these fields will be editable, some will not. Examples of attributes include: Distance Learning Degree, Thesis/Dissertation Degree, or Non-Traditional Degree.

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**STUDENT DEGREES**

1. Select **Student Degrees** tab.
2. Review Degree Checkout Status. This will be populated if the student has applied for graduation or if the degree has been awarded. If the student had graduated, it would show “Status Completed.”
ADDITIONAL HELP


For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to adding a new major or degree to a graduate career, contact Graduate School Data Management at graddata@ufl.edu.