

## REVIEW A PROGRAM/PLAN (MAJOR/DEGREE) IN A GRADUATE CAREER

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**

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.

Albert Gator 98765432

**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...

**You are not enrolled in classes.**

**Search for Classes**

**Holds**  
No Holds.

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

Albert Gator 98765432

Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Institution / Career / Program **Edit Program Data**

UFLOR - University of Florida  
GRAD - Graduate  
**GRAGL - Agricultural and Life Sciences**

Program GRAGL Agricultural and Life Sciences  
Student Career Nbr 0  
Status Active in Program as of 11/28/2017

### 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**.”

Albert Gator 98765432

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

Academic Career: Graduate Career Requirement Term **Student Career Nbr 0**

Status: Active in Program

\*Effective Date 11/09/2017 Effective Sequence 2

\*Program Action PLNC Plan Change Action Date 11/09/2017

Action Reason CSUB Change Subplan Joint Prog Appr:

\*Academic Institution UFLOR University of Florida

\*Academic Program GRAGL Agricultural and Life Sciences

\*Admit Term 2148 Fall 2014

Requirement Term 2148 Fall 2014

Expected Grad Term:

Last Updated On 11/09/2017 10:01:01AM

Admissions  
 From Application  
Application Nbr  
Application Program Nbr 0

\*Campus MAIN Main

\*Academic Load Full-Time

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

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

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.

<b>Student Program</b>	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Career Requirement Term	Student Career Nbr 0		
Find   View All First 1 of 3 Last					
Status:	Active in Program <span style="float: right;">+ -</span>				
*Effective Date	11/09/2017	Effective Sequence	2		
*Program Action	PLNC	Plan Change	Action Date	11/09/2017	
Action Reason	CSUB	Change Subplan	Joint Prog Appr:	<input type="checkbox"/>	
*Academic Institution	UFLOR	University of Florida	<b>Admissions</b> <input type="checkbox"/> From Application Application Nbr Application Program Nbr 0		
*Academic Program	GRAGL	Agricultural and Life Sciences			
*Admit Term	2148	Fall 2014	*Campus	MAIN Main	
Requirement Term	2148	Fall 2014	*Academic Load	Full-Time	
Expected Grad Term:					
Last Updated On 11/09/2017 10:01:01AM					
Save  Return to Search  Notify  Refresh  Add  Update/Display  Include History  Correct History					
<a href="#">Student Program</a>   <a href="#">Student Plan</a>   <a href="#">Student Sub-Plan</a>   <a href="#">Additional Information</a>   <a href="#">Student Attributes</a>   <a href="#">Student Degrees</a>					

### 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.

<b>Student Program</b>	<b>Student Plan</b>	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr	0	Car Req Term:	Fall 2014
Find   View All First 1 of 3 Last					
Status:	Active in Program		Admit Term:	Fall 2014	
Effective Date	11/09/2017		Effective Sequence	2	
Program Action:	Plan Change		Action Date	11/09/2017	
Action Reason:	Change Subplan		Requirement Term:	Fall 2014	
Academic Program:	AgLifeSci				
Find   View All First 1 of 2 Last					
*Academic Plan	AGB_MS	Agricultural & Biological Eng	Major	<span style="float: right;">+ -</span>	
*Plan Sequence	10	Degree:	MS		
*Declare Date	12/24/2014	Degree Checkout Stat:			
*Requirement Term	2148	Student Degree Nbr			
*Advisement Status	Include	Completion Term:			

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.

Find   View All		First	1 of 2	Last
*Academic Plan	AGB_MS	Agricultural & Biological Eng	Major	+ -
*Plan Sequence	10	Degree:	MS	
*Declare Date	12/24/2014	Degree Checkout Stat:		
*Requirement Term	2148	Student Degree Nbr		
*Advisement Status	Include	Completion Term:		

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

Find   View All		First	2 of 2	Last
*Academic Plan	CHY_GMN	Chemistry	Minor	+ -
*Plan Sequence	20	Degree:		
*Declare Date	11/09/2017	Degree Checkout Stat:		
*Requirement Term	2148	Student Degree Nbr		
*Advisement Status	Include	Completion Term:		

**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)

*Academic Sub-Plan	AGB_MS01	Geographic Information Systems	+ -
Academic Sub-Plan Type:	Concentration		
*Declare Date	12/24/2014		
*Requirement Term	2148	Fall 2014	
*Academic Sub-Plan	AGB_MS02	Hydrologic Sciences	+ -
Academic Sub-Plan Type:	Concentration		
*Declare Date	12/24/2014		
*Requirement Term	2148	Fall 2014	

**ADDITIONAL INFORMATION**

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.

The screenshot shows the 'Additional Information' tab for student Albert Gator (ID: 98765432). The 'Academic Career' is 'Career Requirement Term' with 'Student Career Nbr 0'. Under 'Program Data', the 'Academic Program' is 'GRAGL Agricultural and Life Sciences'. The 'Program Attributes' section is empty. Under 'Academic Plan', the 'Academic Plan' is 'AGB\_MS Agricultural & Biological Eng'. The 'Plan Attributes' section is highlighted with a red rounded rectangle and contains three entries:

- 3/2 Combined Program**: Attribute dropdown, radio buttons for Yes/No (No is selected), and 'Show in Student SS' checkbox (checked).
- 4/1 Combined Prog-Same Field**: Attribute dropdown, radio buttons for Yes/No (Yes is selected), and 'Show in Student SS' checkbox (checked).
- Grad - Co-Major Degree**: Attribute dropdown, radio buttons for Yes/No (No is selected), and 'Show in Student SS' checkbox (checked).

## 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."

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432		⊘ ★	
Academic Career Graduate		Student Career Nbr 0			
Find   View All First 1 of 3 Last					
Status	Active in Program	Admit Term	Fall 2014		
Effective Date	11/09/2017	Effective Sequence	2		
Program Action	Plan Change	Action Date	11/09/2017		
Action Reason	Change Subplan				
Academic Program	Agricultural and Life Sciences				
Requirement Term	Fall 2014				
Degree Checkout Stat	<ul style="list-style-type: none"> <li>Applied for Graduation</li> <li>Approved</li> <li>Degree Awarded</li> <li>Denied</li> <li>Eligible for Graduation</li> <li>Needs to Finish Pending Work</li> <li>Program in Review</li> <li>Withdrawn</li> </ul>				Update Degrees
Completion Term					Degree GPA
Degree Honors 1					<input type="text"/>
Degree Honors 2					

**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)