STUDENT SERVICES CENTER

This instruction guide will cover how to navigate to the Student Services Center and view information about an individual student.

NAVIGATION

1. Log in using your GatorLink username and password.
2. Navigate to Main Menu > Student Information System > Campus Community > Student Services Center.
3. Enter the UF ID of the student, if known, or enter the last name and the first name of the student.
4. Click Search.

STUDENT CENTER TAB

This tab includes information related to academics, finances, personal information, to do items, milestones, enrollment dates, and advisor information.

- Academics Section: Provides links to the student’s current schedule and other academic information.
  - Click My Class Schedule to view a student’s schedule in terms other than the current term.
  - Shopping Cart, My Planner, and Communication Center will not be used.
  - Click Other Academic drop-down to navigate to the student’s grades if available, course history, and transfer credit information.

  **Note:** After viewing a student’s grades, click Cancel to be returned to the Student Services Center.

- Finances Section: Allows you to view summary information on the student’s billing information. You will not be able to view detailed billing or financial aid information unless you have the appropriate security.

- Personal Information Section: Contains contact information such as addresses, email and phone number information.
Click Demographic Data to provide additional demographic information.

- Holds Section. A list all of the student’s outstanding holds.

  **Note:** Service Indicators is the Campus Solutions term for holds. These terms refer to the same information.

- To Do List Section: A list of items that are outstanding for the student to complete.
- Milestones Section: Includes items such as thesis/dissertation or other non-course requirements that apply to the student.
- Enrollment Dates: Provides the enrollment appointment for the student.
- Advisor Section: Will list the student’s advisor(s) and contact information.

  **Note:** Click Details link if you want to contact the student’s advisor.

**GENERAL INFORMATION TAB**

This tab includes more information on service indicators, check lists, and student groups.

- Click on the links at the top of the page or **scroll down** to see all information.
• If there are buttons available, and you have the appropriate security, you can edit information on the student by clicking on that button. For example, if you have the ability to update a service indicator, click the **Edit Service Indicators** button and make the necessary changes.

![Image of Student Information System](image)

• Click **Cancel** to be returned to the Student Services Center.

![Image of Edit Service Indicators](image)

**ACADEMICS TAB**

This tab allows you to view the student’s Career, Program, and Plan information and view the status of the student in that program.

• Click the **Program link** on the far left of the screen to view details related to the student’s program and plan on the right side do the page.
• Review **Student Career Nbr.** If a Graduate student has been in multiple majors throughout his/her graduate career, you will see a career number greater than 0.

• Review **Approved Load.** The approved load indicates that the student has been approved to pursue this program either full time or part time. It does not reflect the student’s actual computed academic load in a term.

• Review **Load Determination.** This is the method by which the student’s academic load will be calculated.

• Review **Level Determination.** This is the method by which students will advance to the next academic level.

• Review **Requirement Term.** This is the catalog year for the student’s program.

• Click **Edit Program Data** to make changes to the student’s program/plan. Updates may include changes in major, minor, concentration, or requirement term. After making the changes, click **OK** to return to the Student Services Center.
**Note:** Although all users will have the Edit Program Data button, only those with the appropriate security will be able to change data.

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### ADDITIONAL HELP

Further resources are available at:

http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/.

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

For assistance with processes or policies related to adding, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or registrarhelp-l@lists.ufl.edu. You can also visit https://registrar.ufl.edu/contacts.
ADD A NEW MAJOR OR DEGREE TO GRADUATE CAREER

This instruction guide will cover how to add a new major or degree to a graduate career. This is performed by Graduate Coordinators and Staff in the various colleges with the UF_SR_GRAD_STAFF_USER role. The Program Action is “ACTV” since you are activating the student in a new career number/stack. The Action Reason is “AMAJ” for Add a Major.

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

1. Log into myUFL using your GatorLink username and password.
2. Navigate to NavBar > Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan Search
3. Enter the student’s UF ID, if known.
4. Click Search.

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STEP 2: ADD NEW PROGRAM/PLAN

1. Click Add at the bottom of the screen.
2. Allow the Academic Career to pre-populate. If the field is blank, select Graduate from the drop-down menu.
3. Click OK.

**Student Program/Plan Search - Add**

```
Student ID   98765432
Academic Career   Graduate
Student Career Nbr   1
```

**STEP 3: STUDENT PROGRAM TAB**

1. Verify the student’s name and UFID number.
2. Verify the student is in the Graduate career.
3. Make a note of the Student Career Nbr.
4. Allow the Status to default to Active in Program.
5. Allow the Effective Date field to default to today’s date.
6. Update the Program Action to ACTV since you are activating the student in a new career number/stack.
7. Update the Action Reason to AMAJ for adding a major.

8. Allow the Academic Institution to default to UFLOR.
9. **Enter the Academic Program.**

   **Note:** Use the look up icon beside Academic Program to search.

   ![Student Information System](image)

10. Allow the **Admit Term** to default in.
11. Allow the **Requirement Term** to default from the Admit Term.

   **Note:** The requirement term determines the catalog year that will be used in the student’s degree audit for any departmental degree audit requirements.

12. Leave the **Expected Grad Term** blank.
13. Allow the **Effective Sequence** to default to 0. If another action is inserted on the same effective date, the effective sequence will increment to 1.
14. Allow the **Action Date** to default to today’s date.

   **Note:** UF will not use the Joint Prog Appr or Dual Academic Program fields.

15. Allow **Campus** to default in.
16. Allow the **Academic Load** to default to **full time**.

   **Note:** This is the approved academic load, and does not reflect the student’s actual academic load in any term.

**STEP 4: ADD A MAJOR**

1. Click on the **Student Plan** tab.
2. In the **Academic Plan** field, enter the **plan code** for the desired major or click the **look-up** icon and search for the major. In this example, the Academic Plan is the MBA in Business Administration (BUS_MBA).
Note: If you use the look-up, be sure to select the academic plan code that has a plan type of major and the appropriate degree.

3. Allow the Plan Sequence to default to 10.
4. Allow the Declare Date to default to today’s date.
5. Allow the Requirement Term to default in by leaving it blank.
6. Allow the Advisement Status to default in.
7. Verify the Degree, which will display based on the plan you select.

Note: If you selected a minor, the Degree field will be blank.

8. Verify the Degree Checkout Stat and Student Degree Nbr are blank – these will populate when the student completes the degree program.

Note: Completion term is not populated when the student graduates.

STEP 5: ENTER SUB-PLAN (CONCENTRATION) INFORMATION
1. If the student should have a concentration, click on the Student Sub-Plan tab.
2. Enter the student’s Academic Sub-Plan, if applicable, by entering the code or clicking the look-up icon and selecting the code.
3. Allow the Academic Sub-Plan Type to default in based on the academic sub-plan selected.
4. Allow the Declare Date to default to today’s date.
5. Allow the Requirement Term to default to the academic plan’s requirement term by leaving it blank.
STEP 10: SAVE AND REVIEW WORK

1. Click **Save**.

![Image of Student Information System interface](image)

**Note**: Since you just added a new record, you don’t have the option to **Return to Search**.

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. Click the appropriate (highest-numbered) **Career Nbr** or **stack**.
7. Verify the changes you made on the **Student Program** page.
8. Click the **Student Plan** tab.
9. Verify the student plan information
10. Click on the **Student Sub-Plan** tab.
11. If you added a sub-plan, verify that information.
12. Appropriate default degree attributes for this plan will be applied within an hour during regular business hours. Once that occurs, you may return to this stack and update the Additional Information tab if the student needs changes in this area. (See Instruction Guide “Change Attribute.”)
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
ADD OR REMOVE A CONCENTRATION FOR A GRADUATE CAREER

This instruction guide will cover how to add or remove a concentration for a graduate career. A concentration is an emphasis. At the undergraduate level, it is called a sub-plan. Adding or removing a concentration is completed by Graduate Coordinators and Staff with the UF_SR_GRAD_STAFF_USER role. The Program Action is “PLNC” for Plan Change. The Action Reason is “CSUB” for Change Subplan.

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

![Student Information System](image)

**ADD A CONCENTRATION**

**STEP 1: ACTION CODES**

1. From the Student Program tab, select the plus (+) sign to add a new row.
2. Enter PLNC for the Program Action. This action is used for any plan or sub-plan change.
3. Enter CSUB for the Action Reason. This action reason is used when changing a sub-plan.
**STEP 2: REVIEW TABS**

1. Select the **Student Plan tab**.
2. Review **Academic Plan** information. If the student has more than one plan row, ensure that the student’s major plan is selected by using the arrows before moving on to the next step.

**STEP 3: ADD CONCENTRATION**

1. Select the **Student Sub-Plan tab**.
2. Select the **look up icon** beside **Academic Sub-Plan**.
3. Select **Look Up**.
4. Select the **concentration**. In this example, we will use Wetland Sciences (AGB_MS03).

5. Click **Save** or **OK**.

**REMOVE A CONCENTRATION**

**STEP 1: ACTION CODES**

1. From the Student Program tab, select the **plus (+) sign** to add a new row.
2. Enter **PLNC** as the **Program Action**.
3. Enter **CSUB** as the **Action Reason**.

**STEP 3: REVIEW TABS**

1. Select the **Student Plan tab**.
2. Review **Academic Plan** information. If the student has more than one plan row, ensure that the student’s major plan is selected before moving on to the next step.

**STEP 3: REMOVE CONCENTRATION**

1. Select the **Student Sub-Plan tab**.
2. Use the **arrows** to review the Academic Sub-Plans for the student.
3. Select the **negative (-) sign** to remove the selected concentration. In this example, we are removing the Wetland Sciences (AGB_MS03) concentration.

4. Select **OK** when the Delete Confirmation message appears.

5. Click **Save** or **OK**.

**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
ADD OR REMOVE A MINOR FOR A GRADUATE CAREER

This instruction guide will cover how to add or remove a minor for a graduate career. This process is completed by Graduate Coordinators and Staff with the UF_SR_GRAD_STAFF_USER role. The Program Action is “PLNC” for Plan Change. The Action Reason is “AMIN” for Add a minor and “RMIN” for Remove a Minor.

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

```
[Image of UI showing academic program and steps]
```

## ADD MINOR

### STEP 1: STUDENT PROGRAM TAB ACTION CODES
1. From the Student Program tab, select **Include History** if the button is available and unshaded.

```
[Image of UI showing student program tab and steps]
```

2. Select the **plus (+) sign** to add a new row.
3. Enter **PLNC** as the Program Action. This action is used for any plan or sub-plan change.
4. Enter **AMIN** as the Action Reason. This action reason is used when adding a minor.
**Note:** The look up icon can also be used to search for the Program Action code and the Action Reason code.

---

**STEP 2: ADD A MINOR**

1. Select the **Student Plan tab**.
2. Click the **plus (+) sign** to add a new row.
3. Select the **look up icon** beside Academic Plan.
4. Select **Look Up**.
5. Select the new **minor**. In this example, we will select Accounting (ACT_GMN).
6. Click **Save** or **OK**.

**REMOVE MINOR**

**STEP 1: STUDENT PROGRAM TAB ACTION CODES**

1. Select the **Student Program tab**.
2. Click the **plus (+) sign** to add a new row.
3. Enter **PLNC** (Plan Change) for the Program Action.
4. Enter **RMIN** (Remove Minor) for Action Reason.

**Note**: The look up icon can also be used to search for the Program Action code and the Action Reason code.
**STEP 5: REMOVE MINOR**

1. Select the **Student Plan tab**.
2. Use the **arrows** to view all academic plans for the student and locate the one you want to remove.
3. Select the **minus (-) button** for the Academic Plan you wish to remove.

4. Click **OK** When the Delete Confirmation page appears.
5. Click **Save** or **OK**.
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
CHANGE AN ATTRIBUTE FOR A GRADUATE CAREER

This instruction guide will cover how change an attribute for a graduate career. Attributes are details related to graduate degrees such as thesis/non-thesis, project option, or EDGE option. Changing an attribute is completed by Graduate Coordinators and Staff with the UF_SR_GRAD_STAFF_USER role. The Program Action is “DATA” for Data Change. The Action Reason is “CADI” for Change Additional Information.

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.
6. Select the **Academic Program** with the **Academic Plan** you wish to update.

7. Click **Edit Program Data**.

---

**STEP 2: ACTION CODES**

1. From the Student Program tab, select the **plus (+) sign**.

2. Select the **look up icon** beside **Program Action**.

3. Select **Look Up**.

4. Select **DATA (Data Change)**.
5. Select the look up icon beside Action Reason.
7. Select CADI (Change Additional Information).

![Student Information System](image)

**STEP 3: REVIEW TABS**
1. Select the Student Plan tab and review information. If the student has more than one plan, ensure that the major plan is selected before moving on to the next step.
2. Select the Student Sub-Plan tab and review information.

**STEP 3: CHANGE ATTRIBUTE**
1. Select the Additional Information tab.
2. Locate the Attribute you wish to change under “Plan Attributes.”
3. Select the radio button for the option you wish to select (in this example, No).
4. Select Save or OK.

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
CHANGE STUDENT’S REQUIREMENT TERM-UNDERGRADUATE

This instruction guide will cover how to change a student’s requirement term, which is the catalog year. Requirement term is very important in running a correct audit. This process is completed by Undergraduate Advisors in the various colleges with the UF_SR_UGRD_ADV_UPD role or Graduate Coordinators and Staff in the various colleges with the UF_SR_GRAD_STAFF_USER role. The program action will be DATA for Data Change and the action reason is RQTC for Requirement Term Change.

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE
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.
3. Select the **Academics** tab.

**STEP 3: VERIFY STUDENT INFORMATION**

1. Verify the student’s **name** and **UFID number**.
2. Verify the student is in the expected **career** (Undergraduate or Graduate).
3. Verify the student is in the expected **Academic Program**.
4. Verify the student is in the expected **Academic Plan**.
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 from the student’s stack.
2. Select Edit Program Data.

STEP 5: COMPLETE THE FOLLOWING FIELDS

1. Make a note of the Admit Term and the Requirement Term.
2. Select the plus (+) sign to add a new row.
3. Allow the Effective Date field to default to today’s date.
4. Update the Program Action to DATA.
5. Update the Action Reason to RQTC for Requirement Term Change.
6. Allow the Academic Institution to default to UFLOR.
7. Leave the Academic Program as displayed. It should be the student’s current college.
8. Allow the Admit Term to default to the student’s admit term in the career.
9. Select the look up icon to update the **Requirement Term** to reflect the student’s new catalog year.

10. Leave the **Expected Grad Term**. This will be populated by the Registrar’s Office.

**Note:** This will be populated by the graduation processing process.

11. 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.

12. Allow the **Action Date** to default to today’s date.
**Note:** UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

**STEP 6: UPDATE REQUIREMENT TERM FOR ACADEMIC PLAN**

1. Click on the **Student Plan** tab.
2. Select the look up icon to change the **Requirement Term** for the Academic Plan so that it is the same as the requirement term that was updated on the student program page.

**Note:** If the student has a second major or minor, the requirement term should be changed for these plans as well.
STEP 7: UPDATE REQUIREMENT TERM FOR SUB-Plans

1. Click on the Student Sub-Plan tab.
2. If the student has a sub-plan (or multiple sub-plans), update the Requirement Term so that it is the same as the student’s program and plan.

STEP 7: SAVE AND REVIEW YOUR WORK

1. Select OK.

2. Click on the student’s Academic Program from the stack.
3. Verify the correct Requirement Term displays.
4. Click the **Student Plan** and the **Student Sub Plan** tabs and verify the data on those pages as well.

**ADDITIONAL HELP**

Further resources are available at: [http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/](http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/).

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, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or registrarhelp-l@lists.ufl.edu. You can also visit [https://registrar.ufl.edu/contacts](https://registrar.ufl.edu/contacts).
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.
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.
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
Graduate School Data Management
graddata@ufl.edu
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

   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.
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 Image]

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

![Minor Plan 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)

![Sub-Plan Images]

**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.

---

**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.”
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