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.

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**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>98765432</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career</td>
<td>Graduate</td>
</tr>
<tr>
<td>Student Career Nbr</td>
<td>1</td>
</tr>
</tbody>
</table>

**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 Plan Tab Screenshot]

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 Program page]

   **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.

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 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.

   ![Student Services Center](image)

   ![Albert's Student Center](image)
6. Select the Academic Program with the Academic Plan you wish to update.
7. Click Edit Program Data.

**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.

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.
<table>
<thead>
<tr>
<th>Student Program</th>
<th>Student Plan</th>
<th>Student Sub-Plan</th>
<th>Additional Information</th>
<th>Student Attributes</th>
<th>Student Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Gator</td>
<td>98765432</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Academic Career:** Graduate  
**Student Career Nbr:** 0  
**Car Req Term:** Spring 2016

<table>
<thead>
<tr>
<th>Status:</th>
<th>Active in Program</th>
<th>Admit Term:</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>11/09/2017</td>
<td>Effective Sequence</td>
<td>2</td>
</tr>
<tr>
<td>Program Action:</td>
<td>Plan Change</td>
<td>Action Date:</td>
<td>11/09/2017</td>
</tr>
<tr>
<td>Action Reason:</td>
<td>Remove Minor</td>
<td>Requirement Term:</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Academic Program:</td>
<td>AgLifeSci</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**FOR ADDITIONAL ASSISTANCE**

**Technical Help**  
UF Computing Help Desk  
352-392-HELP  
helpdesk@ufl.edu

**Processes and Policies**  
Graduate School Data Management  
gradata@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).

**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.

![Student Information System Image]

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.
Student Information System

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.

[Image of the Student Information System interface showing the steps and details for updating the requirement term for sub-plans.]
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/.

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.
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.

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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 Information System**

**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.

![Student Information System](image)

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

![Student Information System](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 Information System](image)

**ADDITIONAL INFORMATION**

Training and Organizational Development
Office of Human Resources
University of Florida, Gainesville, FL 32611
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

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Graduate School Data Management
graddata@ufl.edu