

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**.

Student Program/Plan Search
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

STEP 2: ADD NEW PROGRAM/PLAN

1. Click **Add** at the bottom of the screen.

Student Program/Plan Search
98765432 Albert Gator

Current and Future Program/Plans

Select	Career	Car Nbr	Effective Date	Seq	Program Status	Action Reason	Program	Institution	Academic Plan	Plan Description	Academic Sub-Plan	Sub Plan Description
<input checked="" type="checkbox"/>	GRAD	0	08/24/2015	0	Active	CONV	GREDU	UFLOR	HEA_PHD	Higher Education Administratrn		

Update/Display Include History
Add Correct History

Return to Search Notify

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

OK Cancel

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.

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

Albert Gator 98765432

Academic Career: Graduate Career Requirement Term Student Career Nbr 1

Status: Active in Program

*Effective Date 11/09/2017 Effective Sequence 0

*Program Action ACTV Activate

Action Reason AMAJ Add Major

Action Date 11/09/2017

*Academic Institution UFLOR University of Florida

*Academic Program GRBUS

*Admit Term 2158 Fall 2015

Requirement Term 2158 Fall 2015

Expected Grad Term:

Last Updated On By

Admissions

From Application Application Nbr

Application Program Nbr 0

*Campus

*Academic Load Full-Time

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.

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**.

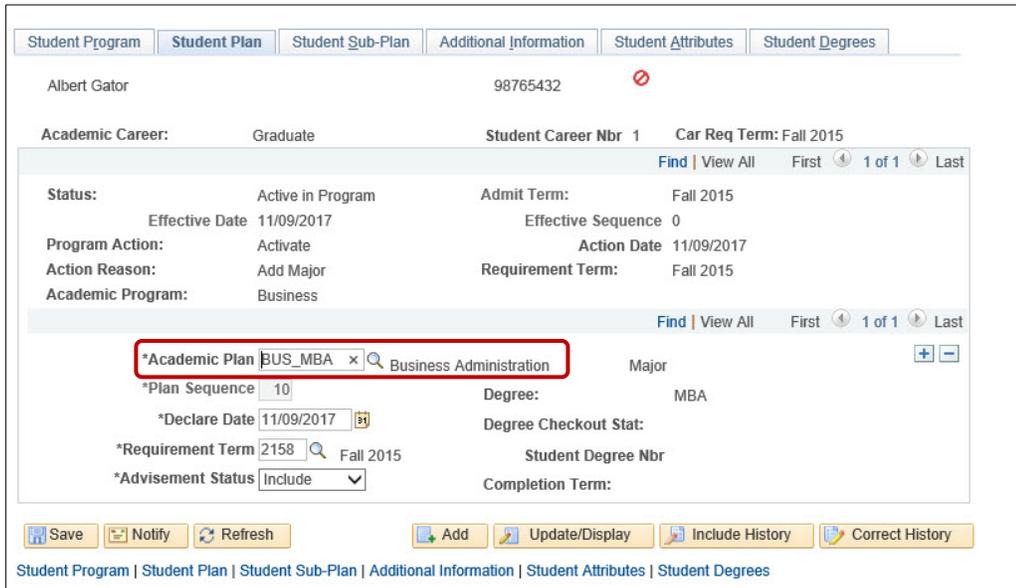
Note: This is the approved academic load, and does not reflect the student's actual academic load in any term.

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**.

The screenshot shows the 'Student Plan' tab for Albert Gator (ID: 98765432). The academic career is Graduate, and the student career number is 1. The program is Business Administration, and the degree is MBA. The status is 'Active in Program' with an effective date of 11/09/2017. The requirement term is 2158 (Fall 2015). The plan sequence is 10, and the declare date is 11/09/2017. The advisee status is 'Include'. At the bottom, there are buttons for Save, Notify, Refresh, Add, Update/Display, Include History, and Correct History. A red arrow points to the 'Save' button.

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 Graduate 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.

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**.

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.

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

Albert Gator 98765432

Academic Career: Graduate Career Requirement Term Student Career Nbr 0

Status: Active in Program Find | View All First 1 of 2 Last

*Effective Date 11/09/2017 Effective Sequence 1

***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 11/02/2017 8:18:22AM *Campus MAIN Main

By UF_CONVERSION *Academic Load Full-Time

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.

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

Albert Gator 98765432

Academic Career: Graduate Student Career Nbr 0 Car Req Term: Fall 2014

Status: Active in Program Admit Term: Fall 2014 Find | View All First 1 of 2 Last

Effective Date 11/09/2017 Effective Sequence 1

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 1 Last

*Academic Plan AGB_MS Agricultural & Biological Eng Major + -

*Plan Sequence 10 Degree: MS

*Declare Date 12/24/2014 Degree Checkout Stat:

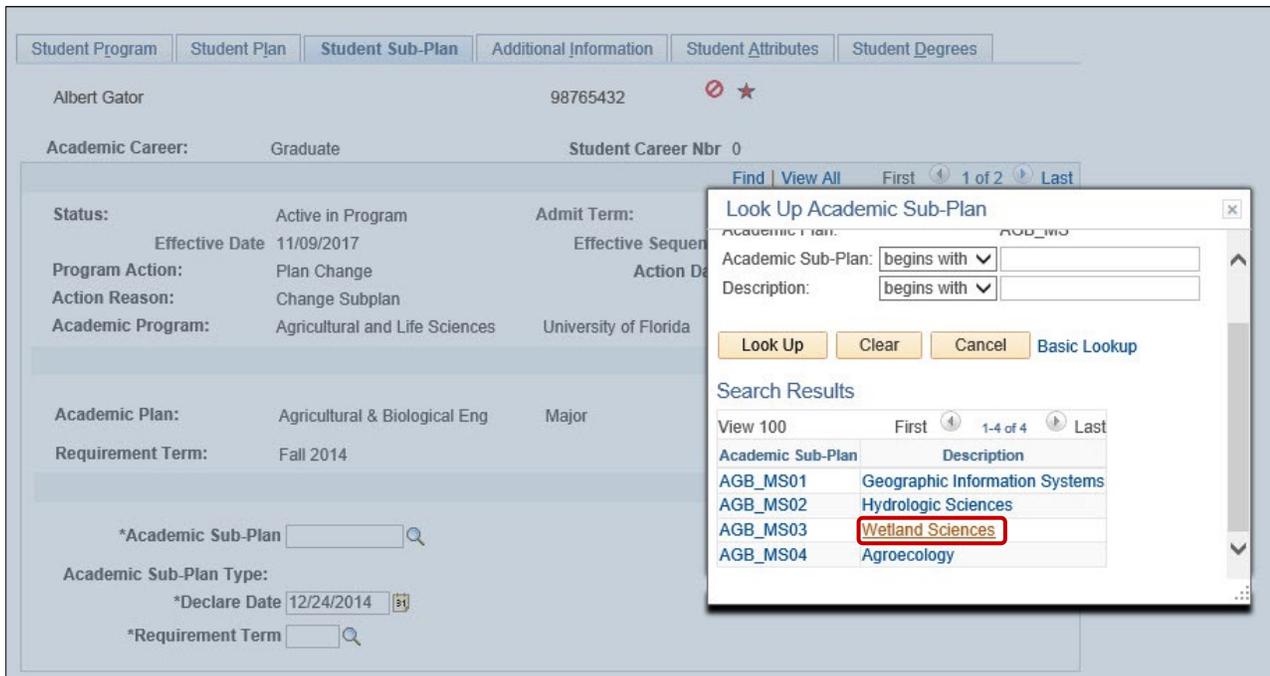
*Requirement Term 2148 Fall 2014 Student Degree Nbr

*Advisement Status Include Completion Term:

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. Review any warnings that pop up and click ok.



6. Click **Apply** and **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.

Find | View All | First 1 of 3 Last

*Academic Sub-Plan AGB_MS03 Wetland Sciences

Academic Sub-Plan Type: Concentration

*Declare Date 12/24/2014

*Requirement Term 2148 Fall 2014

3. Select the **negative (-) sign** to remove the selected concentration. In this example, we are removing the Wetland Sciences (AGB_MS03) concentration.

Find | View All | First 1 of 3 Last

*Academic Sub-Plan AGB_MS03 Wetland Sciences

Academic Sub-Plan Type: Concentration

*Declare Date 12/24/2014

*Requirement Term 2148 Fall 2014

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

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

5. Click **Apply** and **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.

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. Click on 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
 Information Release
[Details](#)

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
 1 **GRAGL - Agricultural and Life Sciences**
 GRAGL - Agricultural and Life Sciences
 GRAGL - Agricultural and Life Sciences
 GRAGL - Agricultural and Life Sciences
 UGRD - Undergraduate
 UGDCP - Design, Construction and Plan
 UNAGL - Agricultural and Life Sciences

Program **GRAGL** Agricultural and Life Sciences
 Student Career Nbr 0
 Status Active in Program as of 11/21/2017
 Admit Term 2148 Fall 2014
 Expected Graduation
 Approved Load Full-Time
 Load Determination Base On Units
 Level Determination Base On Units

Plan **AGB_MS** Agricultural & Biological Eng
 Requirement Term 2148 Fall 2014

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.

Student Program		Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432				
Academic Career:	Graduate	Career Requirement Term	Student Career Nbr 0			
Status: Active in Program		*Effective Date 11/09/2017		Effective Sequence 1		
*Program Action PLNC		Action Reason AMIN		Action Date 11/09/2017		
*Academic Institution UFLO		*Academic Program GRAGL		Admissions		
*Admit Term 2161		Requirement Term 2161		From Application		
Expected Grad Term:		Last Updated On 11/02/2017 8:20:15AM		*Campus MAIN		
By UF_CONVERSION				*Academic Load Full-Time		

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**.

Student Program		Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432				
Academic Career:	Graduate	Student Career Nbr 0	Car Req Term: Spring 2016			
Status: Active in Program		Admit Term: Sprin 2016		Effective Sequence 1		
Effective Date 11/09/2017		Action Date 11/09/2017		Requirement Term: Sprin 2016		
Program Action: Plan Change		Academic Program: AgLifeSci		Find View All First 2 of 2 Last		
*Academic Plan		*Plan Sequence 20		Degree:		
*Declare Date 11/09/2017		*Requirement Term		Degree Checkout Stat:		
*Advisement Status Include		Completion Term:		Student Degree Nbr		

5. Select the new **minor**. In this example, we will select Accounting (ACT_GMN).

Note: Select the Academic Plan column header to sort. Notice the plan type is minor.

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

Albert Gator 98765432

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

Find | View All First 1 of 2 Last

Status: Active in Program Admit Term: Effective Date: 11/09/2017 Effective Sequence:

Program Action: Plan Change Action Reason: Add Minor Requirement Term: Academic Program: AgLifeSci

*Academic Plan *Plan Sequence 20 *Declare Date 11/09/2017 *Requirement Term *Advisement Status Include

Degree: Degree Checkout Student Degree Completion Term:

Plan	Description	Plan Type	Degree
ABE_GMN	Agricultural & Biological Eng	Minor	(blank)
ACT_GMN	Accounting	Minor	(blank)
ADV_GMN	Advertising	Minor	(blank)
AEC_GMN	Agricultural Education & Comm	Minor	(blank)
AEC_MS	Agricultural Education & Comm	Major	MS
AEC_PHD	Agricultural Education & Comm	Major	PHD
AGB_MS	Agricultural & Biological Eng	Major	MS
AGB_PHD	Agricultural & Biological Eng	Major	PHD
AGY_GMN	Agronomy	Minor	(blank)
AGY_MS	Agronomy	Major	MS
AGY_PHD	Agronomy	Major	PHD
AMC_GMN	Animal Moleculr & Cellular Bio	Minor	(blank)

6. Click **Apply** and **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.

Student Program | 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

*Effective Date 11/09/2017 Effective Sequence 2

*Program Action **PLNC** Plan Change
 Action Reason **RMIN** Remove Minor

Action Date 11/09/2017
 Joint Prog Appr:

*Academic Institution UFLOR University of Florida

*Academic Program GRAGL Agricultural and Life Sciences

*Admit Term 2161 Sprin 2016

Requirement Term 2161 Sprin 2016

Expected Grad Term:

Last Updated On 11/09/2017 9:55:05AM

Admissions
 From Application
 Application Nbr
 Application Program Nbr 0

*Campus MAIN Main
 *Academic Load Full-Time

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.

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

Albert Gator 98765432

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

Find | View All First 1 of 3 Last

Status: Active in Program Admit Term: Sprin 2016

Effective Date 11/09/2017 Effective Sequence 2

Program Action: Plan Change Action Date 11/09/2017

Action Reason: Remove Minor Requirement Term: Sprin 2016

Academic Program: AgLifeSci

Find | View All First 2 of 2 Last

*Academic Plan **ACT_GMN** Accounting Minor **-**

*Plan Sequence 20 Degree:

*Declare Date 11/09/2017 Degree Checkout Stat:

*Requirement Term 2161 Sprin 2016 Student Degree Nbr

*Advisement Status Include Completion Term:

4. Click **OK** When the Delete Confirmation message appears.
5. Click **Apply** and **OK**.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr	0	Car Req Term:	Spring 2016
Status:			Active in Program	Admit Term:	Spring 2016
Effective Date	11/09/2017	Effective Sequence	2	Find View All First 1 of 3 Last	
Program Action:	Plan Change	Action Date	11/09/2017		
Action Reason:	Remove Minor	Requirement Term:	Spring 2016		
Academic Program:	AgLifeSci	Find View All First 1 of 1 Last			
*Academic Plan	ANS_MS	Animal Sciences	Major		
*Plan Sequence	10	Degree:	MS		
*Declare Date	05/04/2016	Degree Checkout Stat:			
*Requirement Term	2161	Student Degree Nbr			
*Advisement Status	Include	Completion Term:			
OK	Cancel	Apply			
Student Program Student Plan Student Sub-Plan Additional Information Student Attributes Student Degrees Student Diploma					

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 to 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.

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 [dropdown] [text input]

Campus ID: begins with [dropdown] [text input]

National ID: begins with [dropdown] [text input]

Last Name: begins with [dropdown] [text input]

First Name: begins with [dropdown] [text input]

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... ▼

i 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
GREDU - Education
1 GRLAS - Liberal Arts and Sciences

Program **GRLAS** Liberal Arts and Sciences
Student Career Nbr 1
Status Active in Program as of 11/21/2017
Admit Term 2158 Fall 2015
Expected Graduation
Approved Load Full-Time
Load Determination Base On Units
Level Determination Base On Units
Plan **CHY_MS** Chemistry
Requirement Term 2158 Fall 2015

2

STEP 2: ACTION CODES

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

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

Albert Gator 98765432

Academic Career: Graduate Career Requirement Term Student Career Nbr 2

Status: Active in Program

*Effective Date 11/09/2017 Effective Sequence 0

*Program Action ACTV **+** Activate Action Date 11/09/2017

Action Reason AMAJ Add Major Joint Prog Appr:

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**.
6. Select **Look Up**.
7. Select **CADI (Change Additional Information)**.

The screenshot displays the 'Student Program' tab for Albert Gator (ID: 98765432). The student's academic career is 'Graduate' and their career requirement term is 'Fall 2015'. The status is 'Active in Program' with an effective date of 11/09/2017. The 'Program Action' is 'DATA' (Data Change) and the 'Action Reason' is 'CADI' (Change Additional Information), which is highlighted with a red box. Other details include the academic institution (UFLOR - University of Florida), academic program (GRLAS - Liberal Arts and Sciences), and admit term (2158 - Fall 2015). The 'Admissions' section shows 'From Application' with an application number of 0. The campus is 'MAIN' and the academic load is 'Full-Time'.

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**).

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			  
Academic Career:		Career Requirement Term		Student Career Nbr 2	
Program Data Find View All First 1 of 2 Last					
Academic Program GRLAS Liberal Arts and Sciences					
Program Attributes Find First 1 of 1 Last					
*Attribute <input type="text"/> + -					
<input checked="" type="checkbox"/> Show in Student SS					
Academic Plan Find View All First 1 of 1 Last					
Academic Plan CHY_MS Chemistry					
Plan Attributes Find First 1 of 1 Last					
*Attribute <input type="text" value="Grad - Thesis/Dissertation Deg"/> + -					
<input type="radio"/> Yes <input checked="" type="radio"/> No					
<input checked="" type="checkbox"/> Show in Student SS					

4. Select **Apply** and **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 TO A MAJOR IN THE SAME COLLEGE-GRADUATE

This instruction guide will cover how to update a Career by changing a student's major within the same college. 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 PLNC for Plan Change and the Action Reason is CMAJ for Changing a Major. Use these directions to update an existing active Stack when a student wants to change plans (major and degree) within your college. For example: a student decides to change from working toward a MS in Agronomy to a MS in Agricultural and Biological Engineering within the College of Agricultural and Life Sciences.

STEP 1: NAVIGATE TO THE 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**.

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**.

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 [red box]

Campus ID: begins with [white box]

National ID: begins with [white box]

Last Name: begins with [red box]

First Name: begins with [red box]

Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

STEP 3: VERIFY STUDENT INFORMATION

1. Select the **Academics** tab.

Alberta Alligator ID 11112222

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

Alberta's Student Center

▼ **Academics**

[My Class Schedule](#)
[Shopping Cart](#)

You are not enrolled in classes.

▼ **Finances**

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

2. Verify the student's **name** and **UFID number**.
3. Verify the student is in the **Graduate** career.
4. Verify the student is in the expected Academic Program.
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** you wish to change.
2. Select **Edit Program Data**.

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

Institution / Career / Program 2 [Edit Program Data](#)

- UFLOR - University of Florida
 - GRAD - Graduate
 - 1** [GRAGL - Agricultural and Life Sciences](#)
 - UGRD - Undergraduate
 - UGENG - Engineering
 - UNAGL - Agricultural and Life Sciences
 - UNAGL - Agricultural and Life Sciences

Program	GRAGL	Agricultural and Life Sciences
Student Career Nbr	0	
Status	Active in Program	as of 08/18/2018
Admit Term	2178	Fall 2017
Expected Graduation	2188	Fall 2018
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	AGY_MS	Agronomy
Requirement Term	2178	Fall 2017
Sub-Plan	AGY_MS01	Agroecology
Requirement Term	2178	Fall 2017

STEP 5: REVIEW TABS

1. Review **Academic Program** on the Student Program tab.
2. Click on the **Student Plan** tab.
3. Review **Academic Plan** information.

4. Click on the **Student Sub-Plan** tab.
5. Review **Student Sub-Plan** information.
6. Select the **Student Program** tab.

STEP 6: COMPLETE THE FOLLOWING FIELDS ON THE STUDENT PROGRAM TAB

1. Select the **plus (+) sign** to add a new row.
2. Allow the **Effective Date** field to default to today's date.
3. Update the **Program Action** to **PLNC** for Plan Change.
4. Update the **Action Reason** to **CMAJ** since the student is changing a major.

Note: You can also use the look up icon (magnifying glass) to select program action and action reason.

5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** as displayed. It should be the student's current college.
7. Leave the **Admit Term**.
8. Leave the **Requirement Term**.
9. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.

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

10. 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.
11. Allow the **Action Date** to default to today's date.

STEP 6: CHANGING A STUDENT'S MAJOR

1. Select the **Student Plan** tab.
2. Click on the **lookup icon** beside Academic Plan and select the **major plan code**.

Note: if you don't know the code, you can click the lookup button and sort based on the column header. If you click the View All link, you will see the student's plan history through all effective dates.

Academic Career: Graduate Student 0 Car Req Term: Fall 2017
 Career Nbr

Find | View All First 1 of 4 Last

Status: Active in Program Admit Term: Fall 2017
 Effective Date: 10/01/2018 Effective Sequence: 1

Program Action: Plan Change Action Date: 10/01/2018
 Action Reason: Change Major Requirement Term: Fall 2017
 Academic Program: AgLifeSci

Find | View All First 1 of 1 Last

*Academic Plan AGY_MS Agronomy Major
 *Plan Sequence 10 Degree: MS
 *Declare Date 08/21/2017 Degree Checkout Stat:
 *Requirement Term 2178 Fall 2017 Student Degree Nbr
 *Advisement Status Include Completion Term:

Academic Career: Graduate

Status: Active in Program Admit Term: Fall 2017
 Effective Date: 10/01/2018 Effective Sequence: 1

Program Action: Plan Change Action Date: 10/01/2018
 Action Reason: Change Major Requirement Term: Fall 2017
 Academic Program: AgLifeSci

*Academic Plan AGY_MS Agronomy Major
 *Plan Sequence 10 Degree: MS
 *Declare Date 10/01/2018 Degree Checkout Stat:
 *Requirement Term 2178 Fall 2017 Student Degree Nbr
 *Advisement Status Include Completion Term:

OK Cancel Apply

Look Up Academic Plan

Academic Institution: UFLO
 Academic Program: GRAGL
 Academic Plan: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-189 of 189 Last

Academic Plan	Description	Academic Plan Type	Degree
ABE_GMN	Agricultural & Biological Eng	Minor	(blank)
ACT_GMN	Accounting	Minor	(blank)
ADV_GMN	Advertising	Minor	(blank)
AEC_GMN	Agricultural Education & Comm	Minor	(blank)
AEC_MS	Agricultural Education & Comm	Major	MS
AEC_PHD	Agricultural Education & Comm	Major	PHD
AGB_MS	Agricultural & Biological Eng	Major	MS
AGB_PHD	Agricultural & Biological Eng	Major	PHD
AGY_GMN	Agronomy	Minor	(blank)
AGY_MS	Agronomy	Major	MS
AGY_PHD	Agronomy	Major	PHD
AMC_GMN	Animal Moleculr & Cellular Bio	Minor	(blank)
AMC_MS	Animal Moleculr & Cellular Bio	Major	MS

3. Click **OK** when this error message pops up.

Message

Warning -- The applicant has changed to another research eligible academic plan.

OK

4. Allow the **Requirement Term** to default in.
5. Allow the **Advisement Status** to default in.
6. Verify the **Degree**, which will display based on the plan you select.

STEP 7: SELECT A STUDENT'S SUB-PLAN

1. Select the **Student Sub-Plan** tab.
Use the look up icon to select the **Academic Sub-Plan**, if applicable.

The screenshot shows the 'Student Sub-Plan' tab selected in the top navigation bar. Below the tabs, there are several sections of information:

- Academic Career:** Graduate, Student Career Nbr 0. Includes 'Find | View All' and 'First 1 of 4 Last' navigation.
- Status:** Active in Program, Admit Term: Fall 2017. Includes 'Effective Date 10/01/2018' and 'Effective Sequence 1'.
- Program Action:** Plan Change, Action Date 10/01/2018. Includes 'Action Reason: Change Major'.
- Academic Program:** Agricultural and Life Sciences, University of Florida. Includes 'Find | View All' and 'First 1 of 1 Last' navigation.
- Academic Plan:** Agricultural & Biological Eng, Major. Includes 'Requirement Term: Fall 2017' and 'Find | View All' with 'First 1 of 1 Last' navigation.
- *Academic Sub-Plan:** A search field with a magnifying glass icon highlighted in red.
- Academic Sub-Plan Type:** A dropdown menu.
- *Declare Date:** 10/01/2018 with a calendar icon.
- *Requirement Term:** A search field with a magnifying glass icon.

STEP 8: SAVE AND REVIEW YOUR WORK

1. Select the **Student Program** tab.
2. Click **Apply** and **OK**.
3. Select correct **Program** stack.
4. Verify the changes made on the **Student Program** page.

Student Center General Info Admissions Transfer Credit Academics																															
Institution / Career / Program Edit Program Data																															
<ul style="list-style-type: none"> UFLOR - University of Florida <ul style="list-style-type: none"> GRAD - Graduate <ul style="list-style-type: none"> GRAGL - Agricultural and Life Sciences UGRD - Undergraduate <ul style="list-style-type: none"> UGENG - Engineering UNAGL - Agricultural and Life Sciences <ul style="list-style-type: none"> UNAGL - Agricultural and Life Sciences 	<table border="0"> <tr> <td>Program</td> <td>GRAGL</td> <td>Agricultural and Life Sciences</td> </tr> <tr> <td>Student Career Nbr</td> <td>0</td> <td></td> </tr> <tr> <td>Status</td> <td>Active in Program</td> <td>as of 10/01/2018</td> </tr> <tr> <td>Admit Term</td> <td>2178</td> <td>Fall 2017</td> </tr> <tr> <td>Expected Graduation</td> <td>2188</td> <td>Fall 2018</td> </tr> <tr> <td>Approved Load</td> <td>Full-Time</td> <td></td> </tr> <tr> <td>Load Determination</td> <td>Base On Units</td> <td></td> </tr> <tr> <td>Level Determination</td> <td>Base On Units</td> <td></td> </tr> <tr> <td>Plan</td> <td>AGB_MS</td> <td>Agricultural & Biological Eng</td> </tr> <tr> <td>Requirement Term</td> <td>2178</td> <td>Fall 2017</td> </tr> </table>	Program	GRAGL	Agricultural and Life Sciences	Student Career Nbr	0		Status	Active in Program	as of 10/01/2018	Admit Term	2178	Fall 2017	Expected Graduation	2188	Fall 2018	Approved Load	Full-Time		Load Determination	Base On Units		Level Determination	Base On Units		Plan	AGB_MS	Agricultural & Biological Eng	Requirement Term	2178	Fall 2017
Program	GRAGL	Agricultural and Life Sciences																													
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Load Determination	Base On Units																														
Level Determination	Base On Units																														
Plan	AGB_MS	Agricultural & Biological Eng																													
Requirement Term	2178	Fall 2017																													

Note: When you change the student's Major/degree the Requirement Term (or catalog year) will default to what it was for the Career before you update the plan. If that is the incorrect Requirement Term, change it by following the directions for changing a student's requirement term.

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 – FOR A GRADUATE CAREER

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. You will make the requirement term change first for the Program and then for the Plan.

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**.

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

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**.

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 [dropdown] [text input]
Campus ID: begins with [dropdown] [text input]
National ID: begins with [dropdown] [text input]
Last Name: begins with [dropdown] [text input]
First Name: begins with [dropdown] [text input]

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

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.

Institution / Career / Program			Edit Program Data
UFLOR - University of Florida	Program	UGLAS	Liberal Arts and Sciences
UGRD - Undergraduate	Student Career Nbr	0	
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 12/03/2016
UNBUS - Business	Admit Term	2168	Fall 2016
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	ATY_BA	Astronomy
	Requirement Term	2168	Fall 2016

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. If you receive the following error message click "OK"

11. Click on the new Requirement Term.

The screenshot shows the 'Look Up Requirement Term' dialog box. The main window displays student information for Alberta Alligator (11112222) with a requirement term of 2178. The dialog box shows search criteria for UFLOR UGRD terms beginning with 2178, resulting in a single entry for Fall 2017 starting on 08/21/2017. Red boxes and numbers 1 and 2 highlight the 'Look Up' button and the search results table respectively.

12. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.

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

13. 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.

14. Allow the **Action Date** to default to today's date.

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

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr 0 Car Req Term: Fall 2016

Status: Active in Program Admit Term: Fall 2016
 Effective Date 11/15/2017 Effective Sequence 1
 Program Action: Data Change Action Date 11/15/2017
 Action Reason: Requirement Term Change Requirement Term: Fall 2017
 Academic Program: LibArt Sci

*Academic Plan ATY_BA Astronomy Major
 *Plan Sequence 10 Degree: BA
 *Declare Date 12/03/2016 Degree Checkout Stat:
 *Requirement Term 2178 Fall 2016 Student Degree Nbr
 *Advisement Status Include Completion Term:

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

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr

Status: Active in Program Admit Term:
 Effective Date 11/15/2017 Effective Sequ
 Program Action: Data Change Action
 Action Reason: Requirement Term Change Requirement Term:
 Academic Program: LibArt Sci

*Academic Plan ATY_BA Astronomy
 *Plan Sequence 10 Degree:
 *Declare Date 12/03/2016 Degree Checkout St
 *Requirement Term 2178 Fall 2016 Student Degre
 *Advisement Status Include Completion Term:

1

2

Look Up Requirement Term

Academic Institution: UFLOR
 Academic Career: UGRD
 Term: begins with 2178
 Description: begins with
 Short Description: begins with
 Term Begin Date: =

Look Up Clear Cancel Basic Lookup

Search Results

Term	Description	Short Description	Term Begin Date
2178	Fall 2017	Fall 2017	08/21/2017

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 8: SAVE AND REVIEW YOUR WORK

- When you have completed updating the requirement term for all of the student plan(s), subplan(s) and minor(s), select **Apply** and **OK**.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nbr 0		
Find View All First 1 of 2 Last				
Status:	Active in Program	Admit Term:	Fall 2016	
Effective Date	11/15/2017	Effective Sequence	1	
Program Action:	Data Change	Action Date	11/15/2017	
Action Reason:	Requirement Term Change			
Academic Program:	Liberal Arts and Sciences	University of Florida		
Find View All First 1 of 1 Last				
Academic Plan:	Astronomy	Major		
Requirement Term:	Fall 2017			
Find View All First 1 of 1 Last				
*Academic Sub-Plan <input type="text"/>				+ -
Academic Sub-Plan Type:				
*Declare Date 12/03/2016				
Save component and return (Enter) <input type="text"/>				
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/>				

2. Click on the student's **Academic Program** from the stack.
3. Verify the correct **Requirement Term** displays.

Alberta Alligator ID 11112222

Student Center | General Info | Admissions | Transfer Credit | Academics

Institution / Career / Program Edit Program Data

<ul style="list-style-type: none"> UFLOR - University of Florida UGRD - Undergraduate UGLAS - Liberal Arts and Sciences UNBUS - Business 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Program</td> <td>UGLAS</td> <td>Liberal Arts and Sciences</td> </tr> <tr> <td>Student Career Nbr</td> <td>0</td> <td></td> </tr> <tr> <td>Status</td> <td>Active in Program</td> <td>as of 11/15/2017</td> </tr> <tr> <td>Admit Term</td> <td>2168</td> <td>Fall 2016</td> </tr> <tr> <td>Expected Graduation</td> <td colspan="2"></td> </tr> <tr> <td>Approved Load</td> <td colspan="2">Full-Time</td> </tr> <tr> <td>Load Determination</td> <td colspan="2">Base On Units</td> </tr> <tr> <td>Level Determination</td> <td colspan="2">Base On Units</td> </tr> <tr> <td>Plan</td> <td>ATY_BA</td> <td>Astronomy</td> </tr> <tr> <td style="border: 2px solid red;">Requirement Term</td> <td style="border: 2px solid red;">2178</td> <td style="border: 2px solid red;">Fall 2017</td> </tr> </table>	Program	UGLAS	Liberal Arts and Sciences	Student Career Nbr	0		Status	Active in Program	as of 11/15/2017	Admit Term	2168	Fall 2016	Expected Graduation			Approved Load	Full-Time		Load Determination	Base On Units		Level Determination	Base On Units		Plan	ATY_BA	Astronomy	Requirement Term	2178	Fall 2017
Program	UGLAS	Liberal Arts and Sciences																													
Student Career Nbr	0																														
Status	Active in Program	as of 11/15/2017																													
Admit Term	2168	Fall 2016																													
Expected Graduation																															
Approved Load	Full-Time																														
Load Determination	Base On Units																														
Level Determination	Base On Units																														
Plan	ATY_BA	Astronomy																													
Requirement Term	2178	Fall 2017																													

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:

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/>.

Technical Help

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

Processes and Policies

Graduate School Data Management
graddata@ufl.edu

DROP A GRADUATE CAREER

This instruction guide will cover how to Drop a Stack (major and degree) for a graduate student who no longer wants to work toward a degree or who leaves the University. 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 "DATA" for Data Change. The Action Reason will be chosen from a list of 11 possible choices.

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 [dropdown] [text input]

Campus ID: begins with [dropdown] [text input]

National ID: begins with [dropdown] [text input]

Last Name: begins with [dropdown] [text input]

First Name: begins with [dropdown] [text input]

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

Holds
 No Holds.

You are not enrolled in classes.

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 **2**

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

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 dropping 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 **DATA** for Data Change.
4. Select **Look Up**.
5. Select **DATA** for Data Change.
6. Select the **look up icon** beside Action Reason
7. Select **Look Up**.
8. Select the **BEST** reason the student wants to Drop the Career.

STEP 10: SAVE AND REVIEW WORK

1. Click **Apply** and **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**.

Note: The “Active in Program” status for the Career will not change when you drop the career using these instructions. The Registrar will make updates to the record when they run a report that searches for the Action Reason you chose from the table below.

You can still verify that you have made the Data Change properly by clicking on “Edit Program Data” and checking to see that the codes that you entered are there. Click Cancel to leave the page without making any additional changes.

Listed here are the **REASONS FOR DROPPING GRADUATE PROGRAM/PLANS**, Definitions and Associated Codes you can choose from when you Select the look up icon beside Action Reason.

Action Reason	Description
INJP	Inactive-Student Dropped Out of Joint Degree Program
INAP	Inactive-Insufficient Academic Progress
INSF	Inactive-Lack of Student Funding
INPH	Inactive-Student was Awarded Masters and Left PhD Program
INAC	Inactive-Student Left to Attend Another University or College
INLF	Inactive-Student Left to Pursue a Career
INAA	Inactive-Student Cannot Find Advisor or Chair
INPL	Inactive-Placeholder for New Program/Plan
INER	Inactive-Program/Plan was Entered in Error
INVI	Inactive-Visa Was Not Renewed. Can Be for Many Reasons.
INOT	Inactive-Reason Not Reported by Student

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.

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

You are not enrolled in classes.

Search for Classes

Holds
No Holds.

other academic...

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 Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Career Requirement Term	Student Career Nbr 0		
Status: Active in Program		Effective Sequence 2		Action Date 11/09/2017	
*Effective Date	11/09/2017	Joint Prog Appr: <input type="checkbox"/>		Admissions	
*Program Action	PLNC	Plan Change		<input type="checkbox"/> From Application	
Action Reason	CSUB	Change Subplan		Application Nbr	
*Academic Institution	UFLOR	University of Florida		Application Program Nbr 0	
*Academic Program	GRAGL	Agricultural and Life Sciences		*Campus MAIN Main	
*Admit Term	2148	Fall 2014		*Academic Load Full-Time	
Requirement Term	2148	Fall 2014			
Expected Grad Term:		Last Updated On 11/09/2017 10:01:01AM			
Student Program Student Plan Student Sub-Plan Additional Information Student Attributes Student Degrees					

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.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr 0	Car Req Term: Fall 2014		
Status: Active in Program		Admit Term: Fall 2014		Find View All First 1 of 2 Last	
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				
*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:			

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 displays 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 'Plan Attributes' section, highlighted with a red rounded rectangle, lists three attributes:

- 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 (unchecked).

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"> Applied for Graduation Approved Degree Awarded Denied Eligible for Graduation Needs to Finish Pending Work Program in Review Withdrawn 				Update Degrees
Completion Term					Degree GPA
Degree Honors 1					
Degree Honors 2					

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

STUDENT PROGRAM PLAN ACADEMIC STRUCTURE, TERMS, AND RULES

It is important for advisors to understand academic structure and the related terminology before making updates to a student's academic program. Academic Structure is a term used by the Office of the University Registrar for all the things that need to be in place to create the rest of the Student Information System. This includes degree programs (majors, and degrees) and other offerings such as minors, concentrations, and certificates. This information is organized into what Campus Solutions calls Careers, Programs, Plans, and Sub-Plans. Advisors will need to identify which career, program, and plan a student is in before making any updates.

TERMS

1. **Career:** is the student's classification such as Graduate or Undergraduate
2. **Program:** is the student's classification plus college such as a Graduate student in the College of Agricultural & Life Sciences
3. **Plan:** is the major plus degree such as a Bachelor of Arts in Anthropology or a minor or certificate level
4. **Sub-Plan:** is a concentration/emphasis/specialization or a certificate
5. **Student Program/Plan:** a student's career, program, plan, and sub-plan
6. **Student Groups:** identified groups to be tracked

For example, UF Online, Innovation Academy, and self-funded programs can be identified by Student Groups.

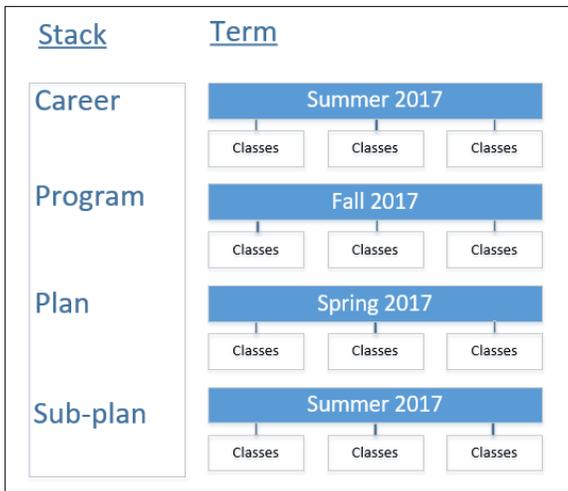
7. **Stack:** unique collection of a student's career, program, plan and sub-plan

ACADEMIC STRUCTURE

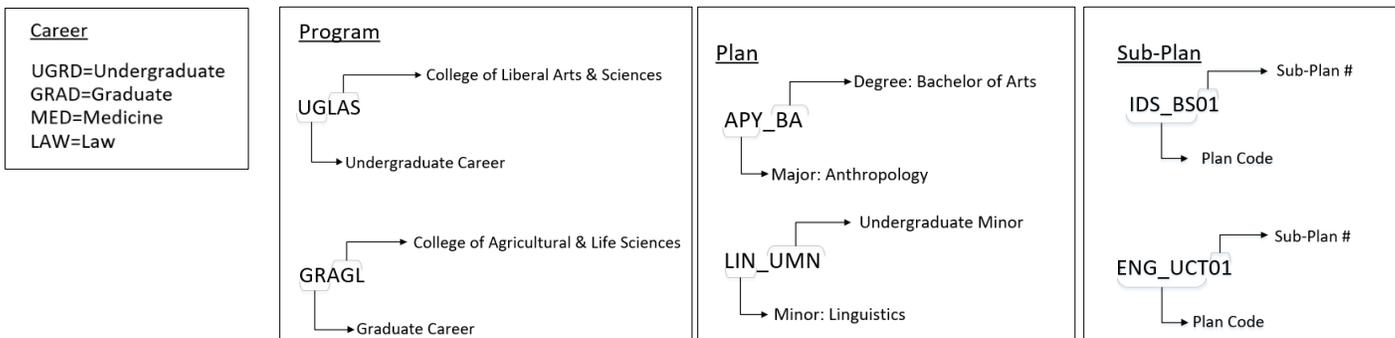
Below is a chart to represent the components of a Student's Program/Plan.

Student Program/Plan		
<i>Degree or Academic Program</i>		
Term	Definition	Code Examples
CAREER	Undergraduate Graduate Law Medicine	UGRD = Undergraduate GRAD = Graduate LW = Law MED = Medicine
PROGRAM	Career + College	GRAGL = Graduate / Agricultural & Life Sciences UGLAS = Undergraduate / Liberal Arts & Sciences UNENG = Undergraduate Non-Degree/ Engineering VMVEM = Veterinary Medicine / Veterinary Medicine
PLAN	Major + Degree Minor (subject) + Level College of Certificate + Level	APY_BA=Anthropology_Bachelor of Arts LIN_UMN=Linguistics_Undergraduate Minor ENG_UCT=Engineering_Undergraduate Certificate
SUB-PLAN	Concentration/Emphasis/ Specialization or Certificate	BLY_BS01 = Biology_Bachelor of Science / Sub-Plan # ENG_UCT01 = Engineering_Undergraduate Certificate / Sub-Plan #

Below is a chart to represent how a student's Career, Program, Plan, and Sub-plan (left) is linked to the rest of a student's information including terms, classes, and eventually grades and graduation information.



Below are some sample codes for Careers, Programs, Plans, and Sub-Plans.



Below is how a student's program/plan will appear in the Student Services Center.



RULES-UNDERGRADUATE AND PROFESSIONAL CAREERS

1. There is 1 stack per program (college). 1 program stack can have multiple major plans attached.
2. If there are 2 major plans in 2 different colleges, there will be 2 stacks (1 for each college).
3. If the student is changing colleges, it is a program change. The user must enter the previously recorded admit term and requirement term.
4. Degree attributes are not used for UGRAD and PROF career stacks.
5. Undergraduate advisors can change the major of a student with 1 major plan, to another major plan, and can update the requirement term. Other updates should be made by the Registrar's Office.

RULES-GRADUATE CAREERS

1. There is 1 Stack per major plan, no matter what.
2. Add a Stack when the student has one active Stack (is enrolled) and wants to earn an additional degree (example: A Master student also wants to earn a PhD degree).
3. When creating new Stacks, the admit term will remain the same. The student's admit term will always be the first term the student started in any graduate career program. The exception is when the student is re-admitted into a program.
4. New Stacks will be created automatically for students who are re-admitted. The Admit and Requirement Terms will both be the term the student was re-admitted.
5. If a student has one active Stack (is enrolled) and wants to change to a new plan (major and degree) in the Same College, departmental staff can do a PLAN CHANGE in the student's existing Stack.
6. Minors are attached to the major and degree plan, so they do not "float" or "move" from Stack to Stack within the career.
7. The other allowable PLAN CHANGE is a minor plan change.
8. If a student has one active Stack and wants to change to a new plan (major and degree) in a Different College, a PROGRAM CHANGE must be done in the existing Stack. NOTE: Only Graduate School Staff can make the change for you. Please send your request to graddata@ufl.edu.
9. Degree attributes reflect degree options for different students such as thesis/non-thesis or joint graduate-professional degrees. A custom batch job will default degree attributes to any new graduate career plan, and graduate department coordinators can make limited manual adjustments.
10. Graduate department coordinators can add new Stacks (for additional degrees), change majors in an existing Stack within their College, add and remove minors, and update degree attributes.
11. Status for a student Stack will automatically change to Discontinued (DISC) in the Student Information System (SIS) when a student is not enrolled for 2 consecutive terms.
12. If a student wants to drop from one degree program or leave the University (drop from all degree programs) you can do a DATA CHANGE to the student's stack(s).

RULES-CERTIFICATE STACKS (ALL LEVELS)

1. Certificates are always free-standing stacks. They are all in the UGRAD career, with a UNXXX program.
2. These stacks are built when a student is admitted to a certificate program.
3. The only changes to certificate stacks will be to DISC (discontinue), and/or COMP (complete) these stacks as students are certified and awarded the certificate.

PROGRAM ACTION CODES

Program Action	Action Reason	When should I use this combination?
ACTV (Active)	AMAJ (Add Major)	The Graduate student is adding a major or degree.
PRGC (Program Change)	CMAJ (Change Major)	The Undergraduate student is changing major AND College.

PLNC (Plan Change)	AMIN (Add Minor)	The Undergraduate student is adding a minor in the same College. <u>Note:</u> This is performed by the Registrar's Office.
PLNC (Plan Change)	CMAJ (Change Major)	The student is changing a major in the same College.
PLNC (Plan Change)	CSUB (Change Subplan)	The student is changing a sub-plan only (concentration, emphasis, specialization).
PLNC (Plan Change)	RMIN (Remove Minor)	The Undergraduate student wants to remove a minor. <u>Note:</u> This is performed by the Registrar's Office.
DATA (Data Change)	RQTC (Requirement Term Change)	An academic advisor needs to make an exception and set the requirement term (catalog year) as before the student's admit term.
DATA (Data Change)	Choose from a list of codes	The Graduate Student wants to drop a degree program.

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Processes and Policies

Office of the University Registrar
ourdegreeteam-l@lists.ufl.edu
352-392-1374
registrar.ufl.edu