



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
Enter any information you have and click Search. Leave neus brank for a list of all values.
Find an Existing Value
Search Criteria
ID: begins with V
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.

	earch									
Student Program	/Plan Sea	rch								
98765432 Albert C	Bator									
Current and Future P	rogram/Plans							Perso	onalize Find 🔄	🔜 🛛 First 🕚 1 of 1 🛞 Last
Select Career Car	Effective Date	Seq	Program Status	Action Reason	Program	Institution	Academic Plan	Plan Description	Academic Sub-Plan	Sub Plan Description
GRAD 0	08/24/2015	0	Active	CONV	GREDU	UFLOR	HEA_PHD	Higher Education Administratn		
Update/Display Add	Includ Correc	e Histo	nry Dry							





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

Student F	Student Program/Plan Search - Add								
	Student ID	98765432							
	Academic Career	Graduate 🗸							
*	Student Career Nbr	1							
ŌK	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.

Albert Ga	tor			98765432	0	😼 🖬 🗭		
Academic (Career:	Graduate	Ca	areer Requirement Term	n Student	Career Nbr 1		
						Find View All First	🕚 1 of 1	Las
Status:	*Effective Date	Active in Program 11/09/2017			Eff	fective Sequence 0		+ -
(*Program Action Action Reason	ACTV Q AMAJ Q	Activate Add Major		Joint Pro	Action Date 11/09/201	7	
*Aca *A	ademic Institution cademic Program	GRBUS	University of F	lorida	Admission	IS		
	*Admit Term	2158	Fall 2015		From A	pplication Application Nbr		
F	tequirement Term	2158	Fall 2015		Applica	*Campus		
Expected	Grad Term: Last Updated On					*Academic Load Full-Time	~	
	Bv							

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 Program Student	Plan Student Sub-Plan	Additional Information	Student <u>Attributes</u> Student <u>Degrees</u>	
Albert Gator Academic Career:	Graduate	98765432 Career Requirement Terr	⊘ № ₩ ⊕ M Student Career Nbr 1	
			Find View All First	🕙 1 of 1 🕑 Last
Status: *Effective Date *Program Action Action Reason *Academic Institution	Active in Program 11/09/2017 ACTV Q Activate AMAJ Q Add Major UFLOR Q University	r of Florida	Effective Sequence 0 Action Date 11/09/2017 Joint Prog Appr:	• -
*Academic Program	GRBUS		Admissions	
*Admit Tern Requirement Term	2158 Fall 2015		From Application Application Nbr Application Program Nbr 0	
Expected Grad Term:			*Campus	
Last Updated Or	n		*Academic Load Full-Time	~
By	y .			

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

<u>Note</u>: 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).



<u>Note</u>: If you use the look-up, be sure to select the academic plan code that has a plan type of major <u>and</u> the appropriate degree.

Albert Gator		98765432 🔗		
Academic Career:	Graduate	Student Career Nbr 1	Car Req Term	: Fall 2015
		F	ind View All	First 🕚 1 of 1 🕑 Last
Status:	Active in Program	Admit Term:	Fall 2015	
Effective Date	11/09/2017	Effective Sequence	0	
Program Action:	Activate	Action Date	11/09/2017	
Action Reason:	Add Major	Requirement Term:	Fall 2015	
Academic Program:	Business			
		F	ind View All	First 🕚 1 of 1 🕑 Last
*Academic Plan	n BUS_MBA × Q Business Ad	ministration Major	r	+ -
*Plan Sequence	e 10	Degree:	MBA	
*Declare Date	e 11/09/2017 🛐	Degree Checkout Stat:		
*Requirement Term	n 2158 Q Fall 2015	Student Degree Nhr		
*Advisement Status	s Include	Completion Term:		
Save Save Refr	resh Add	Update/Display	Include Hist	orv 🕑 Correct History

- 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.

Albert Gator		98765432 🔗		
Academic Career:	Graduate	Student Career Nbr 1	Car Req Term: Fall 2015	
		F	Find View All 👘 First 🕚 1 of 1 🔍	Last
Status:	Active in Program	Admit Term:	Fall 2015	
Effective Date	11/09/2017	Effective Sequence	0	
Program Action:	Activate	Action Date	11/09/2017	
Action Reason:	Add Major	Requirement Term:	Fall 2015	
Academic Program:	Business			
		F	Find View All 🔋 First 🕚 1 of 1 🔮	Last
*Academic Pla	n BUS_MBA × Q Business Ad	ministration Majo	r	+ -
*Plan Sequenc	e 10	Degree:	MBA	
*Declare Dat	e 11/09/2017 🛐	Degree Checkout Stat:		
*Requirement Terr	n 2158 Q Fall 2015	Student Degree Nhr	r	
*dvisement Statu	s Include	Completion Term:		
Save 🔄 Notify 🤗 Refi	resh 💽 Add	🔊 Update/Display	🔊 Include History	istory

<u>Note</u>: 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.

Find an E	cisting Value				
▼ Search	Criteria				
ID:	hegins with				
Campus ID:	begins with V				
National ID:	begins with V				
Last Name:	begins with V				
First Name:	begins with V				
Case Se	nsitive				
		-17			
Search	Clear Basi	Search	Save Sea	arch Criteria	

5. Select the Academics tab.





Albert Gator			98	3765432					
Student Center	General Info	Admissions	Transfer Credit	A <u>c</u> ademics	Finances	Financial Aid			
Albert's Studen	t Center								
Academics								Search for Clas	000
My Class Schedule Shopping Cart	е		í) You are no	t enrolled in c	lasses.	0-	Search for Clas	363
My Planner							-	Holds	
other academic	5	∨ ≫					١	lo Holds.	

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

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7
Comm

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.



UNIVERSITY of FLORIDA

Development Human Resources

Student Information System

myUFl

Student Program St	udent P <u>l</u> an	Student Sub-Plan	Additional Information	Student <u>Attributes</u>	Student Degrees		
Albert Gator			98765432	⊘ ★	1		
Academic Career:	Gradua	ate	Career Requirement Te	m Student Ca	reer Nbr 0		
					Find View All	First ④	1 of 2 🕑 La
Status:	Active	in Program					+ -
*Effectiv	e Date 11/09	/2017		Effec	tive Sequence	1	
*Program	Action PLNC	Q Plan Cha	nge		Action Date 11/	09/2017	
Action R	eason CSUE	Change S	Subplan	Joint Prog	Appr:		
*Academic Inst	itution UFLC	R Q University	v of Florida				
*Academic Pr	ogram GRAC	GL Q Agricultur	al and Life Sciences	Admissions			
	-	Agricultur		From App	lication		
^Admi	1 Term 2148	Fall 2014			Application Nbr		
Requiremen	t Term 2148	C Fall 2014		Applicatio	on Program Nbr	0	
Expected Grad Term:	1				*Campus MA	IN	Main
Last Upda	ted On 11/02	2/2017 8-18-22AM		*A	cademic Load Ful	I-Time 💊	•
	Dv UE /				loci -		

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 Pla	an Student Sub-Plan	Additional Information S	tudent <u>Attributes</u>	Student Degrees
Albert Gator		98765432	⊘ ★	
Academic Career:	Graduate	Student Career Nbr	0 Car Req Te	rm: Fall 2014
			Find View All	l 🛛 First 🕚 1 of 2 🕑 Lasi
Status:	Active in Program	Admit Term:	Fall 2014	
Effective Date	11/09/2017	Effective Sequ	uence 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 🕑 Las
*Academic Plan	n AGB_MS 🔍 Agricu	Iltural & Biological Eng	Major	+ -
*Plan Sequence	e 10	Degree:	MS	
*Declare Date	e 12/24/2014 🛐	Degree Checkout St	tat:	
*Requirement Tern	n 2148 Q Fall 2014	Student Degre	e Nbr	
*Advisement Statu	s Include V	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.



myUF

- 4. Select the concentration. In this example, we will use Wetland Sciences (AGB_MS03).
- 5. Review any warnings that pop up and click ok.

udent Program Student F	<u>'ian Student Sub-Plân A</u>	additional information S	tudent <u>Attributes</u>	Student Degrees	
Albert Gator		98765432	⊘ ★		
Academic Career:	Graduate	Student Career	Nbr 0		
			Find View A	II First 🕚 1 of 2 🕑 Last	
Status:	Active in Program	Admit Term:	Look Up Ac	ademic Sub-Plan	×
Effective Date	11/09/2017	Effective Seque			
Program Action:	Plan Change	Action I	Academic Sub-	Plan: begins with 🗸	
Action Reason:	Change Subplan	100011	Description:	begins with 🗸	
Academic Program:	Agricultural and Life Sciences	University of Florida			
rioudonno riogrami	Agriculturur und Elie Ocientees	oniversity of Florida	Look Up	Clear Cancel Basic Lookup	
Anadomia Diana	Assistant & Distantiant Com	Maine	Search Resu	lits	
Academic Plan.	Agricultural & Biological Eng	iviajor	View 100	First 🕙 1-4 of 4 🕑 Last	
Requirement Term:	Fall 2014		Academic Sub-F	Plan Description	
			AGB_MS01	Geographic Information Systems	
			AGB_MS02	Hydrologic Sciences	
*Academic Sub-Pl	lan 🔍 🔍		AGB_MS03	Wetland Sciences	
Acadomic Sub Dian Tuno	•		AGB_MS04	Agroecology	
*Dealars D	5				
Deciare Di	ate 12/24/2014 [3]				_
*Requirement Te	rm Q				

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 Q Wetland Sciences		+ -
Academic Sub-Plan Type: Concentration *Declare Date 12/24/2014 3 *Requirement Term 2148 C 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 Q Wetland Sciences		+-
Academic Sub-Plan Type: Concentration		
*Declare Date 12/24/2014		
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.	

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.

Find an E	kisting Value				
Search	Criteria				
ID:	begins with 🗸				
Campus ID:	begins with 🗸				
National ID:	begins with 🗸				
Last Name:	begins with 🗸				
First Name:	begins with 🗸				
Case Se	nsitive				
Search	Clear Basic	Search	Save Searc	ch Criteria	

5. Click on the Academics tab.





Albert Gator			98	3765432	⊘ ★		
Student Center	General Info	Admissions	Transfer Credit	Academics	<u>F</u> inances	Financial Aid	
Ibert's Student	t Center						
Academics							Search for Classes
My Class Schedule Shopping Cart	e		(i	You are no	t enrolled in o	classes.	
wy r lanner							Information Release
other academic		~ ≫					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 Credi	t Academics Einances	Financial Aid	2
Institution / Career / Program			Edit Program Data
UFLOR - University of Florida	Program Student Corport N	m GRAGL	Agricultural and Life Sciences
GRAGL - Agricultural and Life Sciences	Student Career No	or o Is Active in Program	as of 11/21/2017
GRAGE - Agricultural and Life Sciences	Admit Terr Expected Graduatio	m 2148 n	Fall 2014
GRAGL - Agricultural and Life Sciences	Approved Loa	d Full-Time	
UGDCP - Design, Construction and Plan UNAGL - Agricultural and Life Sciences	Level Determinatio	 Base On Units Base On Units 	
	Pla	In AGB MS	Agricultural & Biological Eng
	Requirement Ter	m 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.

<u>Note</u>: The look up icon can also be used to search for the Program Action code and the Action Reason code.



Student Program S	tudent Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degree	S		
Albert Gator			98765432		1	9 🖗		
Academic Career:	Gradua	ate	Career Requirement Terr	n Student Ca	reer Nbr 0			
					Find View All	First 🕚	1 of 2	🕑 La
Status:	Active	in Program						+ -
*Effectiv	e Date 11/09	/2017		Effect	tive Sequence	1		
*Program	Action PLNC	Plan Cha	nge		Action Date 1	1/09/2017		
Action F	Reason AMIN	Add Mino	r	Joint Prog A	Appr:			
*Academic Inst	itution UFLO	R Q University	of Florida					
*Academic Pr	ogram GRAC	GL Q Agricultur	al and Life Sciences	Admissions				
		- Agricultur	ai and Life Ociences	From Appl	lication			
*Admi	t Term 2161	Sprin 201	6	Α	Application Nbr			
Requiremen	t Term 2161	Sprin 201	6	Applicatio	n Program Nbr	0		
Expected Grad Term:					*Campus M	AIN	Main	
Last Upda	ted On 11/02	2/2017 8:20:15AM		*A	cademic Load F	ull-Time	~	
9003013317-0110	Dr. UE							

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 Pla	an Student Sub-Plan	Additional Information S	tudent <u>A</u> ttributes	Student Degrees	
Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr	0 Car Req Te	rm: Spring 2016	
			Find View All	First 🕚 1 of 2	🕑 Las
Status:	Active in Program	Admit Term:	Sprin 2016		
Effective Date	11/09/2017	Effective Sequ	Jence 1		
Program Action:	Plan Change	Action	Date 11/09/2017		
Action Reason:	Add Minor	Requirement Term:	Sprin 2016		
Academic Program:	AgLifeSci				
			Find View Al	l 🛛 First 🕚 2 of 2	🕑 Las
*Academic Plan	n 🔍 🔍				+ -
*Plan Sequence	e 20	Degree:			
*Declare Date	e 11/09/2017 🛐	Degree Checkout St	tat:		
*Requirement Tern	n Q	Student Degre	e Nbr		
*Advisement Statu	s Include 🗸	Completion Term:			

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.

Ident Program Student P	lan Student <u>S</u> ub-Plan	Additional Information Stu	lent <u>A</u> ttribute	s Student <u>D</u> egrees			
Albert Gator Academic Career:	Graduate	98765432 Student Career Nbr 0	Car Red	q Term: Spring 2016	.+		
Status: Effective Dat	Active in Program e 11/09/2017	Admit Term: Effective Seque	Look Up	Academic Plan	Plan Type	Degree	×
Program Action: Action Reason: Academic Program:	Plan Change Add Minor AgLifeSci	Action I Requirement Term:	ABE_GMN ACT_GMN ADV_GMN AEC GMN	Agricultural & Biological Eng Accounting Advertising Agricultural Education & Comm	Minor Minor Minor Minor	(blank) (blank) (blank) (blank)	^
*Academic Pla *Plan Sequen *Declare Da *Requirement Ter	anQ ceQ te 11/09/2017 II mQ	Degree: Degree Checkout Sta Student Degree	AEC_MS AEC_PHD AGB_MS AGB_PHD AGY_GMN AGY_MS	Agricultural Education & Comm Agricultural Education & Comm Agricultural & Biological Eng Agricultural & Biological Eng Agronomy Arronomy	Major Major Major Major Minor Major	MS PHD MS PHD (blank) MS	
*Advisement State	IS Include	Completion Term:	AGY_PHD AMC_GMN	Agronomy Animal Moleculr & Cellular Bio	Major Minor	PHD (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.

<u>Note</u>: The look up icon can also be used to search for the Program Action code and the Action Reason code.



myUFL

			10 m o
Albert Gator		98765432	
cademic Career:	Graduate	Career Requirement Terr	n Student Career Nbr 0
			Find View All First 🕚 1 of 3 🕑
Status:	Active in Program	n	+
*Effective	Date 11/09/2017		Effective Sequence 2
*Program A	ction PLNC	Plan Change	Action Date 11/09/2017
Action Re	ason RMIN	Pomovo Minor	loint Prog Appr
*Academic Institu	ution UELOR		Sont Flog Appr
tă sadamia Dra		University of Fiorida	Admissions
"Academic Proj		Agricultural and Life Sciences	Admissions
*Admit	Term 2161	Sprin 2016	From Application Application Nbr
Requirement ⁻	Term 2161 Q		Application Program Nbr 0
5.0 2010 - 2010 - 2010 - 2010		Sprin 2016	*Campus MAIN
Expected Grad Term:			Main
Last Undate	d On 11/09/2017 9.5	5.024W	*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 PR			ent <u>ra</u> tinoutes	ordeone Degrees
Albert Gator		98765432		
Academic Career:	Graduate	Student Career Nbr 0	Car Req Te	rm: Spring 2016
			Find View All	First 🕚 1 of 3 🕑 Las
Status:	Active in Program	Admit Term:	Sprin 2016	
Effective Date	11/09/2017	Effective Sequen	ce 2	
Program Action:	Plan Change	Action Da	te 11/09/2017	
Action Reason:	Remove Minor	Requirement Term:	Sprin 2016	
Academic Program:	AgLifeSci			
			Find View A	ll 🛛 First 🕚 2 of 2 🕑 Las
*Academic Plar	ACT_GMN Accounting	Mi	nor	+-
*Plan Sequence	e 20	Degree:		
*Declare Date	e 11/09/2017 🛐	Degree Checkout Stat:		
*Requirement Tern	2161 Q Sprin 2016	Student Degree N	lbr	
*Advisement Status	s Include V	Completion Term:		

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



Training & Organizational Development Human Resources

Student Information System

Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr 0	Car Req Ter	m: Spring 2016	
		I	Find View All	First 🕚 1 of 3	🕑 La
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				
		Î	Find View All	First 🕚 1 of 1	🕑 La
*Academic Pla	n ANS_MS Q Animal Se	ciences Majo	or		+ -
*Plan Sequenc	e 10	Degree:	MS		
*Declare Dat	e 05/04/2016	Degree Checkout Stat:			
*Requirement Terr	n 2161 Q Sprin 2016	Student Degree Nb	r		
*Advisement Statu	s Include V	Completion 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 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.

Find an E	cisting Value				
Search	Criteria				
ID:	begins with \checkmark				
Campus ID:	begins with \checkmark				
National ID:	begins with \checkmark				
Last Name:	begins with 🗸				
First Name:	begins with 🗸				
Case Se	nsitive				
Search	Clear Ba	sic Search	Save Sea	rch Criteria	

5. Select the Academics tab.

myUFI **Training & Organizational** Development Human Resources Student Information System **UNIVERSITY** of FLORIDA Albert Gator 98765432 Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid Albert's Student Center Academics Search for Classes My Class Schedule You are not enrolled in classes. **(i)** Shopping Cart My Planner Holds No Holds. V (>>) other academic.

- 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	<u>F</u> inances	Financial Aid	2
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Uni GRAD - G	iversity of Flori Graduate	da		Stud	Progran ent Career Nb	n GRLAS	Liberal Arts and Sciences
	OU - Education	and Sciences		Expect	Status Admit Tern	Active in Progra	m as of 11/21/2017 Fall 2015
				A	Approved Load	I Full-Time	
				Load	Determination	Base On Units	
				Level	Determination	Base On Units	
				Req	Plar uirement Tern	1 CHY_MS 1 2158	Chemistry Fall 2015

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 Degree	ees
Albert Gator			98765432	0	2	9
Academic Career:	Gradu	ate	Career Requirement Te	rm	Student Career Nbr 2	
					Find View All	First 🕚 1 of 1 🛞 Last
Status:	Active	e in Program				+-
*Effe	ective Date 11/09	/2017			Effective Sequence	0
*Progr	ram Action ACT	/ Activate			Action Date	11/09/2017
Acti	on Reason AMA	J 🔍 Add Majo	r		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).

Student Program	Student Plan	Student S	ub-Plan	Additional Information	Studen	t <u>A</u> ttributes	Student Degree	es		
Albert Gator				98765432	0		1	9		
Academic Career:	Gradua	ate		Career Requirement Te	erm	Student C	areer Nbr 2			
							Find View All	First	④ 1 of 3	2 🕑 Las
Status: *Effect	Active	e in Program /2017	E			Effe	ctive Sequence	1		+ -
*Program	n Action DATA		Data Cha	nge			Action Date 1	1/09/20	17	
Action	Reason CADI	Q	Change A	dditional Information		Joint Prog	Appr:			
*Academic Ins	stitution UFLC	R Q	University	of Florida						
*Academic I	Program GRLA	AS Q	Liberal Ar	ts and Sciences	ŀ	Admissions				
*Adn	mit Term 2158		Fall 2015			From Ap	plication Application Nbr			
Requireme	ent Term 2158	Q	Fall 2015			Applicati	on Program Nbr	0		
Expected Grad Terr	n:						*Campus M	IAIN	Main	
Last Upd	lated On 11/09	9/2017 10:0	8:43AM			*/	Academic Load F	ull-Time	Y	

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	0	1 🕅 🖗				
Academic Career	1		Career Requirement Term Student Career Nbr 2						
Program Data				Find View All F	First 🕚 1 of 2 🕑 Las				
Academic Prog	ram GRLAS	Liberal Arts and Scie	ences						
Program Attribu	utes			Find First	🕚 1 of 1 🕑 Last				
*Attri	bute		~		+ -				
☑ Show in S	tudent SS								
Academic Plan	1		Find	View All First	🕚 1 of 1 🕑 Last				
Academic	Plan CHY_MS	Chemistry							
Plan Attribut	es		F	Find First 🕚 1	of 1 🕑 Last				
*A	ttribute Grad - T	hesis/Dissertation Deg	g 🗸		+ -				
Show i	O Yes	No No							

4. Select Apply and OK.

FOR ADDITIONAL ASSISTANCE

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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.

Find an E	cisting Value			
Search	Criteria			
ID:	begins with			
Campus ID:	begins with V	1		
National ID:	begins with V	·		
Last Name:	begins with 🗸			
First Name:	begins with 🗸	·		
Case Se	nsitive			

STEP 3: VERIFY STUDENT INFORMATION

1. Select the Academics tab.

5	Office of Human
Γ.	Resource Services
	Training and Organizational
	Development
	UNIVERSITY of FLORIDA

IJ

Alberta Alligator			IC	D 1111	2222		
Student Center	General Info	Admissions	Transfer C	redit	Academics		
Alberta's Studen	t Center						
Academics							
My Class Schedule Shopping Cart				í	You are not enrolled in classes.		
other academic		✓ ≫					
Finances							
			(i) We	e are una ormation	able to display your account at this tim , contact the Bursar's office to comple	e. To access te your accou	this nt 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."

<u>Note</u>: 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	Academics		
Institution / Career / Program		2 🗖	Edit Program Data
UFLOR - University of Florida GRAD - Graduate GRAGL - Agricultural and Life Sciences UGRD - Undergraduate UGENG - Engineering UNAGL - Agricultural and Life Sciences UNAGL - Agricultural and Life Sciences	Program Student Career Nbr Status Admit Term Expected Graduation Approved Load Load Determination Level Determination	GRAGL 0 Active in Program 2178 2188 Full-Time Base On Units Base On Units	Agricultural and Life Sciences as of 08/18/2018 Fall 2017 Fall 2018
	Plan Requirement Term Sub-Plan Requirement Term	AGY_MS 2178 AGY_MS01 2178	Agronomy Fall 2017 Agroecology 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.



- UFF Office of Human Resource Services Training and Organizational Development UNIVERSITY of FLORIDA
 - 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.

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

Academic Career:	Graduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚	1 of 4 🕑 Last
Status: *Effec	Active in Program tive Date 10/01/2018		Effective Sequence 1	1 💷
2 *Progra	m Action PLNC		Action Date 08/18/2018	
Action	n Reason CMAJ		Joint Prog Appr:	
*Academic Ir	stitution UFLOR 🔍 U	Iniversity of Florida		
*Academic	Program GRAGL Q Ad	oricultural and Life Sciences	Admissions	
*Ad	mit Term 2178 Fa	all 2017	From Application Application Nbr	
Requirem	ent Term 2178 🔍 Ea	all 2017	Application Program Nbr 0	
Expected Grad Ter	m: 2188 Fa	all 2018	*Campus MAIN	Main
Last Up	dated On 08/18/2018 2:18:09	9PM	*Academic Load Full-Time	1

- 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.

<u>Note</u>: 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.





<u>Note</u>: 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		Stude Care N	ent () er Ibr	Са	r Req Term	: Fall 2017	,	
					Find	View All	First	🕘 1 of 4	4 🕑 Last
Status: Effective Program Action: Action Reason: Academic Program:	Active in Program Date 10/01/2018 Plan Change Change Major		Admit Term: Effective Se Acti Requirement Term	equence on Date n:	Fall 1 10/0 Fall	2017 01/2018 2017			
Academic Program.	AgLileSci				Eind I	Manu All	Eirot (1	(b) Loot
*Academie *Plan Seq	c Plan AGY_MS	Agronomy	Degree:	Majo	or MS	VIEW AII	Filst		+ -
*Declare	Date 08/21/2017		Degree Checkeut	Ctate					
*Di	T 0479 @		Degree Checkout	stat:					
*Requirement	Fall 2	017	Student Deg	gree Nb	r				
*Advisement	Status Include V		Completion Term	:					
Academic Career:	Graduate	Lo Aca Aca	ok Up Academic Pl. demic Institution: demic Program: demic Plan: begin	an swith ▼	GRAG	R	*		
Status:	Active in Program	Adi	ook Up Clear	Cano	cel	Basic Lookup			
Program Action:	Plan Change	View	/ 100	Firs		1-189 of 189	la!		
Action Reason:	Change Major	Ret Acad	demic Description			Academic Plan Type	Degree		
*Academic Pla *Plan Sequenc *Declare Dat *Requirement Terr *Advisement Statu	n AGY_MS Q. Agron e 10 e 10/01/2018 II n 2178 Q. Fall 2017 s Include Y	ABE ACT ADV De AEC De AGE AGE AGE AGE AGE	GMN Agricultural & E GMN Accounting GMN Advertising GMN Agricultural Ed MS Agricultural Ed MS Agricultural & E GMN Agronomy MS Agronomy MS Agronomy	Biological ucation 8 ucation 8 ucation 8 Biological Biological	Comr Comr Comr Eng Eng	Minor Minor Minor Major Major Major Major Major Major Major	(blank (blank (blank (blank MS PHD (blank MS PHD PHD		
OK Cancel A	pply	AMO	C_GMN Animal Molecu C_MS Animal Molecu	Ir & Cellu Ir & Cellu	lar Bio	Minor	(blank MS		

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

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



- 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

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

udent Program Student P	lan Student Sub-Plan	Additional Information S	Student Attributes	Student Degrees	D
			0*		
Academic Career:	Graduate	Student Career	Nbr 0		
			Find View Al	First 🕙 1 of	4 🕑 Last
Status:	Active in Program	Admit Term:	Fall 2017		
Effective Date	10/01/2018	Effective Sequer	nce 1		
Program Action:	Plan Change	Action D	ate 10/01/2018		
Action Reason:	Change Major				
Academic Program:	Agricultural and Life Sciences	University of Florida			
			Find View All	First 🚯 1 of 1	l 🕑 Last
Academic Plan:	Agricultural & Biological Eng	Major			
Requirement Term:	Fall 2017				
			Find View All	First 🚯 1 of 1	Last
*Academic Sub-Pla	in Q				+ -
Academic Sub-Plan Type:					
*Declare Dat	te 10/01/2018				
*Requirement Terr	m				

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.

fice of Human source Services			UF	myl
ning and Organizational elopment IVERSITY of FLORIDA		Studen	t Infori	nation Sy
Student Center General Info Admissions Transfer Cred	it Academics]	
Institution / Career / Program		Edit Program Data	-	
UFLOR - University of Florida GBAD - Graduate GRAGL - Agricultural and Life Sciences UGRD - Undergraduate UGENG - Engineering UNAGL - Agricultural and Life Sciences UNAGL - Agricultural and Life Sciences	ProgramGRAGLStudent Career Nbr0StatusActive in ProgramAdmit Term2178Expected Graduation2188Approved LoadFull-TimeLoad DeterminationBase On UnitsLevel DeterminationBase On Units	Agricultural and Life Sciences as of 10/01/2018 Fall 2017 Fall 2018		
	Plan AGB_MS Requirement Term 2178	Agricultural & Biological Eng Fail 2017		

<u>Note</u>: 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

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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.

Find an E	cisting Value			
Search	Criteria			
ID:	begins with 🗸			
Campus ID:	begins with 🗸			
National ID:	begins with 🗸			
Last Name:	begins with 🗸			
First Name:	begins with 🗸			
Case Se	nsitive			



3. Select the Academics tab.

Alberta Alligator	ID 11112222
Student Center General Info Admissions	Iransfer Credit Academics
Alberta's Student Center	
Academics	
My Class Schedule Shopping Cart	You are not enrolled in classes.
other academic 🗸 📎	
Finances	
	(i) We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

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."

<u>Note</u>: If the student is not in Active Status, the student should be referred to Admissions or the Registrar's Office for further action.

Alberta Alligat	or		ID	11112222			
Student Center	General Info	Admissions	Transfer Credit	Academics			
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Un	iversity of Flori	da			Program	UGLAS	Liberal Arts and Sciences
	S - Liberal Arts	and Sciences	ũ.	Stud	ent Career Nbr Status	0 Active in Program	as of 12/03/2016
UNDC	JO - Dusiness			Expect	Admit Term	2168	Fall 2016
				A	pproved Load	Full-Time	
				Load	Determination	Base On Units	
				Level	Determination	Base On Units	
				Req	Plan uirement Term	ATY_BA 2168	Astronomy Fall 2016



STEP 4: EDIT MODE

- 1. Select the Academic Program from the student's stack.
- 2. Select Edit Program Data.

Iberta Alligate	or		ID) 11112222			
Student Center	General Info	Admissions	Transfer Credit	Academics			
Institution / Ca	reer / Program					2 🗖	Edit Program Data
UFLOR - Uni	versity of Flori	da			Program	UGLAS	Liberal Arts and Sciences
UGRD - U	Indergraduate		_	Student	Career Nbr	0	
1 UGLA	S - Liberal Arts	and Sciences			Status	Active in Program	as of 12/03/2016
L UNBU	S - Business				Admit Term	2168	Fall 2016
				Expected	Graduation		
				App	roved Load	Full-Time	
				Load De	termination	Base On Units	
				Level De	termination	Base On Units	
					Plan	ATY_BA	Astronomy
				Require	ement Term	2168	Fall 2016

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.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator			11112222	1 🔁 🖾
Academic Career:	Under	graduate	Career Requirement Term	Student Career Nbr 0
				Find View All 🛛 First 🕚 1 of 2 🕑 Las
Status: *Eff *Progu Acti *Academic *Academic *Academic *Academic *Academic *Academic *Academic	Active ective Date 11/15 ram Action DAT/ on Reason RQT Institution UFLC c Program UGL/ admit Term 2168 ment Term 2168 erm:	e in Program ji/2017 2 A Q Data Cha C Q Requirem DR Q University AS Q Liberal Ar Fall 2016 Fall 2016	nge eent Term Change v of Florida ts and Sciences	Effective Sequence 1 Action Date 11/15/2017 Joint Prog Appr: Admissions From Application Application Nbr Application Program Nbr 0 *Campus MAIN Main
Last U	pdated On 11/1	5/2017 8:41:44AM		*Academic Load Full-Time

- 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"

dent Program Stude	ent Plan Student Sub-Pl	an Additional Information Stu	udent Degrees	
Alberta Alligator		11112222	1	
ademic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find <mark> </mark> View All First 🕚 1 o	f 2 🕑 La
tatus:	Active in Program			+ -
*Effective D	ate 11/15/2017		Effective Sequence 1	
*Program Act	ion DATA Q Data	Change	Action Date 11/15/2017	
Action Reas	son RQTC Requ	irement Term Change	Joint Prog Appr:	
*Academic Institut	ion UFLOR Q Unive	ersity of Florida		
*Academic Progr	am UGLAS 🔍 Liber	al Arts and Sciences	Admissions	
*Admit Te	erm 2168 Fall 2	2016	From Application Application Nbr	
Requirement Te	erm 2178 🔍 Fall 2	2016	Application Program Nbr 0	
xpected Grad Term:			*Campus MAIN Mai	in
Last Updated	On 11/15/2017 8-41-44A	И	*Academic Load Full-Time 🗸	

Message
The Degree Checkout Status is set to Eligible. Verify that this is the correct value for the field (14600,276)
The value of the Degree Checkout Status was not changed. Review and change it to the appropriate value if necessary.
OK

11. Click on the new Requirement Term.

Alberta Aligator		11112222	- <u>- M</u> 🖻 Θ	
Academic Career:	Undergraduate	Career Requirement Tern	m Look Up Requirement Term	×
Status: *Effectiv *Program Action f *Academic Ins *Academic P *Academic P *Adm Requirement Expected Grad Term Last Upda	Active in Program re Date 11/15/2017 Action DATA Q Data Reason RQTC Q Ret titution UFLOR Q Uni rogram UGLAS Q Lib it Term 2168 Fal at Term 2178 Q Fal : Endon 11/15/2017 8:41:44	ta Change quirement Term Change versity of Florida 1 eral Arts and Sciences 1 2016 1 2016 2 AM	Academic Institution: UFLOR Academic Career: UGRD Term: begins with ♥ Description: begins with ♥ Short Description: begins with ♥ Term Begin Date: = Look Up Clear Cancel Basic Lookup Search Results View 100 First ● 1 of 1 ● Last Term Description Short Description Term Begin Date 2173 all 2017]]] Ħ

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

<u>Note</u>: 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.

<u>Note</u>: If the student has a second major or minor, the requirement term should be changed for these plans as well.

Student Program Student Pla	an Student Sub-Plan	Additional Information S	Student Degrees		
Alberta Alligator		11112222			
Academic Career:	Undergraduate	Student Career Nbr	0 Car Req Term	1: Fall 2016	
			Find View All	First 🕚 1 o	f 2 🕑 Las
Status:	Active in Program	Admit Term:	Fall 2016		
Effective Date	11/15/2017	Effective Seq	uence 1		
Program Action:	Data Change	Action	n Date 11/15/2017		
Action Reason:	Requirement Term Change	Requirement Term:	Fall 2017		
Academic Program:	LibArt Sci				
			Find View All	First 🕚 1 of	1 🕑 Las
*Academic Pla	n ATY_BA 🔍 Astrono	my	Major		+ -
*Plan Sequence	e 10	Degree:	BA		
*Declare Date	e 12/03/2016	Degree Checkout S	tat:		
*Requirement Term	n 2178 Q Fall 2016	Student Dear	ee Nbr		
*Advisement Statu	s Include V	Completion Term:			

Alberta Alligator		11112222	Leels He Deevie		_	_
Academic Career	Undergraduate	Student Caroor Nbr	Look Up Requir	ement rem		
euronic curton.	Undergraduate	Student Career NDI	Academic Institution	n: UFLOR		
Stature .		A day 14 Tanana	Academic Career:	UGRD		
status:	Active in Program	Admit Term:	Term:	begins with V 2178	×	
Effective Date	11/15/2017	Effective Seque	Description:	begins with 🗸		
Action Reason	Data Change Requirement Term Change	Requirement Term	Short Description:	begins with 🗸		
Academic Program	LibArt Sci	Requirement renn.	Term Begin Date:		[31
*Academic Plan *Plan Sequence *Declare Date *Requirement Term *Advisement Status OK Cancel Ap	ATY_BA Astronomy 10 12/03/2016 5 2178 Fall 2016 5 Include	Degree: Degree Checkout Sta Student 12gree Completion Term:	Look Up C Search Results View 100 Term Description Sh 2178 Fall 2017 Fal	Cancel Basic Lookup First 1 of 1 Last ort Description Term Begin Date II 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

1. 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 P	an Student Sub-Plan	Additional Information Stude	nt <u>D</u> egrees		
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-Pla	anQ				+ -
Academic Sub-Plan Type:					
*Declare Da	te 12/03/2016				
Save component and return (En	ter)				
OK Cancel /	Apply				



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

Alberta Alligat	or		ID	11112222			
Student Center	General Info	Admissions	Transfer Credit	Academics			
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Un	iversity of Flori Undergraduate AS - Liberal Arts JS - Business	da s and Sciences	5	Stud	Program ent Career Nbr Status Admit Term ted Graduation	UGLAS 0 Active in Program 2168	Liberal Arts and Sciences as of 11/15/2017 Fall 2016
				A Load Level	Approved Load Determination Determination	Full-Time Base On Units Base On Units	
				Req	Plan uirement Term	ATY_BA 2178	Astronomy 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

JF myUFI



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.

Find an Ex	cisting Value	1		
▼ Search	Criteria			
ID:	hegins with		1	
Campus ID:	begins with	1	1	
National ID:	begins with	1	1	
Last Name:	begins with)	
First Name:	begins with)	
Case Ser	nsitive			

5. Select the Academics tab.



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

V (>>>

7. Click Edit Program Data.

other academic.

Albert Gator			9	98765432			
Student Center	General Info	Admissions	Transfer Credit	Academics	<u>F</u> inances	Financial Aid	2
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Uni	iversity of Flori Graduate	da		Chud	Program	GREDU	Education
)U - Education			Stude	ent Career ND Statu:	r 0 8 Active in Program	m as of 08/24/2015
GRLA	IS - Lideral Arts	and Sciences		Expect	Admit Tern ed Graduation	1 2158 1	Fall 2015
				A	pproved Load	I Full-Time	
				Load	Determination	Base On Units	
				Level	Determinatio	Base On Units	
					Pla	HEA_PHD	Higher Education Administratn
				Req	uirement Terr	n 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.

No Holds.



Albert Gator			98765432	0	16 🕅 🖗	
Academic Career:	Graduate		Career Requirement Te	rm Student Ca	reer Nbr 2	l 1 (Al
					Find View All Fil	a new row at row 1 (Ar
Status: *Effective	Active in Date 11/09/20	Program 17		Effec	tive Sequence 1	2 💷
*Program A	Action DATA	🔍 Data Cha	inge		Action Date 11/09/2017	
Action Re	eason CADI	Change /	Additional Information	Joint Prog	Appr:	
*Academic Instit	tution UFLOR	Q Universit	y of Florida			
*Academic Pro	gram GRLAS	Liberal A	rts and Sciences	Admissions		
*Admit	Term 2158	Fall 2015		From App	lication Application Nbr	
Requirement	Term 2158	Q Fall 2015	l.	Applicatio	on Program Nbr 0	
Expected Grad Term:					*Campus MAIN	Main
Last Updat	ed On 11/09/20	17 10.15.28AM		*A	cademic Load Full-Time	\sim

- 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.

Student Program	Student Pjan	Student	Sub-Plan	Additional Information	Student Attributes	Student Degrees	Student Diploma
Albert Gator				98765432	⊘ ★	13 E 🤅	>
Academic Career:	Graduat	le		Career Requirement Term	Student Car	reer Nbr 0	
					F	Find View All First	st 🕚 1 of 4 🕑 Las
Status:	Active i	n Program	n				+ -
*Effec	tive Date 09/28/2	018			Effecti	ive Sequence 1	
*Progra	m Action DATA	Q				Action Date 11/09	2017
Action	ReasonINJP	Q			Joint Prog A	oppr:	
*Academic In	stitution UFLOR	Q	University o	f Florida			
*Academic	Program GRLAS	Q	Liberal Arts	and Sciences	Admissions		
*Ad	Imit Term 2158		Fall 2015		From Appli Ap	cation pplication Nbr 00076	606
Requirem	ent Term 2158	Q	Fall 2015		Application	Program Nbr 0	
Expected Grad Ter	m:					*Campus MAIN	Main
Last Up	dated On 11/09/	2017 3:27	7:52PM		*Ac	ademic Load Full-Tin	ne 🔻

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.

<u>Note</u>: 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.

Search Criteria ID: begins with ♥ Campus ID: begins with ♥ National ID: begins with ♥	
ID: begins with ♥ Campus ID: begins with ♥ National ID: begins with ♥	
Campus ID: begins with National ID: begins with	
National ID: begins with	
Last Name: begins with V	
First Name: begins with V	
Case Sensitive	

5. Select the Academics tab.

Albert Gator			98	765432	~					
Student Center	General Info	Admissions	Transfer Credit	A <u>c</u> ademics	<u>F</u> inances	Financial Aid				
Albert's Student	t Center									
Academics									Search for Cla	2000
My Class Schedule Shopping Cart	e		í	You are no	t enrolled in o	lasses.		d	Search for Cia	5565
My Planner									r Holds	
other academic		✓ (>>)							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	<u>G</u> eneral Info	Admissions	Transfer Credit	Academics	<u>Finances</u>	Financial Aid	2
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Un GRAD - O	iversity of Flori Graduate	ida		Stud	Program ent Career Nbr	GRAGL	Agricultural and Life Sciences
GRA	GL - Agricultura	al and Life Scie	ences		Status	Active in Program	as of 11/28/2017

STUDENT PROGRAM TAB

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

Student Program	Student Plan Student Student	Gub-Plan Additional Information	Student <u>A</u> ttributes Student <u>D</u> egrees	
Albert Gator	L	98765432	★ 2 ¹	
Academic Career:	Graduate	Career Requirement Terr	erm Student Career Nbr 0	
	3		Find View All First 🕚 1 of 3 🕐	Las
Status:	Active in Program	n		+ -
*Eπec	tive Date 11/09/2017		Effective Sequence 2	
*Progra	m Action PLNC	Plan Change	Action Date 11/09/2017	
Action	n Reason CSUB	Change Subplan	Joint Prog Appr:	
*Academic II	nstitution UFLOR	University of Florida		
*Academic	Program GRAGL	Agricultural and Life Sciences	Admissions	
*Ad	Imit Term 2148	Fall 2014	From Application Application Nbr	
Requirem	ent Term 2148	Fall 2014	Application Program Nbr 0	
Expected Grad Ter	m:		*Campus MAIN Main	
Last Up	dated On 11/09/2017 10:0	1:01AM	*Academic Load Full-Time V	
Save 🔯 Retur	n to Search	2 Refresh	Update/Display	ГУ
ident Program Stud	ient Plan Student Sub-Plan	Additional Information Student Attr	ttributes Student Degrees	

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



5. Use the **arrows** to scroll through and view.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Stud	ent <u>A</u> ttributes	Student Degrees		
Albert Gator			98765432	0	_ _			
Academic Career	Craduat	to	Career Beguirement T		^		12	2
Academic Career.	Gladua	le	Career Requirement i	enn	Student C	areer Nbr 0	6	<u> </u>
						Find View All	First 🥑	1 of 3 🕑 Last
Status:	Active i	in Program						+ -
*Effe	ctive Date 11/09/2	2017			Effe	ctive Sequence	2	
*Progr	am Action PLNC	Q Plan Char	ige			Action Date 11	09/2017	
Actio	on Reason CSUB	🔍 Change S	ubplan		Joint Prog	Appr:		
*Academic	Institution UFLOF	R 🔍 University	of Florida					
*Academi	c Program GRAG	L 🔍 Agricultura	al and Life Sciences		Admissions			
*A	dmit Term 2148	Fall 2014			From Ap	plication Application Nbr		
Requirer	nent Term 2148	Fall 2014			Applicati	on Program Nbr	0	
Expected Grad Te	erm:					*Campus MA	IN	Main
Last U	pdated On 11/09/	2017 10:01:01AM			*/	Academic Load Fu	I-Time	~
						1		
🔚 Save 🔯 Retu	Irn to Search	🗈 Notify 🛛 🖯 Refre	sh 📑 Add 🤰	Updat	e/Display	🔊 Include History	🕑 Co	rrect History
Student Program Stu	dent Plan Student	t Sub-Plan Additiona	I Information Student /	Attributes	Student Degr	rees		

- 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.



Office of Human Resource Services Training and Organizational Development

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UNIVERSITY of FLORIDA

Student Information System

Student Program	Student Plan	Student Sub-Plan	Additional Informat	ion Student <u>A</u> tt	ributes Student Degre	ees	
Albert Gator			98765432	⊘ ★	6	🗗 💬	
Academic Career:	Gradua	ate	Career Requirement	nt Term Stu	Ident Career Nbr 0		
					Find View All	First 🤇	🔍 1 of 3 🕑 Last
Status:	Active	in Program					+ -
*Effe	ctive Date 11/09/	/2017			Effective Sequence	2	
*Progr	am Action PLNC	Plan Char	nge		Action Date	11/09/2017	
Actio	on Reason CSUB	Change S	ubplan	Joi	nt Prog Appr:		
*Academic	Institution UFLO	R Q University	of Florida				
*Academi	c Program GRAG	GL 🔍 Aaricultur	al and Life Sciences	Admi	issions		
*A	dmit Term 2148	Fall 2014		E FI	rom Application Application Nbr		
Requirer	ment Term 2148	C Fall 2014		A	pplication Program Nbr	0	
Expected Grad Te	erm:				*Campus	MAIN	Main
Last U	pdated On 11/09	9/2017 10:01:01AM			*Academic Load	Full-Time	\checkmark
Retu	Irn to Search	🖹 Notify 🛛 🔗 Refre	esh 📑 Add	Update/Displ	ay 🗾 Include Histo	ry 🕑 C	orrect History
Student Program Stu	dent Plan Studer	nt Sub-Plan Additiona	al Information Stude	nt Attributes Stude	ent 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 Pla	an Student <u>S</u> ub-Plan Addi	tional Information	Student	t <u>A</u> ttributes	Student Degrees
Albert Gator		98765432	0	*	
Academic Career:	Graduate	Student Career N	Nbr 0	Car Req Te	erm: Fall 2014
			F	ind View Al	l 🛛 First 🕚 1 of 3 🕑 La
Status:	Active in Program	Admit Term:		Fall 2014	
Effective Date	11/09/2017	Effective \$	equence	2	
Program Action:	Plan Change	Act	ion Date	11/09/2017	
Action Reason:	Change Subplan	Requirement Terr	m:	Fall 2014	
Academic Program:	AgLifeSci				
			F	ind View All	l 🛛 First 🕚 1 of 2 🕑 La
*Academic Pla	n AGB_MS Q Agricultural	& Biological Eng	Major	r	+ -
*Plan Sequence	e 10	Degree:		MS	
*Declare Date	e 12/24/2014 🛐	Degree Checkou	t Stat:		
*Requirement Tern	n 2148 🔍 Fall 2014	Student De	gree Nbr		
*Advisement Status	s Include V	Completion Term	1:		



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 🕑 I	Last
Biological Eng Maj	ior	+	-
Degree:	MS		
Degree Checkout Stat:			
Student Degree Nt	br		
Completion Term:			
	Biological Eng Maj Degree: Degree Checkout Stat: Student Degree NI Completion Term:	Find View All Biological Eng Major Degree: MS Degree Checkout Stat: Student Degree Nbr Completion Term:	Find View All First (1 of 2) 1 Biological Eng Major Degree: MS Degree Checkout Stat: Student Degree Nbr 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 🔍 Fall 2014	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 Q Geographic Information Systems	+ -
Academic Sub-Plan Type: Concentration *Declare Date 12/24/2014 II *Requirement Term 2148 C Fall 2014	
*Academic Sub-Plan AGB_MS02 Q Hydrologic Sciences) *=
Academic Sub-Plan Type: Concentration *Declare Date 12/24/2014 3 *Requirement Term 2148 Fall 2014	

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 P <u>r</u> ogram	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator			98765432	⊘ ★	1 🕅 💬
Academic Career	:		Career Requirement Terr	n Student Ca	reer Nbr 0
Program Data				Find View All F	ïrst 🕙 1 of 3 🕑 Last
Academic Progr	am GRAGL	Agricultural and Life	Sciences		
Program Attribu	ites			Find First	🕚 1 of 1 🕑 Last
*Attril	oute		~		+ -
Show in St	tudent SS				
Academic Plan		Agricultural 9 Dia	Find	View All First	🕚 1 of 2 🕑 Last
Plan Attribut	es	Agricultural & Dio	Find	First 🕚 1-13 of	13 🕑 Last
*A	ttribute 3/2 Corr	bined Program	~		+ -
☑ Show i	O Yes n Student SS	● No			
	4/1 Com • Yes	bined Prog-Same Fiel	d 🗸		+ - *Attribute
✓ Show i	n Student SS				
	Grad - C	o-Major Degree	\checkmark		+ - *Attribute
	○ Yes	No			

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."



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UF

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student <u>A</u> ttributes	Student Degrees
Albert Gator			98765432	⊘ ★	
Aca	demic Career	Graduate	:	Student Career Nbr 0)
				Find View	v All 💦 First 🕚 1 of 3 🕑 Last
	Status	Active in Program		Admi	it Term Fall 2014
I	Effective Date	11/09/2017		Effective Sec	quence 2
Pr	ogram Action	Plan Change		Actio	on Date 11/09/2017
μ	Action Reason	Change Subplan			
Acad	emic Program	Agricultural and Life So	ciences		
Requ	iirement Term	Fall 2014			
	Degree Check	out Stat			Update Degrees
	Complet	Applied for G Approved	raduation	Dec	Tree GPA
	Degree	Honors 1 Degree Awar Denied	ded	505	giot of A
	Degree	Honors 2 Eligible for G Needs to Fini Program in R Withdrawn	raduation ish Pending Work leview		

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. <u>Career</u>: is the student's classification such as Graduate or Undergraduate
- 2. <u>Program</u>: 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. <u>Sub-Plan</u>: is a concentration/emphasis/specialization or a certificate
- 5. <u>Student Program/Plan</u>: a student's career, program, plan, and sub-plan
- 6. <u>Student Groups</u>: identified groups to be tracked

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

7. <u>Stack</u>: 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 Pro	ogram/Plan	
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.

<u>Stack</u>	<u>Term</u>
Career	Summer 2017 Classes Classes Classes
Program	Fall 2017
Plan	Spring 2017
Sub-plan	Classes Classes Classes Classes
	Classes Classes Classes

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

<u>Career</u> UGRD=Undergraduate GRAD=Graduate MED=Medicine LAW=Law	Program → College of Liberal Arts & Sciences UGLAS → Undergraduate Career	Plan → Degree: Bachelor of Arts APY_BA → Major: Anthropology	Sub-Plan IDS_BS01 Plan Code
	GRAGL Graduate Career	Undergraduate Minor	ENG_UCT01 + Plan Code

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.
- 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 graduateprofessional 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