ADD, CHANGE, AND REMOVE A SUB-PLAN UNDERGRADUATE

This instruction guide covers how to add, change, or remove a sub-plan for an undergraduate student. A sub-plan is a specific emphasis, concentration, or track. This process is completed by Undergraduate Advisors in the various colleges with the UF_SR_UGRD_ADV_UPD role. The action reason for these changes is CSUB for “Change Sub-plan.”

ADD A SUB-PLAN

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

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](Image)

Find an Existing Value

Enter any information you have and click Search. Leave fields blank for a list of all values.

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
3. Select the **Academics** tab.

![](image1.png)

**STEP 3: VERIFY STUDENT INFORMATION**

1. Verify the student’s **name** and **UFID number**.
2. Verify the student is in the **Undergraduate** career.
3. Verify that the student is in the expected **Academic Program**.
4. 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 update.
2. Select **Edit Program Data**.
3. Verify that the student is in the expected Academic Program.

**STEP 5: REVIEW TABS**

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

   **Note:** Only sub-plans available within this Academic Plan will be available to choose from.

3. Click on the Student Sub-Plan tab.
4. Review Student Sub-Plan information.
5. 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. Enter the Program Action of PLNC for Plan Change.
4. Enter the Action Reason of CSUB for Change Sub-plan.

   **Note:** You can also use the look up icon to select the program action and action reason.
5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** field. This field shows the student’s current college.
7. Leave the **Admit Term**.
8. Leave the **Requirement Term**.
9. Leave the **Expected Grad Term** blank. This will be populated by the Registrar’s Office.
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.

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

12. Click on the **Student Sub-Plan** tab.

**Note:** Make sure you are working on the correct plan, not the minor or a different major. You can determine this by viewing the academic plan section of the page.

13. Select the **Look Up** button for **Academic Sub-Plan**.
14. Select the appropriate value.

**Note:** Only sub-plan values allowed by the plan will appear.
15. Allow the **Academic Sub-Plan Type** to default in based on the configuration of the sub-plan.

16. Allow the **Declare Date** to default to today’s date.

17. Allow the **Requirement Term** to default in.
STEP 7: SAVE AND REVIEW WORK

1. Return to the Student Program tab.
2. Click OK.

3. Click on the student’s Academic Program from the stack.

   **Note:** The Academic Program will be grey when selected.

4. Verify the changes on the Sub-Plan.
CHANGE A SUB-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.

STEP 2: SEARCH FOR STUDENT

1. Enter the student’s UFID, if known, or enter the student’s last and first name.
2. Click Search.

3. Select the Academics tab.
STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student’s name and UFID number.
2. Verify the student is in the Undergraduate career.
3. Verify that the student is in the expected Academic Program.
4. 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 update.
2. Select Edit Program Data.

<table>
<thead>
<tr>
<th>Institution / Career / Program</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF - University of Florida</td>
<td></td>
</tr>
<tr>
<td>UGFD - Undergraduate</td>
<td></td>
</tr>
<tr>
<td>UGAGL - Agricultural and Life Sciences</td>
<td></td>
</tr>
<tr>
<td>UNBUS - Business</td>
<td></td>
</tr>
</tbody>
</table>

STEP 5: COMPLETE THE FOLLOWING FIELDS

1. Select the plus (+) sign to add a new row.
2. Allow the Effective Date field to default to today’s date.
3. Enter the Program Action of PLNC for Plan Change.
4. Enter the Action Reason of CSUB for Change Sub-plan.
5. Allow the Academic Institution to default to UFLOR.
6. Leave the Academic Program field. This field shows 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.
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.

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

12. Click on the Student Sub-Plan tab.

**Note:** Make sure you are working on the correct plan, not the minor or a different major. You can determine this by viewing the academic plan section of the page.

13. Select the Look Up button for Academic Sub-Plan.
14. Select the appropriate value.

**Note:** Only sub-plan values allowed by the plan will appear.
15. Allow the **Academic Sub-Plan Type** to default in based on the configuration of the sub-plan.

16. Allow the **Declare Date** to default to today’s date.

17. Allow the **Requirement Term** to default in to the program’s requirement term.

**STEP 6:  SAVE AND REVIEW WORK**

1. Select the **Student Program** tab.

2. Click **OK**.

3. Click on the student’s **Academic Program** from the stack.

4. Verify the changes on the **Sub-Plan**.
REMOVE A SUB-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.

STEP 2: SEARCH FOR STUDENT
1. Enter the student’s UFID, if known, or enter the student’s last and first name.
2. Click Search.
3. Select the Academics tab.
STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student’s name and UFID number.
2. Verify the student is in the Undergraduate career.
3. Verify that the student is in the expected Academic Program.
4. 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 update.
2. Select Edit Program Data.

STEP 5: COMPLETE THE FOLLOWING FIELDS

1. Select the plus (+) sign to add a new row.
2. Allow the **Effective Date** field to default to today’s date.
3. Enter the **Program Action** of PLNC for Plan Change.
4. Enter the **Action Reason** to CSUB for Change Sub-plan.

![Student Information System](image)

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

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

12. Click on the **Student Sub-Plan** tab.

**Note:** Make sure you are working on the correct plan, not the minor or a different major. You can determine this by viewing the academic plan section of the page.

13. Click the **minus icon (-)** next to the sub-plan.
14. Click **OK** to confirm the delete.

**STEP 6: SAVE AND REVIEW WORK**

1. Return to the **Student Program** tab.
2. Click **OK**.
3. Click on the student’s **Academic Program** from the stack.
4. Verify the changes on the **Sub-Plan**.
### 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