

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

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

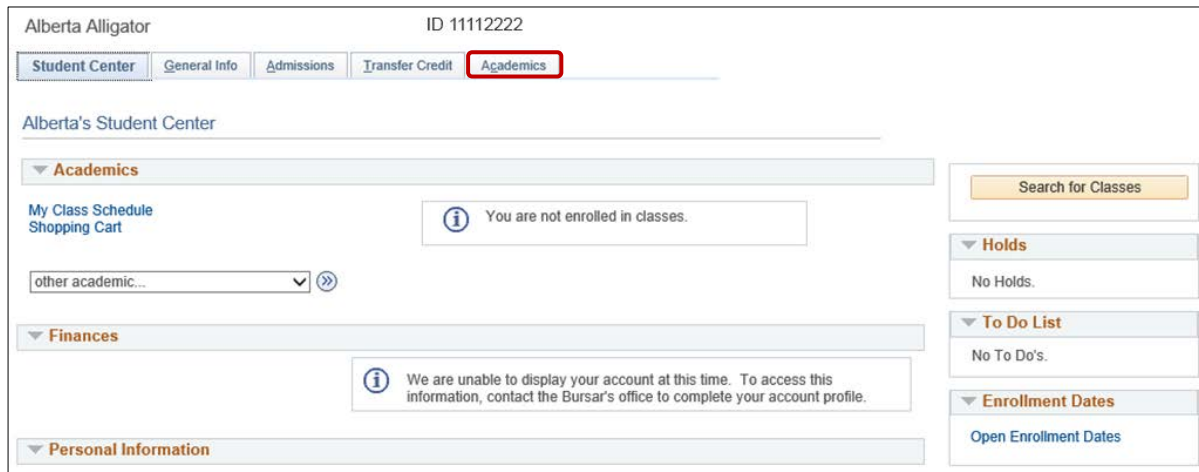
Last Name: begins with

First Name: begins with

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

3. 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

other academic... ▼ ⓘ

▼ Finances

▼ Personal Information

Search for Classes

▼ Holds

No Holds.

▼ To Do List

No To Do's.

▼ Enrollment Dates

Open Enrollment Dates

ⓘ You are not enrolled in classes.

ⓘ 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 **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**.

Alberta Alligator ID 11112222

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

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

UFLOR - University of Florida	Program	UGAGL	Agricultural and Life Sciences
UGRD - Undergraduate	Student Career Nbr	0	
1 UGAGL - Agricultural and Life Sciences	Status	Active in Program	as of 11/15/2017
UNBUS - Business	Admit Term	2168	Fall 2016
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	AEC_BS	Agricultural Education & Comm
	Requirement Term	2168	Fall 2016

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.

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 3 Last

Status: Active in Program Admit Term: Fall 2016
Effective Date: 11/15/2017 Effective Sequence: 2
Program Action: Plan Change Action Date: 11/15/2017
Action Reason: Change Subplan
Academic Program: Agricultural and Life Sciences University of Florida

[Find](#) | [View All](#) First 1 of 1 Last

Academic Plan: Agricultural Education & Comm Major
Requirement Term: Fall 2016

[Find](#) | [View All](#) First 1 of 1 Last

*Academic Sub-Plan Agricultural Leadership

Academic Sub-Plan Type: Emphasis
*Declare Date
*Requirement Term Fall 2016

OK Cancel Apply Refresh

- 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**.

The screenshot shows the 'Student Program' tab for student Alberta Alligator (ID 11112222). The student is an Undergraduate in the Career Requirement Term. The status is 'Active in Program' with an effective date of 11/15/2017. The program action is 'PLNC' (Plan Change) with an action reason of 'CSUB' (Change Subplan). The academic institution is 'UFLOR' (University of Florida) and the program is 'UGAGL' (Agricultural and Life Sciences). The admit term is '2168' (Fall 2016) and the requirement term is also '2168' (Fall 2016). The campus is 'MAIN' and the academic load is 'Full-Time'. An 'Admissions' section shows 'From Application' with application number 0. At the bottom, the 'OK' button is highlighted with a red box.

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**.

The screenshot shows the 'Academics' tab for the same student. It displays a tree view on the left with 'UNBUS - Business' selected. The main area shows program details for 'UGAGL - Agricultural and Life Sciences'. The status is 'Active in Program' as of 11/15/2017. The admit term is '2168' (Fall 2016) and the requirement term is '2168' (Fall 2016). The plan is 'AEC_BS' (Agricultural Education & Comm) and the sub-plan is 'AEC_BS01' (Agricultural Leadership), which is highlighted with a red box. The requirement term for the sub-plan is also '2168' (Fall 2016).

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**.

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](#)

3. 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](#)

other academic... []

Search for Classes

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Finances

Personal Information

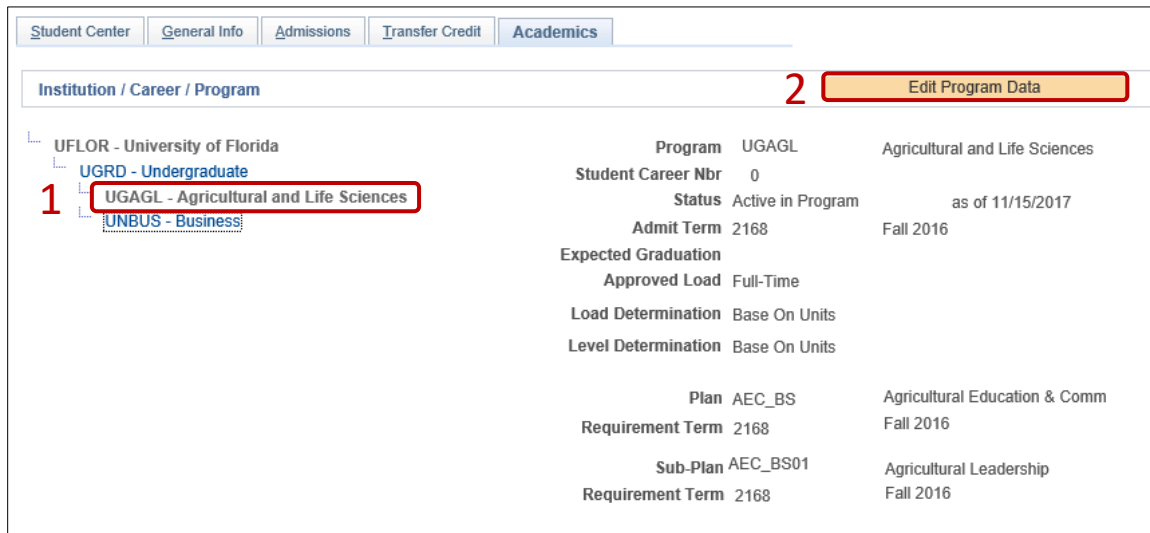
STEP 3: VERIFY STUDENT INFORMATION

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**.



Institution / Career / Program		
UFLOR - University of Florida	Program	UGAGL Agricultural and Life Sciences
UGRD - Undergraduate	Student Career Nbr	0
1 UGAGL - Agricultural and Life Sciences	Status	Active in Program as of 11/15/2017
UNBUS - Business	Admit Term	2168 Fall 2016
	Expected Graduation	
	Approved Load	Full-Time
	Load Determination	Base On Units
	Level Determination	Base On Units
	Plan	AEC_BS Agricultural Education & Comm
	Requirement Term	2168 Fall 2016
	Sub-Plan	AEC_BS01 Agricultural Leadership
	Requirement Term	2168 Fall 2016

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**.

Student Center	General Info	Admissions	Transfer Credit	Academics
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Institution / Career / Program		Edit Program Data	
UFLOR - University of Florida	Program	UGAGL	Agricultural and Life Sciences
UGRD - Undergraduate	Student Career Nbr	0	
UGAGL - Agricultural and Life Sciences	Status	Active in Program	as of 11/15/2017
UNBUS - Business	Admit Term	2168	Fall 2016
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	AEC_BS	Agricultural Education & Comm
	Requirement Term	2168	Fall 2016
	Sub-Plan	AEC_BS02	Communication & Leadership Dev
	Requirement Term	2168	Fall 2016

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**.

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

3. 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

other academic... [v] [go]

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.

Personal Information

Search for Classes

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Open Enrollment Dates

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**.

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

Institution / Career / Program **2** **Edit Program Data**

UGAGL - Agricultural and Life Sciences **1**

UGAGL - Agricultural and Life Sciences

UNBUS - Business

Program UGAGL Agricultural and Life 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 AEC_BS Agricultural Education & Comm

Requirement Term 2168 Fall 2016

Sub-Plan AEC_BS02 Communication & Leadership Dev

Requirement Term 2168 Fall 2016

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.

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**.

Student Center	General Info	Admissions	Transfer Credit	Academics
Institution / Career / Program			Edit Program Data	
UFLOR - University of Florida			Program	UGAGL Agricultural and Life Sciences
UGRD - Undergraduate			Student Career Nbr	0
UGAGL - Agricultural and Life Sciences			Status	Active in Program as of 11/15/2017
UNBUS - Business			Admit Term	2168 Fall 2016
Expected Graduation				
Approved Load Full-Time				
Load Determination Base On Units				
Level Determination Base On Units				
Plan AEC_BS Agricultural Education & Comm				
Requirement Term 2168 Fall 2016				

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