STUDENT SERVICES CENTER

This instruction guide will cover how to navigate to the Student Services Center and view information about an individual student.

NAVIGATION

1. Log in using your GatorLink username and password.
2. Navigate to Main Menu > Student Information System > Campus Community > Student Services Center.
3. Enter the UF ID of the student, if known, or enter the last name and the first name of the student.
4. Click Search.

STUDENT CENTER TAB

This tab includes information related to academics, finances, personal information, to do items, milestones, enrollment dates, and advisor information.

- Academics Section: Provides links to the student’s current schedule and other academic information.
  - Click My Class Schedule to view a student’s schedule in terms other than the current term.
  - Shopping Cart, My Planner, and Communication Center will not be used.
  - Click Other Academic drop-down to navigate to the student’s grades if available, course history, and transfer credit information.

  Note: After viewing a student’s grades, click Cancel to be returned to the Student Services Center.

- Finances Section: Allows you to view summary information on the student’s billing information. You will not be able to view detailed billing or financial aid information unless you have the appropriate security.

- Personal Information Section: Contains contact information such as addresses, email and phone number information.
o Click **Demographic Data** to provide additional demographic information.

- **Holds Section.** A list all of the student’s outstanding holds.

  **Note:** Service Indicators is the Campus Solutions term for holds. These terms refer to the same information.

- **To Do List Section:** A list of items that are outstanding for the student to complete.
- **Milestones Section:** Includes items such as thesis/dissertation or other non-course requirements that apply to the student.
- **Enrollment Dates:** Provides the enrollment appointment for the student.
- **Advisor Section:** Will list the student’s advisor(s) and contact information.

  **Note:** Click **Details** link if you want to contact the student’s advisor.

**GENERAL INFORMATION TAB**

This tab includes more information on service indicators, check lists, and student groups.

- Click on the **links** at the top of the page or **scroll down** to see all information.
• If there are buttons available, and you have the appropriate security, you can edit information on the student by clicking on that button. For example, if you have the ability to update a service indicator, click the **Edit Service Indicators** button and make the necessary changes.

![Student Information System](image)

• Click **Cancel** to be returned to the Student Services Center.

![Add Service Indicator](image)

**ACADEMICS TAB**

This tab allows you to view the student’s Career, Program, and Plan information and view the status of the student in that program.

• Click the **Program link** on the far left of the screen to view details related to the student’s program and plan on the right side do the page.
• Review **Student Career Nbr**. If a Graduate student has been in multiple majors throughout his/her graduate career, you will see a career number greater than 0.

• Review **Approved Load**. The approved load indicates that the student has been approved to pursue this program either full time or part time. It does not reflect the student’s actual computed academic load in a term.

• Review **Load Determination**. This is the method by which the student’s academic load will be calculated.

• Review **Level Determination**. This is the method by which students will advance to the next academic level.

• Review **Requirement Term**. This is the catalog year for the student’s program.

• Click **Edit Program Data** to make changes to the student’s program/plan. Updates may include changes in major, minor, concentration, or requirement term. After making the changes, click **OK** to return to the Student Services Center.
**Note:** Although all users will have the Edit Program Data button, only those with the appropriate security will be able to change data.

![Student Information System](image)

**ADDITIONAL HELP**

Further resources are available at: [http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/](http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/).

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to adding, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or registrarhelp-l@lists.ufl.edu. You can also visit [https://registrar.ufl.edu/contacts](https://registrar.ufl.edu/contacts).
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.
3. Select the Academics tab.

![Student Information System](image)

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**.

![Program Data Image]

**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**.

```
<table>
<thead>
<tr>
<th>ID:</th>
<th>Campus ID:</th>
<th>National ID:</th>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>begins with</td>
<td>begins with</td>
<td>begins with</td>
<td>begins with</td>
<td>begins with</td>
</tr>
</tbody>
</table>
```

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.

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
CHANGE TO A MAJOR IN A DIFFERENT COLLEGE-UNDERGRADUATE

This instruction guide covers how to change to a major in a different college for an undergraduate student. This process is completed by Undergraduate Advisors in the various colleges with the UF_SR_UGRD_ADV_UPD role. The advisor must enter the previously recorded admit term, requirement term, and minor plans. The Program Action is PRGC for Program Change and the Action Reason is CMAJ for Change 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 > 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.

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 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 change.
2. Select Edit Program Data.
**STEP 5: REVIEW TABS**

1. Write down the Requirement term.
2. Click on the Student Plan tab.
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**

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 PRGC for Program (College) Change.
4. Update the Action Reason to CMAJ since the student is changing a major.
5. Allow the Academic Institution to default to UFLOR.
6. Select the new Academic Program for the student by clicking on the look up icon and selecting the program code.
7. Enter the Admit Term.

**Note:** This should be the same as the student’s admit term before.

8. Allow the Requirement Term to default to the same value as before.
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 Plan** tab.

**Note:** When you change a student’s program, you must also add the student’s new major plan.

13. Select the new academic plan for the student by clicking on the **look up icon** and selecting the **plan code**. Choose a plan code with the **plan type = Major**.

**Note:** When you choose an academic plan, the academic plan type will display to the right (Major, Minor, etc.). Check to make sure the plan type is correct.
14. Allow the **Plan Sequence** to default to 10.
15. Allow the **Declare Date** to default to today’s date.

**Note:** If you change a student’s plan after the first day of class, that change will not be effective until the next term for pre-requisite checking and reporting purposes.

16. Allow the **Requirement Term** to default in.
17. Allow the **Advisement Status** to default in.
18. Verify the **Degree**, which will display based on the plan you select.

**Note:** If you select a minor in error, this field will be blank.

19. Select **Student Sub-Plan** tab.
20. Enter **Academic Sub-Plan** if applicable.

---

**STEP 7: 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 for the student’s program and plan.
CHANGE TO A MAJOR IN THE SAME COLLEGE-UNDERGRADUATE

This instruction guide will cover how to change a student’s major within the same college. This is performed by undergraduate advisors in the various colleges with the UF_SR_UGRD_ADV_UPD role. The Program Action is PLNC for Plan Change and the Action Reason is CMAJ for Changing a Major.

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

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.

STEP 3: VERIFY STUDENT INFORMATION

1. Select the Academics tab.
2. Verify the student’s name and UFID number.
3. Verify the student is in the Undergraduate career.
4. Verify the student is in the expected Academic Program.
5. Verify the student is in Active status. The Status should state “Active in Program.”

**Note:** If the student is not in Active status, the student should be referred to Admissions or the Registrar’s Office for further action.

**STEP 4: EDIT MODE**

1. Select the Academic Program you wish to change.
2. Select Edit Program Data.
STEP 5: REVIEW TABS
1. Review Academic Program on the Student Program tab.
2. Click on the Student Plan tab.
4. Click on the Student Sub-Plan tab.
5. Review Student Sub-Plan information.
6. Select the Student Program tab.

STEP 6: COMPLETE THE FOLLOWING FIELDS ON THE STUDENT PROGRAM TAB
1. Select the plus (+) sign to add a new row.
2. Allow the Effective Date field to default to today’s date.
3. Update the Program Action to PLNC for Plan Change.
4. Update the Action Reason to CMAJ since the student is changing a major.

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

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

10. Allow the Effective Sequence to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.
11. Allow the Action Date to default to today’s date.

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

**STEP 6: CHANGING A STUDENT’S MAJOR**
1. Select the Student Plan tab.
2. Click on the lookup icon beside Academic Plan and select the major plan code.

**Note:** if you don’t know the code, you can click the lookup button and sort based on the column header. If you click the View All link, you will see the student’s plan history through all effective dates.
3. Allow the Requirement Term to default in.
4. Allow the Advisement Status to default in.
5. Verify the Degree, which will display based on the plan you select.

**Note:** Completion term is not populated when the student graduates.

**STEP 7: SELECT A STUDENT’S SUB-PLAN**
1. Select the Student Sub-Plan tab.
2. Use the look up icon to select the Academic Sub-Plan, if applicable.
STEP 8: SAVE AND REVIEW YOUR WORK

1. Select the Student Program tab.
2. Click OK.
3. Select correct Program stack.
4. Verify the changes made on the Student Program page.
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
CHANGE STUDENT’S REQUIREMENT TERM-UNDERGRADUATE

This instruction guide will cover how to change a student’s requirement term, which is the catalog year. Requirement term is very important in running a correct audit. This process is completed by Undergraduate Advisors in the various colleges with the UF_SR_UGRD_ADV_UPD role or Graduate Coordinators and Staff in the various colleges with the UF_SR_GRAD_STAFF_USER role. The program action will be DATA for Data Change and the action reason is RQTC for Requirement Term Change.

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

1. Log into myUFL using your GatorLink username and password.
2. Navigate to NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

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.

STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student’s name and UFID number.
2. Verify the student is in the expected career (Undergraduate or Graduate).
3. Verify the student is in the expected Academic Program.
4. Verify the student is in the expected Academic Plan.
5. Verify the student is in Active status. The Status should state “Active in Program.”

Note: If the student is not in Active status, the student should be referred to Admissions or the Registrar’s Office for further action.
**STEP 4: EDIT MODE**

1. Select the **Academic Program** from the student’s stack.
2. Select **Edit Program Data**.

![Student Information System](image)

**STEP 5: COMPLETE THE FOLLOWING FIELDS**

1. Make a note of the **Admit Term** and the **Requirement Term**.
2. Select the **plus (+) sign** to add a new row.
3. Allow the **Effective Date** field to default to today’s date.
4. Update the **Program Action** to **DATA**.
5. Update the **Action Reason** to **RQTC** for Requirement Term Change.
6. Allow the **Academic Institution** to default to **UFLOR**.
7. Leave the **Academic Program** as displayed. It should be the student’s current college.
8. Allow the **Admit Term** to default to the student’s admit term in the career.
9. Select the look up icon to update the **Requirement Term** to reflect the student’s new catalog year.

10. Leave the **Expected Grad Term**. This will be populated by the Registrar’s Office.

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

11. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective sequence will increment to 2.

12. Allow the **Action Date** to default to today’s date.
**Step 6: Update Requirement Term For Academic Plan**

1. Click on the **Student Plan** tab.
2. Select the lookup icon to change the **Requirement Term** for the Academic Plan so that it is the same as the requirement term that was updated on the student program page.

**Note:** If the student has a second major or minor, the requirement term should be changed for these plans as well.
**STEP 7: UPDATE REQUIREMENT TERM FOR SUB-PLANS**

1. Click on the **Student Sub-Plan** tab.
2. If the student has a sub-plan (or multiple sub-plans), update the **Requirement Term** so that it is the same as the student’s program and plan.

**STEP 7: SAVE AND REVIEW YOUR WORK**

1. Select **OK**.

   ![Screenshot of the Student Information System](image_url)

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

   ![Additional screenshot](image_url)

   4. Click the **Student Plan** and the **Student Sub Plan** tabs and verify the data on those pages as well.
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
STUDENT PROGRAM PLAN ACADEMIC STRUCTURE, TERMS, AND RULES

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

TERMS

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

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

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

ACADEMIC STRUCTURE

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Code Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAREER</strong></td>
<td>Undergraduate&lt;br&gt;Graduate&lt;br&gt;Law&lt;br&gt;Medicine</td>
<td>UGRID = Undergraduate&lt;br&gt;GRAD = Graduate&lt;br&gt;LW = Law&lt;br&gt;MED = Medicine</td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td>Career + College</td>
<td>GRACL = Graduate / Agricultural &amp; Life Sciences&lt;br&gt;UGLAS = Undergraduate / Liberal Arts &amp; Sciences&lt;br&gt;UNEN = Undergraduate Non-Degree/Engineering&lt;br&gt;VMVEM = Veterinary Medicine / Veterinary Medicine</td>
</tr>
<tr>
<td><strong>PLAN</strong></td>
<td>Major + Degree&lt;br&gt;Minor (subject) + Level&lt;br-College of Certificate + Level</td>
<td>APY_BA=Anthropology_Bachelor of Arts&lt;br&gt;LIN_UMN=Linguistics_Undergraduate Minor&lt;br&gt;ENG_UCT=Engineering_Undergraduate Certificate</td>
</tr>
<tr>
<td><strong>SUB-PLAN</strong></td>
<td>Concentration/Emphasis/Specialization or Certificate</td>
<td>BLY_B501 = Biology_Bachelor of Science / Sub-Plan #&lt;br&gt;ENG_UCT01 = Engineering_Undergraduate Certificate / Sub-Plan #</td>
</tr>
</tbody>
</table>
Below is a chart to represent how a student’s Career, Program, Plan, and Sub-plan (left) is linked to the rest of a student’s information including terms, classes, and eventually grades and graduation information.

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

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

**RULES-UNDERGRADUATE AND PROFESSIONAL CAREERS**

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

1. There is 1 stack per major plan, no matter what.
2. Minors are attached to the major and degree plan, so they do not “float” or “move” from stack to stack within the career.
3. Program changes do not exist. The only allowable plan change is a minor plan change.
4. Major changes don’t exist, meaning there will never be a program change. Users will always start with a new stack for a new major plan, and discontinue old stacks as needed.
5. When creating new stacks, the admit term must remain the same. The student’s admit term will always be the first term the student started in any graduate career program.
6. Degree attributes reflect degree options for different students such as thesis/non-thesis or joint graduate-professional. A custom batch job will default degree attributes to any new grad career plan, and graduate department coordinators can make limited manual adjustments.
7. Graduate department coordinators can add new stacks, discontinue existing stacks, add and remove minors, and update degree attributes.

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

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Action Reason</th>
<th>When should I use this combination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTV (Active)</td>
<td>AMAJ (Add Major)</td>
<td>The Graduate student is adding a major or degree.</td>
</tr>
<tr>
<td>PRGC (Program Change)</td>
<td>CMAJ (Change Major)</td>
<td>The Undergraduate student is changing major AND College.</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>AMIN (Add Minor)</td>
<td>The Graduate student is adding a minor in the same College.</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>CMAJ (Change Major)</td>
<td>The student is changing a major in the same College.</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>CSUB (Change Subplan)</td>
<td>The student is changing a sub-plan only (concentration, emphasis, specialization).</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>RMIN (Remove Minor)</td>
<td>The Graduate student wants to remove a minor.</td>
</tr>
</tbody>
</table>

Note: This is performed by the Registrar’s Office.
### Student Information System

<table>
<thead>
<tr>
<th>DATA (Data Change)</th>
<th>RQTC (Requirement Term Change)</th>
<th>An academic advisor needs to make an exception and set the requirement term (catalog year) as before the student’s admit term.</th>
</tr>
</thead>
</table>

### FOR ADDITIONAL ASSISTANCE

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

**Processes and Policies**
The Office of the University Registrar ourdegreeteam-l@lists.ufl.edu 352-392-1374 registrar.ufl.edu.