**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.
- 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.

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**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.

![Service Indicators and Checklists](image)

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

![Add Service Indicator Table](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/

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.
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>CAREER</td>
<td>Undergraduate Graduate Law Medicine</td>
<td>UGRID = Undergraduate GRAD = Graduate LW = Law MED = Medicine</td>
</tr>
<tr>
<td>PROGAM</td>
<td>Career + College</td>
<td>GRAGL = Graduate / Agricultural &amp; Life Sciences UGLAS = Undergraduate / Liberal Arts &amp; Sciences UNENG = Undergraduate Non-Degree/ Engineering VMVEM = Veterinary Medicine / Veterinary Medicine</td>
</tr>
<tr>
<td>PLAN</td>
<td>Major + Degree Minor (subject) + Level College of Certificate + Level</td>
<td>APY_BA=Anthropology_Bachelor of Arts LIN_UMN=Linguistics_Undergraduate Minor ENG_UCT=Engineering_Undergraduate Certificate</td>
</tr>
<tr>
<td>SUB PLAN</td>
<td>Concentration/Emphasis/ Specialization or Certificate</td>
<td>BLY_B501 = Biology_Bachelor of Science / Sub-Plan # 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.

<table>
<thead>
<tr>
<th>Stack</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>Summer 2017</td>
</tr>
<tr>
<td>Program</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>Plan</td>
<td>Spring 2017</td>
</tr>
<tr>
<td>Sub-plan</td>
<td>Summer 2017</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Career</th>
<th>Program</th>
<th>Plan</th>
<th>Sub-Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGRD=Undergraduate</td>
<td>UCLAS=College of Liberal Arts &amp; Sciences</td>
<td>Degree: Bachelor of Arts</td>
<td>Sub-Plan #</td>
</tr>
<tr>
<td>GRAD=Graduate</td>
<td>APY_BA=Undergraduate Career</td>
<td>Major: Anthropology</td>
<td></td>
</tr>
<tr>
<td>MED=Medicine</td>
<td>LIN UMN=Undergraduate Minor</td>
<td>Undergraduate Minor</td>
<td></td>
</tr>
<tr>
<td>LAW=Law</td>
<td>UFLOR=University of Florida</td>
<td>Minor: Linguistics</td>
<td></td>
</tr>
<tr>
<td>UNIVC=Journalism and Communications</td>
<td>UGLAS=College of Agricultural &amp; Life Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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></td>
<td></td>
<td>Note: This is performed by the Registrar’s Office.</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>
<tr>
<td></td>
<td></td>
<td>Note: This is performed by the Registrar’s Office.</td>
</tr>
</tbody>
</table>
### 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.

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### 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
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.

![Search Criteria](image)
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.

![Edited 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.
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
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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.

FOR ADDITIONAL ASSISTANCE

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

Processes and Policies
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ourdegreeteam-l@lists.ufl.edu
352-392-1374
registrar.ufl.edu
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.

![Student Information System](image)

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.

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**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
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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.
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 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.

![Student Information System](image)

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

**STEP 6: UPDATE REQUIREMENT TERM FOR ACADEMIC PLAN**

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

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

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

4. Click the Student Plan and the Student Sub Plan tabs and verify the data on those pages as well.
FOR ADDITIONAL ASSISTANCE

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STUDENT PROGRAM/PLAN: CHANGE TO A MAJOR IN A DIFFERENT COLLEGE
WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student’s major to one in a different college when that student also has a minor.

NAVIGATION

There are two myUFL locations where this process can be completed.

<table>
<thead>
<tr>
<th>Student Services Center Navigation</th>
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<td></td>
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PROCESS

Regardless of whether you go to the Student Services Center or Advisee Student Center, you will first do the following:

1. Enter the student’s UFID in the ID field
2. Click the Search button

Regardless of whether you go to the Student Services Center or Advisee Student Center, click the Academics tab

3. Be sure you are on the correct program by clicking on the Program Name
5. The program name will change to gray text. Program/Plan details appear to the right. Click the Edit Program Data button.

6. Click the plus sign (+) to add a new row.

7. Enter PRGC in the Program Action field (or click the look up icon to search). PRGC means Program Change.
8. Enter CMAJ in the Action Reason field (or click the look up icon to search). CMAJ means Change Major.
9. Enter the Academic Program (or click the look up icon to search). In our example we are using UGLAS, which is Liberal Arts and Sciences.  
   NOTE: When you click the look up icon, on the Academic Programs you have access to will display.
10. Click the Student Plan tab.
11. Click the **plus sign (+)** to add a new row.

12. **QUICK TIP!**
   If you don’t know the code for the Academic Plan, enter the first letter of the major. Then, click the **look up** icon to see all majors that begin with that letter.

13. Click the desired new **Academic Plan**. For this example, we will choose **EH-BA**.
14. If the Academic Plan has a sub-plan, click the **Student Sub-Plan** tab.

![Image](image-url)

From here, you would either enter the **Academic Sub-Plan** code or click the look up icon to search for the code. In this example there is no Academic Sub-Plan.

15. Once you have entered all necessary information, click the **OK** button at the bottom of the page.

![Image](image-url)

16. The new Academic Program details displays. Click the new **Program name**.

![Image](image-url)

Here you can see the new **Plan** listed.

**FOR ADDITIONAL ASSISTANCE**

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

**Policies and Processes**
Office of the University Registrar
352-392-1374
registrar.ufl.edu
STUDENT PROGRAM/PLAN: CHANGE MAJOR WITHIN THE SAME COLLEGE
WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student’s major to one within the same college when the student also has a minor.

NAVIGATION

There are two myUFL locations where this process can be completed.

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PROCESS

Regardless of whether you go to the Student Services Center or Advisee Student Center, you will first do the following:

1. Enter the student’s UFID in the ID field
2. Click the Search button

3. Regardless of whether you go to the Student Services Center or Advisee Student Center, click the Academics tab

4. Be sure you are on the correct program by clicking on the Program Name.

Note: When you select a stack, the text will turn dark grey. This way you know you are working on the correct program.
5. Click the **Edit Program Data** button.

6. Click the **(+) plus sign** to add a new row.

7. Enter **PLNC** in the **Program Action** field. PLNC means Plan Change. You can also click the look up icon (magnifying class) to search for the program action code.

8. Enter **CMAJ** in the **Action Reason** field. CMAJ means Change Major. You can also click the look up icon (magnifying class) to search for the action reason code.

9. Click the **Student Plan** tab.

10. Note there is more than one plan. Click the **View All** link to see all academic plans that are a part of this program.
11. Both plans display. In the new plan section, enter %ba in the Academic Plan field to search for all plans with BA in the name.

**QUICK TIP!**

The percent sign % is known as a wildcard. If you want to conduct a partial search, you can enter the % sign, along with other desired characters. In our example, we want to see all academic plans that end in BA. In order to see all of these plans, we enter %ba. Upon clicking the look up icon, we will see all academic plans that end with BA.

If we wanted to see all plans that begin with a certain character, we would enter that character, followed by the percent sign. For example, if we want all plans that begin with an E we would enter e%.

12. Click the look up icon to search.

13. Click on the desired academic plan. In this example, the desired plan is CRI_BA.

14. Click the View 1 link to minimize the other Academic Plan.
15. If the Academic Plan has a sub-plan, click the **Student Sub-Plan** tab.

16. Be sure you are on the correct plan. From here you would either enter the **Academic Sub-Plan** code or click the look up icon next to the **Academic Sub-Plan** field to search for the code. In this example, the plan does not have an academic sub-plan.

17. Once you have entered all of the necessary information, click the **OK** button.

18. The new **Academic Program** displays. Click the **new program name** link to see the change.

19. The program name will change to gray text. Here you can see the new **Plan** listed. The plan change is now complete.
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