

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 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 V
Campus ID: begins with 🗸
National ID: begins with 🗸
Last Name: begins with 🗸
First Name: begins with 🗸
Case Sensitive
Search Clear Basic 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.
 - o 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.

Alberta Gate	or		ID	1111222	2 0		
Student Center	General Info	Admissions	Iransfer Credit	Agademics	Einances	Financial Aid	
Alberta Gator							
Academics							
My Class Schedule	9		G	You are no	t enrolled in	classes.	Search for classes
My Planner			9				✓ Holds
other academic		∨ ⊗					OFC SHCC Restrict Registration
 Finances 							
My Account			(i) We are I	nable to displa	v vour acco	unt at this time. To access this	To Do List
Account Inquiry			informati	on, contact the	Bursar's off	ice to complete your account profile.	No To Do's.
Financial Aid							The Foreliment Dates
view Financial Aid							Open Enrollment Dates
Personal Info	rmation						Advisor
			Contrast Inform	ation			Program Advisor
Demographic Data			Contact morm	ation			None Assigned
			University Hou: None	sing		Mailing 903 W. University Avenue Gainesville, FL 32608	
			Primary Phone 352-555-1212			Home E-mail None	
Admissions							
Apply for Admissio	n						
φ ρι γ ιοι τιαπιοσιο			(i) You do this time	not have any p	ending appli	cations at	
Go to top							

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.



myUFI

UF

• 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	Center General Info	Admissions	Transfer Credit	Academics	Finances	Financial Aid	
\int	Service Indicators Student Groups	Initiate Perso	ed Checklists nal Data		Colla	pse All	
	National ID Addresses Email Addresses	Phone	s 95		Expar	id All	
7	Service	Indicators			Edit	Service Indicators	
*	Positive	🔗 Negat	ive				
Servi	ice Indicators			Pe	rsonalize	View All 📮 🛛 F	First 🛞 1 of 1 🛞 Las
Туре	Details	Start Term	End Term	Start Date	E	nd Date	Department
0	OFC SHCC Restrict Registration	Begin Term - Srvc Indicatr Use	End Term - Srvc Indicatr Use	10/24/2017			SH-STUDENT HEALTH CARE CENTER
				×	Go to top		
7	Initiated	Checklists			Review	Checklist Summary	
No	initiated checklists four	nd.			Go to top		
7	Stud	ent Groups				Edit Student Groups	
Nos	student groups found.			×	Gatatan		

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

Code	Code Description	Pesson Description	Institution	Start Torm		End Term	End Term	Start Data	End Data
Joue	Code Description	Reason Description	manuuon	Start Term		Liu teim	Description	Start Date	Life Date
HIC	OFC SHCC Restrict Registration	Immunization Compliance	UFLOR	0000	Begin Term	9999	End Term	10/24/2017	

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.

Alberta Gato	or			ID 1111222	20		
Student Center	General Info	Admissions	Transfer Credit	Academics	Einances	Financial Aid	
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Un	iversity of Florid Undergraduate	ia	,	Stude	Progra ent Career NI	m UGLAS or 0	Liberal Arts and Sciences
UGLA	AS - LIDeral Arts	and sciences		-	Statu Admit Ten	ns Active in Program 12058	m as of 12/18/2007 Fall 2005
				Expect	ed Graduatio pproved Loa	n Id Full-Time	
				Load Level	Determinatio Determinatio	n Base On Units n Base On Units	
				Dem	Pla	IN BUS_UMN	Business Administration
				Keq	Pla	m CRI_BA	Criminology
				Req	uirement Ter	m 2058	Fall 2005

• 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.

Alberta Gato	or			ID 1111222	20		
Student Center	General Info	Admissions	Transfer Credit	Academics	Einances	Financial Aid	
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Un	iversity of Flori	da		_	Program	n UGLAS	Liberal Arts and Sciences
	AS - Liberal Arts	and Sciences	\$	Stude	ent Career Nt Statu	or 0 s Active in Progr	am as of 12/18/2007
					Admit Terr	n 2058	Fall 2005
				Expect	ed Graduatio	n	
				A	pproved Loa	d Full-Time	
				Load	Determinatio	n Base On Units	
				Level	Determinatio	n Base On Units	
					Pla	n BUS_UMN	Business Administration
				Req	uirement Ter	n 2058	Fall 2005
					Pla	n CRI_BA	Criminology
				Req	uirement Ter	m 2058	Fall 2005

- 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.



Student Information System

Note: Although all users will have the Edit Program Data button, only those with the appropriate security will be able to change data.

Alberta Gator		1				
Student Center Gen	eral Info Admissions	Transfer Credit	Academics Ein	iances F	Financial Aid	
Institution / Career /	Program					Edit Program Data
UFLOR - Universit	ly of Florida			Program	UGLAS	Liberal Arts and Sciences
UGRD - Underg	raduate		Student C	areer Nbr	0	
UGLAS - Li	beral Arts and Science	s		Status	Active in Program	as of 12/18/2007
			A	lmit Term	2058	Fall 2005
			Expected G	raduation		
			Appro	ved Load	Full-Time	
			Load Dete	rmination	Base On Units	
			Level Dete	rmination	Base On Units	
				Plan	BUS_UMN	Business Administration
			Requiren	nent Term	2058	Fall 2005
				Plan	CRI_BA	Criminology
			Requiren	nent Term	2058	Fall 2005

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 <u>registrarhelp-l@lists.ufl.edu</u>. You can also visit <u>https://registrar.ufl.edu/contacts</u>.



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.

Find an E	xisting Value				
▼ Search	Criteria				
ID:	begins with \checkmark		J		
Campus ID:	begins with \checkmark				
National ID:	begins with \checkmark				
Last Name:	begins with 🗸		ו		
First Name:	begins with 🗸		ī .		
Case Se	nsitive		-		
	^				



3. Select the Academics tab.

Alberta Alligator	ID 11112222	
Student Center General Info Admissions	Iransfer Credit Agademics	
Iberta's Student Center		
Academics		Search for Classes
vly Class Schedule Shopping Cart	(i) You are not enrolled in classes.	▼ Holds
other academic 🗸 📎		No Holds.
Finances		To Do List
	We are unable to display your account at this time. To access this	No To Do's.
	information, contact the Bursar's office to complete your account profile.	The Enrollment Dates
Personal Information		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.

Alberta Alligator				ID 11112222		
Student Center	General Info	Admissions	Transfer Credit	Academics		
Institution / C	areer / Program				2 🗖	Edit Program Data
UFLOR - Un	iversity of Flori	ida		Progra	m UGAGL	Agricultural and Life Sciences
UGRD -	Undergraduate			Student Career N	or 0	
UGA	GL - Agricultura	al and Life Scie	ences	Statu	s Active in Program	as of 11/15/2017
UNBU	JS - Business			Admit Ter	m 2168	Fall 2016
				Expected Graduation	n	
				Approved Loa	d Full-Time	
				Load Determination	n Base On Units	
				Level Determination	n Base On Units	
					- 450 00	Assoultural Education 9 Comm
				Pla	IN AEC_BS	Agricultural Education & Comm

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.

<u>Note</u>: 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.

<u>Note</u>: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

12. Click on the Student Sub-Plan tab.

<u>Note</u>: 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.

UF	Office of Human Resource Services								UF	myUFL
	Training and Organizational Development UNIVERSITY of FLORID	A						Sti	ıdent Inforr	nation System
[Student Program Student P	Plan Student Sub-Plan Add	itional Information Stud	ent <u>D</u> egrees						
	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	Plan Change	Effective Sequence	2						
	Action Reason:	Change Subplan	ACTION Date	11/15/2017						
	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-Pla	an AEC_BS01 × 🔍 Agricultural I	Leadership				+ -			
	Academic Sub-Plan Type	: Emphasis								
	*Declare Da	ate 11/15/2017								
	*Requirement Ter	rm 2168 🤍 Fall 2016								
	OK Cancel	Apply						2 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.

1777



STEP 7: SAVE AND REVIEW WORK

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

Student Program S	Student Plan Student Sub	o-Plan Additional Information	Student Degrees	
Alberta Alligator		11112222	M 🖬 🗇	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚	1 of 3 🕑 Last
Status:	Active in Program			+ -
*Effectiv	ve Date 11/15/2017		Effective Sequence 2	
*Program	Action PLNC	lan Change	Action Date 11/15/2017	
Action F	Reason CSUB 🔍 C	hange Subplan	Joint Prog Appr:	
*Academic Ins	titution UFLOR 🔍 U	niversity of Florida		
*Academic P	rogram UGAGL 🔍 Ag	gricultural and Life Sciences	Admissions	
*Adm	it Term 2168	all 2016	From Application Application Nbr	
Requiremen	nt Term 2168 🔍 Fa	all 2016	Application Program Nbr 0	
Expected Grad Term	:		*Campus MAIN	Main
L a - 6 Ula de		7AM	*Academic Load Full-Time 🗸	
Save component and re	eturn (Enter) RTEST441			
OK Cancel	Apply			2 Refresh

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.

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

Search Cri	iteria			
ID: beg	gins with 🗸			
Campus ID: beg	gins with 🗸			
National ID: beg	gins with 🗸			
Last Name: be	gins with 🗸			
First Name: be	gins with 🗸			

3. Select the Academics tab.

Alberta Alligator		ID 11112222	
Student Center Genera	al Info Admissions	Iransfer Credit Agademics	
Iberta's Student Cente	er		
Academics			Search for Classes
My Class Schedule Shopping Cart		(i) You are not enrolled in classes.	▼ Holds
other academic	v (>>		No Holds.
Finances			To Do List
			No To Do's.
		We are unable to display your account at this time. To access information, contact the Bursar's office to complete your account account at this time. To access information, contact the Bursar's office to complete your account account at this time. To access information, contact the Bursar's office to complete your account account at this time. To access information.	s this unt profile.
Personal Information	1		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."

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

STEP 4: EDIT MODE

- 1. Select the Academic Program you wish to 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 of CSUB for Change Sub-plan.



Student Information System

Student Program Stud	ent Plan Student Sub-Plan	Additional Information S	tudent Degrees	
Alberta Alligator		11112222	16 🕅 💬	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚	1 of 4 🕑 Last
Status: *Effective E	Active in Program Date 11/15/2017 2		Effective Sequence 3	1 💷
*Program Ac	tion PLNC Q Plan Ch	ange	Action Date 11/15/2017	
Action Rea	soi CSUB Change	Subplan	Joint Prog Appr:	
*Academic Institut	tion UFLOR Q Universi	ty of Florida		
*Academic Prog	ram UGAGL 🔍 Agricultu	Iral and Life Sciences	Admissions	
*Admit T	erm 2168 Fall 201	6	From Application Application Nbr	
Requirement T	erm 2168 🤍 Fall 201	6	Application Program Nbr 0	
Expected Grad Term:			*Campus MAIN	Main
Last Updated	I On 11/15/2017 9:52:51AM		*Academic Load Full-Time 🗸	·]
	By UFSRTEST441			
OK Cancel	Apply			C Refresh

- 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.

<u>Note</u>: 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.

JF	Office of Human Resource Services Training and Organizational Development
	UNIVERSITY of FLORIDA

Student Program	Student Pla	an Student Sub-Plan	Additional Information	Student Degrees		
Alberta Alligator			1111222	2		
Academic Caree	r:	Undergraduate	Student C	areer Nbr 0		
				Find View	All First	🕚 1 of 4 🕑 Last
Status: Effe Program Actions	ective Date :	Active in Program 11/15/2017 Plan Change	Admit Term: Effective Ad	Fall 2016 Sequence 3 ction Date 11/15/2017		
Action Reason: Academic Progr	ram:	Change Subplan Agricultural and Life Science	es University of F	lorida		
				Find View	All First	🕙 1 of 1 🕑 Last
Academic Plan:		Agricultural Education & Co	omm Major			
Requirement Te	erm:	Fall 2016				
				Find View	All First	🕚 1 of 1 🕑 Last
*Acade	mic Sub-Pla	n AEC_BS02 × 🔍 Comm	nunication & Leadership	Dev		+ -
Academic Sub	-Plan Type: 'Declare Dat	Emphasis e 11/15/2017				
Save component an	nd return (Ent	er) Rall 2016				
OK Car	ncel A	pply				

- 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.

Student Program	Student Plan Student Sub-	Plan Additional Information	Student Degrees	
Alberta Alligator		11112222	14 E 🗩	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚	1 of 4 🕑 Last
Status:	Active in Program			+ -
*Effe	ctive Date 11/15/2017		Effective Sequence 3	
*Progra	am Action PLNC	n Change	Action Date 11/15/2017	
Actio	on Reason CSUB 🔍 Cha	ange Subplan	Joint Prog Appr:	
*Academic I	Institution UFLOR Q Uni	iversity of Florida		
*Academic	: Program UGAGL 🔍 Agr	ricultural and Life Sciences	Admissions	
*Ac	dmit Term 2168 Fall	I 2016	From Application Application Nbr	
Requiren	nent Term 2168 🔍 🕞	1 2016	Application Program Nbr 0	
Expected Grad Te	erm:	12010	*Campus MAIN	Main
Last Up	pdated On 11/15/2017 9:52:51/	AM	*Academic Load Full-Time 🗸	
	By UFSRTEST441			
OK Can	cel Apply			R

- 3. Click on the student's Academic Program from the stack.
- 4. Verify the changes on the **Sub-Plan**.

lopment VERSITY of FLORIDA				2
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 UGAGL - Agricultural and Life Sciences	Student Career Nbr Status	0 Active in Program	as of 11/15/2017	
UNBUS - Business	Admit Term Expected Graduation	2168	Fall 2016	
	Approved Load	Full-Time		
	Load Determination	Base On Units		
	Level Determination	Base On Units		
	Plan Requirement Term	AEC_BS 2168	Agricultural Education & Comr Fall 2016	m
	Sub-Plan	AEC_BS02	Communication & Leadership Dev	
	Requirement Term	2168	Fall 2016	

Remove a Sub-Plan

Office of Human

Resource Services Training and Organizational

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.

Find an E	xisting Value			
- Search	n Criteria			
ID:	begins with			
Campus ID	begins with V	[
National ID	begins with V			
Last Name:	begins with \checkmark			
First Name	begins with 🗸			
00000	ensitive			

3. Select the Academics tab.

Student Information System

source Services		O1 my
ning and Organizational elopment IVERSITY of FLORIDA		Student Information S
Alberta Alligator	ID 11112222	
Student Center General Info Admissions	Iransfer Credit Agademics	
Alberta's Student Center		
Academics		Search for Classes
My Class Schedule Shopping Cart	You are not enrolled in classes.	T Holds
other academic 🗸 (>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		No Holds.
Finances		To Do List
	(i) We are unable to display your account at this time. To access this	No To Do's.
	 information, contact the Bursar's office to complete your account profile. 	Enrollment Dates
▼ Personal Information		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

Office of Human

- 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
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	AFC BS	Agricultural Education & Comm
	Requirement Term	2168	Fall 2016
		150 0000	
	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.

Student Program	Student Plan Student Sub-P	Ian Additional Information St	udent <u>D</u> egrees	
Alberta Alligator		11112222	16 🕅 💬	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚	1 of 5 🕑 Last
Status: *Effec	Active in Program ctive Date 11/15/2017 2		Effective Sequence 4	1 💷
*Progra	am Action PLNC Q Plan	Change	Action Date 11/15/2017	
Actio	n Reasor CSUB Q Char	nge Subplan	Joint Prog Appr:	
*Academic I	nstitution UFLOR Q Univ	ersity of Florida		
*Academic	Program UGAGL 🔍 Agric	cultural and Life Sciences	Admissions	
*Ad	dmit Term 2168 Fall	2016	From Application Application Nbr	
Requirem	nent Term 2168 Rall 2	2016	Application Program Nbr 0	
Expected Grad Te	rm:		*Campus MAIN	Main
Last Up	odated On 11/15/2017 9:54:10A	M	*Academic Load Full-Time	~
	By UFSRTEST441			
OK Cano	cel Apply			R F

- 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.

<u>Note</u>: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

12. Click on the Student Sub-Plan tab.

<u>Note</u>: 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.



myUFL

Student Information System

Student Program Student P	an Student Sub-Plan	Additional Information Stud	ent <u>D</u> egrees		
Alberta Alligator		11112222			
Academic Career:	Undergraduate	Student Career Nbr	0		
			Find View Al	I 🛛 First 🕚 1 of 5 🕑 Last	
Status: Effective Date	Active in Program 11/15/2017	Admit Term: Effective Sequenc	Fall 2016 e 4		
Action Reason:	Change Subplan	Action Dat	e 11/15/2017		
Academic Program:	Agricultural and Life Sciences	s University of Florida			
			Find View All	First 🕚 1 of 1 🕑 Last	
Academic Plan:	Agricultural Education & Con	nm Major			
Requirement Term:	Fall 2016			Delete row 1 (/	Δlt-
			Find View Al	I First 1	
*Academic Sub-Pla	an AEC_BS02 Commu	nication & Leadership Dev		+-	
Academic Sub-Plan Type: *Declare Da	Emphasis te 11/15/2017				
*Requirement Ter	m 2168 🤍 Fall 2016				
OK Cancel	Apply			ĺ	C

14. Click **OK** to confirm the delete.

STEP 6: SAVE AND REVIEW WORK

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

Student Program St	tudent Plan Student Sub-F	Plan Additional Information	Student Degrees	
Alberta Alligator		11112222	1 🕅 💬	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚	1 of 5 🕑 Last
Status:	Active in Program			+ -
*Effectiv	re Date 11/15/2017		Effective Sequence 4	
*Program	Action PLNC Q Plan	n Change	Action Date 11/15/2017	
Action R	Reason CSUB 🔍 Cha	ange Subplan	Joint Prog Appr:	
*Academic Inst	itution UFLOR Q Univ	versity of Florida		
*Academic Pr	ogram UGAGL 🔍 Aqri	icultural and Life Sciences	Admissions	
*Admi	it Term 2168 Fall	2016	From Application Application Nbr	
Requirement	t Term 2168 🔍 Fall	2016	Application Program Nbr 0	
Expected Grad Term:		2010	*Campus MAIN	Main
Last Upda	ted On 11/15/2017 9:54:10A	AM	*Academic Load Full-Time 🗸	•
	By UFSRTEST441			
OK Cancel	Apply			2 Refr
Student Program Student	t Plan Student Sub-Plan Ad	Iditional Information Student Degr	rees	

- 3. Click on the student's Academic Program from the stack.
- 4. Verify the changes on the **Sub-Plan**.

Off Res	Office of Human Resource Services				myUFL				
Training and Organizational Development UNIVERSITY of FLORIDA							Student Infor	mation System	
	Student Center	General Info	Admissions	Transfer Credit	Academics				
	Institution / Ca	reer / Program	1					Edit Program Data	
	UFLOR - University of Florida UGRD - Undergraduate UGAGL - Agricultural and Life Sciences		ences	Stud	Program ent Career Nbr Status	UGAGL 0 Active in Program	Agricultural and Life Sciences as of 11/15/2017		
	UNBU	IS - Business			Expect A	Admit Term ted Graduation Approved Load	2168 Full-Time	Fall 2016	
					Load Level	Determination Determination	Base On Units Base On Units		
					Req	Plan uirement Term	AEC_BS 2168	Agricultural Education & Comm Fall 2016	

FOR ADDITIONAL ASSISTANCE

Technical Issues

UF

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 re-enter the previously recorded requirement term if it is incorrect. 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.

Find an E	kisting Value				
Search	Criteria				
ID:	begins with 🗸)		
Campus ID:	begins with \checkmark]		
National ID:	begins with 🗸]		
Last Name:	begins with 🗸)		
First Name:	begins with 🗸)		
Case Se	nsitive				

3. Select the Academics tab.

	Or myo
	Student Information Sys
ID 11112222	
missions Iransfer Credit Academics	
(i) You are not enrolled in classes.	
▼ (®)	
We are unable to display your account at this time. To acce information, contact the Bursar's office to complete your acc	ess this count profile.
	ID 11112222 Imissions Transfer Credit Academics

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.

tudent Center General Info Admissions Tran	sfer Credit Academics		
nstitution / Career / Program			Edit Program Data
UFLOR - University of Florida	Program	UNBUS	Business
UGRD - Undergraduate	Student Career Nbr	1	
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 08/01/2017
UNBUS - Business	Admit Term	2178	Fall 2017
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	BUS_UCT	Business Admin Ugrd Cert
	Requirement Term	2178	Fall 2017
	Sub-Plan	BUS_UCT01	Retailing
	Requirement Term	2178	Fall 2017

STEP 4: EDIT MODE

1. Select the Academic Program you wish to change.

<u>Note</u>: The selected program will be a bold, dark gray color.

2. Select Edit Program Data.

TTT

πv



Student Center General Info Admissions Iransfer Credit	Academics		
Institution / Career / Program		2 🗖	Edit Program Data
UFLOR - University of Florida	Program Student Career Nbr	UGLAS	Liberal Arts and Sciences
UGLAS - Liberal Arts and Sciences	Status Admit Term	Active in Program 2168	as of 12/03/2016 Fall 2016
	Expected Graduation Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan Requirement Term	ATY_BA 2168	Astronomy Fall 2016

STEP 5: REVIEW TABS

1. Write down the **Requirement term** for use when performing program change.

<u>Note</u>: This will default to the Admit Term when the Academic Program is changed. If they should be different, you will need to change it back.

- 2. Click on the Student Plan tab.
- 3. Review Academic Plan information.
- 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. Allow the Admit Term to default to the same value as before.

Note: The requirement term will default to the same value as the admit term. If this is incorrect, change it back to the previously recorded Requirement term from step 5.

- 8. Review the **Requirement Term** that is displayed. Update as appropriate.
- 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.

<u>Note</u>: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

Student Program St	tudent Plan Student Sub-Pla	Additional Information	Student Degrees	
Alberta Alligator		11112222	1	
Academic Career:	Undergraduate	Career Requirement Term	n Student Career Nbr 0	
			Find View All First 🕚	1 of 2 🕑 Last
Status:	Active in Program			1 😐 -
*Effectiv	re Date 11/15/2017 2		Effective Sequence 1	
*Program	Action PRGC Q Progra	am Change	Action Date 11/15/2017	
Action R	Reason CMAJ Chance	ge Major	Joint Prog Appr:	
*Academic Inst	itution UFLOR Q Univer	rsity of Florida		
*Academic Pr	ogram UGAGL 🔍 Agricu	Itural and Life Sciences	Admissions	
*Admi	t Term 2168 Fall 20	016	From Application Application Nbr	
Requiremen	t Term 2168 🤍 Fall 20	016	Application Program Nbr 0	
Expected Grad Term:			*Campus MAIN	Main
Last Upda	ted On 11/15/2017 8:41:44AM		*Academic Load Full-Time	·

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

<u>Note</u>: 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**.

<u>Note</u>: 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.



Г

Student Information System

Student Program Student F	Plan Student Sub-Plan	Additional Information	Student Degrees		
Alberta Alligator		11112222			
Academic Career:	Undergraduate	Student Career N	Nor 0 CarReq T	Ferm: Fall 2016	
			Find View A	All 🛛 First 🕚 1 of 2	🕑 Last
Status:	Active in Program	Admit Term:	Fall 2016		
Effective Da	te 11/15/2017	Effective Se	equence 1		
Program Action:	Program Change	Act	ion Date 11/15/2017	7	
Action Reason:	Change Major	Requirement Terr	m: Fall 2016		
Academic Program:	AgLifeSci				
			Find View A	All 🛛 First 🕚 1 of 1	Last
*Academic P	lan AEC_BS × 🔍 Agric	ultural Education & Comm	Major		+ -
*Plan Sequer	10 10	Degree:	BS		
*Declare D	ate 11/15/2017 🛐	Degree Checkour	t Stat:		
*Requirement Te	rm 2168 🔍 Fall 2016	Student De	gree Nbr		
*Advisement Stat	tus Include V	Completion Term	1:		

- 14. Allow the **Plan Sequence** to default to 10.
- 15. Allow the **Declare Date** to default to today's date.

<u>Note</u>: 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.



Student Program Stu	ident Plan Student Sub-Plan	Additional Information	Student Degrees			
Alberta Alligator		11112222				
Academic Career:	Undergraduate	Student Career	Nbr 0			
			Find View All	First 🕚 1 of 2 🕐 Last		
Status:	Active in Program	Admit Term:	Fall 2016			
Effectiv	e Date 11/15/2017	Effective Sequ	ence 1			
Program Action:	Program Change	Action	Date 11/15/2017			
Action Reason:	Change Major					
Academic Program:	Agricultural and Life Scien	ces University of Florida	i .			
			Find View All	First 🕚 1 of 1 🕑 Last		
Academic Plan:	Agricultural Education & C	comm Major				
Requirement Term:	Fall 2016					
			Find View All	First 🕚 1 of 1 🕑 Last		
*Academic	*Academic Sub-Plan					
Academic Sub-Pla	n Type:					
*Dec	lare Date 11/15/2017					
*Requirem	ent Term					

STEP 7: SAVE AND REVIEW WORK

- 1. Select the Student Program tab.
- 2. Click OK.

Student Program Stude	ent Plan Student Sub-Plan	Additional Information	Student Degrees		
·Alberta Alligator Academic Career:	Undergraduate	11112222 Career Requirement Term	Student Career Nbr	M 🗗 💬	
			Find View	All First 🕚	1 of 2 🕑 La
Status: *Effective D	Active in Program Date 11/15/2017		Effective Seque	nce 1	+ -
*Program Act Action Rea: *Academic Institut	tion PRGC Program (son CMAJ Change N tion UFLOR University	Change Iajor r of Florida	Action D Joint Prog Appr:	Date 11/15/2017	
*Academic Progr	ram UGAGL Agricultur	al and Life Sciences	Admissions From Application	Mbr	
Requirement Te	Fall 2016		Application Program	Nbr 0	
Expected Grad Term: Last Updated	On 11/15/2017 8:41:44AM		°Cam *Academic L	oad Full-Time	Main
OK Cancel	Apply				

- 3. Click on the student's Academic Program from the stack.
- 4. Verify the changes for the student's program and plan.

Of Re	ffice of Human esource Services			UF	myUFL
Tra Det UN	ining and Organizational velopment IVERSITY of FLORIDA			Student Inforr	nation System
	Student Center General Info Admissions Iransfer Cred	it Academics			
	Institution / Career / Program		2 🗖	Edit Program Data	
	UFLOR - University of Florida	Program Student Career Nbr	UGAGL 0	Agricultural and Life Sci	iences
	UGAGL - Agricultural and Life Sciences	Status Admit Term	Active in Program 2168	as of 11/15/20 Fall 2016	017
		Expected Graduation Approved Load	Full-Time		
		Load Determination Level Determination	Base On Units Base On Units		
		Plan	AEC_BS	Agricultural Education &	& Comm
		Requirement Term	2168	1 411 2010	

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 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.

Find an E	cisting Value				
▼ Search	Criteria				
ID:	begins with				
Campus ID:	begins with V				
National ID:	begins with 🗸				
Last Name:	begins with \checkmark			Ì	
First Name:	begins with \checkmark)	
Case Se	nsitive				
0.1	Clear	ia Coarab	Cours Cor	arch Critoria	

STEP 3: VERIFY STUDENT INFORMATION

1. Select the Academics tab.

TTE	Office of Human
UL	Resource Services
	Training and Organizational
	Development
	UNIVERSITY of FLORIDA

Student Information System

Alberta Alligator				ID 111	12222
Student Center	General Info	Admissions	Transfe	er Credit	Academics
Alberta's Studen	t Center				
Academics					
My Class Schedule Shopping Cart	:			(i)	You are not enrolled in classes.
other academic		∨ ≫			
Finances					
			í	We are ur informatio	hable to display your account at this time. To access this n, contact the Bursar's office to complete your account profile.

- 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.

Student Center General Info Admissions Transf	er Credit Academics		
Institution / Career / Program			Edit Program Data
UFLOR - University of Florida	Program Student Career Nbr	UNBUS 1	Business
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 08/01/2017
UNBUS - Business	Admit Term	2178	Fall 2017
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	BUS_UCT	Business Admin Ugrd Cert
	Requirement Term	2178	Fall 2017
	Sub-Plan	BUS_UCT01	Retailing
	Requirement Term	2178	Fall 2017

STEP 4: EDIT MODE

- 1. Select the Academic Program you wish to change.
- 2. Select Edit Program Data.

Office of Human Resource Services		UFn			
Training and Organizational Development UNIVERSITY of FLORIDA		S	Student Informat		
Student Center General Info Admissions Iransfer Credit	Academics				
Institution / Career / Program	2	Edit Program Data			
UFLOR - University of Florida UGRD - Undergraduate UGLAS - Liberal Arts and Sciences UNBUS - Business	Program UGLAS Student Career Nbr 0 Status Active in Pr Admit Term 2168 Expected Graduation Full-Time Load Determination Base On United Determination	Liberal Arts and Sciences ogram as of 12/03/2016 Fall 2016 hits	3		
	Plan ATY_BA Requirement Term 2168	Astronomy Fall 2016			

STEP 5: REVIEW TABS

- 1. Review Academic Program on the Student Program tab.
- 2. Click on the **Student Plan** tab.
- 3. Review Academic Plan information.
- 4. Click on the **Student Sub-Plan** tab.
- 5. Review Student Sub-Plan information.
- 6. Select the **Student Program** tab.

STEP 6: COMPLETE THE FOLLOWING FIELDS ON THE STUDENT PROGRAM TAB

- 1. Select the **plus (+) sign** to add a new row.
- 2. Allow the Effective Date field to default to today's date.
- 3. Update the **Program Action** to **PLNC** for Plan Change.
- 4. Update the Action Reason to CMAJ since the student is changing a major.

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

Student Program S	tudent Plan Student Sub-F	Plan Additional Information Stu	udent <u>D</u> egrees
Alberta Alligator		11112222	1 🗗 💬
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0
			Find View All First 🕚 1 of 2 🕑 Li
Status: *Effectiv	Active in Program		Effective Sequence
*Program	Action PLNC Q Plan	n Change	Action Date 11/15/2017
Action F	Reason CMAJ 🔍 Cha	ange Major	Joint Prog Appr:
*Academic Inst	titution UFLOR 🔍 Unit	versity of Florida	
*Academic Pr	rogram UGLAS 🔍 Libe	eral Arts and Sciences	Admissions
*Admi	it Term 2168 Fall	2016	From Application Application Nbr
Requiremen	nt Term 2168 Q Fall	2016	Application Program Nbr 0
Expected Grad Term:			*Campus MAIN Main
Last Upda	ted On 11/15/2017 8:41:44/	AM	*Academic Load Full-Time V
OK Cancel	Apply		



- 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.

<u>Note</u>: 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.

<u>Note</u>: if you don't know the code, you can click the lookup button and sort based on the column header. If you click the View All link, you will see the student's plan history through all effective dates.

Student Program Student Pl	an Student Sub-Plan	Additional Information	Student Degrees		
Alberta Alligator		11112222			
Academic Career:	Undergraduate	Student Career N	lbr 0 Car Req	Term: Fall 2016	
			Find View	All First 🕚 1 o	f 2 🕑 Last
Status:	Active in Program	Admit Term:	Fall 2016		
Effective Date	11/15/2017	Effective Se	equence 1		
Program Action:	Plan Change	Acti	Action Date 11/15/2017		
Action Reason:	Change Major	Requirement Terr	n: Fall 2016		
Academic Program:	LibArt Sci				
			Find View	All First 🕚 1 of	f 1 🕑 Last
*Academic Pla	n ATY_BA × Astrono	my	Major		+ -
*Plan Sequenc	e 10	Degree:	BA		
*Declare Dat	te 12/03/2016	Degree Checkout	t Stat:		
*Requirement Terr	m 2168 🔍 Fall 2016	Student De	gree Nbr		
*Advisement Statu	Include V	Completion Term			

Student Information System

Student Program Stu	udent Plan	Student Sub-Plan	Additional Inform	nation	Student Degrees			
Alberta Alligator			Look Up A	cadem	nic Plan			×
			010_00	Ancan	American Studies	major	DA	
Academic Career:	Lind	loraraduato	AFA_UMN	African	American Studies	Minor	(blank)	~
Adduenne odreer.	Ond	lergraduate	AFR_UMN	Aerosp	ace Leadership	Minor	(blank)	
			AFS_UMN	African	Studies	Minor	(blank)	
Status:	Act	tive in Program	AGC_UMN	Agricul	tural Communication	Minor	(blank)	
		ave in riogram	AGL_UMN	Agricul	tural Law	Minor	(blank)	
Effect	live Date 11/	15/2017	AIN_UMN	Amer I	ndn & Indigenous Studies	Minor	(blank)	
Program Action:	Pla	in Change	AIT UMN	Agricul	tural Information Tech	Minor	(blank)	
Action Reason:	Cha	ange Major	ALL UMN	Arabic	Languages & Literatures	Minor	(blank)	
Academic Program:	Lib	Art Sci	AMS_UMN	Americ	an Studies	Minor	(blank)	
			ANL_UMN	AgricItr	& Ntrl Resources Law	Minor	(blank)	
			ANRL_UMN	ANRL	UMN - DELETE	Minor	(blank)	
*Acade	emic Plan AT	Y_BA Astrono	APE_UMN	Applied	& Professional Ethics	Minor	(blank)	
*Plan S	Sequence 1	10	APY BA	Anthrop	pology	Major	BA	
*D	Jana Data 42	02/2040	APY_BS	Anthro	pology	Major	BS	
Dec	lare Date 12	/03/2016	APY UMN	Anthro	pology	Minor	(blank)	
*Requirem	ent Term 21	68 🔍 Fall 2016	ARH UMN	Art Hist	tory	Minor	(blank)	
*Adviseme	ent Status Ind	clude 🗸	ASP_BS	Astroph	nysics	Major	BS	
			AST_UMN	Asian S	Studies	Minor	(blank)	
OK Cancel	Apply		ATY_BA	Astron	omy	Major	BA	~

- 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.

<u>Note</u>: 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.



Student Program Student P	lan Student Sub-Plan	Additional Information Stude	ent <u>D</u> egrees	
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nbr	0	
			Find View Al	ll 🛛 First 🕚 1 of 2 🕐 Last
Status:	Active in Program	Admit Term:	Fall 2016	
Effective Date	11/15/2017	Effective Sequence	1	
Program Action:	Plan Change	Action Date	11/15/2017	
Action Reason:	Change Major			
Academic Program:	Liberal Arts and Sciences	University of Florida		
			Find View Al	l 🛛 First 🕚 1 of 1 🕑 Last
Academic Plan:	Anthropology	Major		
Requirement Term:	Fall 2016			
			Find View A	ll 🛛 First 🕚 1 of 1 🕑 Last
*Academic Sub-PI	an			• =
Academic Sub-Plan Type	:			
*Declare Da	ate 11/15/2017 🛐			
*Requirement Te	rm Q			

STEP 8: SAVE AND REVIEW YOUR WORK

- 1. Select the Student Program tab.
- 2. Click OK.

Office of Human

Resource Services Training and Organizational Development

UNIVERSITY of FLORIDA

IF

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees		
Alberta Alligator			11112222		S 🛛 💬	
Academic Career:	Under	graduate	Career Requirement Ter	m Student C	areer Nbr 0	
					Find View All First 🕚 1 of	of 2 🕑 Last
Status:	Active	e in Program				+ -
*Effective Date 11/15/2017 Effective Sequence 1						
*Progr Actio	am Action PLNC	Den Change N	nge Najor	Joint Prog	Action Date 11/15/2017	
Academic		University	/ of Florida			
*Academi	c Program UGLA	AS 🔍 🔍 Liberal Ar	ts and Sciences	Admissions	;	
*A	dmit Term 2168	Fall 2016		From Ap	Application Application Nbr	
Requirer	ment Term 2168	C Fall 2016		Applicat	ion Program Nbr 0	
Expected Grad Te	erm:				*Campus MAIN Ma	iin
Last U	pdated On 11/1	5/2017 8:41:44AM		*	Academic Load Full-Time V	
Save component and retu	rn (Enter)					
OK Can	Apply					

- 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 <u>helpdesk@ufl.edu</u>.

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.

Search Criteria		
D. Degins with V		
Jampus ID. begins with V		
vational ID: begins with V		
ast Name: begins with V		



3. Select the Academics tab.

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

STEP 3: VERIFY STUDENT INFORMATION

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

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

Alberta Alligator	ID 11112222		
Student Center General Info Admissions Tra	nsfer Credit Academics		
Institution / Career / Program			Edit Program Data
UFLOR - University of Florida	Program Student Career Nbr	UGLAS	Liberal Arts and Sciences
UGLAS - Liberal Arts and Sciences UNBUS - Business	Status Admit Term	Active in Program	as of 12/03/2016
	Expected Graduation	Full-Time	1 01 2010
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan Requirement Term	ATY_BA 2168	Astronomy Fall 2016



STEP 4: EDIT MODE

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

Alberta Alligate	or		ID	11112222			
Student Center	General Info	Admissions	Transfer Credit	Academics			
Institution / Ca	ireer / Program					2 🗖	Edit Program Data
UFLOR - Uni	iversity of Flori Indergraduate	da		Stud	Program ent Career Nbr	UGLAS 0	Liberal Arts and Sciences
	S - Liberal Arts S - Business	and Sciences	כ		Status Admit Term	Active in Program 2168	as of 12/03/2016 Fall 2016
				Expect A	ed Graduation	Full-Time	
				Load	Determination	Base On Units	
				Level	Determination	Base On Units	
				Req	Plan uirement Term	ATY_BA 2168	Astronomy Fall 2016

STEP 5: COMPLETE THE FOLLOWING FIELDS

- 1. Make a note of the Admit Term and the Requirement Term.
- 2. Select the **plus (+) sign** to add a new row.
- 3. Allow the Effective Date field to default to today's date.
- 4. Update the **Program Action** to **DATA.**
- 5. Update the Action Reason to RQTC for Requirement Term Change.

Student Program Stude	ent Plan Student Sub-Plan	Additional Information St	udent <u>D</u> egrees	
Alberta Alligator		11112222	1 19 19 19 19 19 19 19 19 19 19 19 19 19	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚	1 of 2 🕑 Last
Status:	Active in Program			1 ⊡
*Effective D	ate 11/15/2017 2		Effective Sequence 1	
*Program Act	ion DATA 🔍 Data Cha	nge	Action Date 11/15/2017	
Action Reas	son RQTC Q Requirem	ent Term Change	Joint Prog Appr:	
*Academic Institut	ion UFLOR 🔍 University	of Florida		
*Academic Progr	am UGLAS 🔍 Liberal Ar	ts and Sciences	Admissions	
*Admit Te	Fall 2016		From Application Application Nbr	
Requirement Te	erm 2168. C Fall 2016		Application Program Nbr 0	
Expected Grad Term:			*Campus MAIN	Vlain
Last Updated	On 11/15/2017 8:41:44AM		*Academic Load Full-Time 🗸]

- 6. Allow the Academic Institution to default to UFLOR.
- 7. Leave the Academic Program as displayed. It should be the student's current college.
- 8. Allow the Admit Term to default to the student's admit term in the career.



Student Information System

9. Select the look up icon to update the Requirement Term to reflect the student's new catalog year.

Student Drearam	Otudant Dian Otudant Out Dian	Additional Information	Ohud	ant Degrade				
Student Program		Additional Information	Sidu	ent <u>D</u> egrees		10 m 🔿		
Alberta Alligator		11112222				M 🕅 🖓		
Academic Career:	Undergraduate	Career Requirement Te	rm	Student	Career Nbr)	_	
					Find Viev	All First	I of 2	🕑 Last
Status:	Active in Program							+ -
^Effe	ctive Date 11/15/2017			En	rective seque	nce 1		
*Progr	am Action DATA Q Data Cha	inge			Action I	Date 11/15/20	17	
Actio	on Reason RQTC Requirem	nent Term Change		Joint Pro	og Appr:			
*Academic	Institution UFLOR Q University	y of Florida						
*Academi	c Program UGLAS 🔍 Liberal A	rts and Sciences		Admission	IS			
*A	dmit Term 2168 Fall 2016	i		From A	pplication Application	n Nbr		
Requirer	nent Term 2178			Applica	ation Program	Nbr 0		
Expected Grad To	Fall 2016	1			*Cam	pus MAIN	Main	
Last II	ndated On 11/15/2017 8:41:44AM				*Academic L	oad Full-Time	~	
Lusto	putter on 11/15/2017 0.41.44/mi							
Student Program	Student Plan Student Sub-Plan Add	ditional Information Studer	nt <u>D</u> egre	es				
Alberta Alligator		11112222			NG 🕅 🤅)		
Academic Career:	Undergraduate Car	eer Requirement Term	ook Up	Requireme	ent Term			×
		Ac	ademic	Institution:	UF	LOR		
Status:	Active in Program	Ac	ademic	Career:	UC	GRD		
*Effect	tive Date 11/15/2017	Te	rm:	be	gins with 🗸 21	78	×	
*Program	n Action DATA Q Data Change	De	ort Desc	rintion: be	gins with V			
Action	Reason RQTC Q Requirement Tr	arm Chango Te	rm Beai	n Date: =			31	
*Academic In	stitution UFLOR Q University of Flo	orida 1	ini bogi					
*Academic I	Program UGLAS Q Liberal Arts and	I Sciences	Look Up	Clear	Cancel	Basic Lookup		
*Adr	nit Term 2168 Fall 2016	Se	arch R	esults	@			
Requireme	ent Term 2178	Vie	w 100 m Descr	ription Short De	ITST W 1 of 1 escription Term I	Cast Begin Date		
Expected Grad Terr	n:	2 21	78 Fall 2	017 Fall 201	7 08/21	2017		
Last Upd	lated On 11/15/2017 8-41-44AM							
OK Cance	el Apply							1
Student Program Stude	ent Plan Student Sub-Plan Additional Info	rmation Student Degree						
		_						

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

<u>Note</u>: This will be populated by the graduation processing process.

- 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.

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

Student Program Student Pla	an Student <u>S</u> ub-Plan Addi	itional Information	Student <u>D</u> egrees	
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nb	r 0 Car Req Ter	m: Fall 2016
			Find View All	First 🕚 1 of 2 🕑 Las
Status: Effective Date Program Action: Action Reason:	Active in Program 11/15/2017 Data Change Requirement Term Change	Admit Term: Effective Seq Actio Requirement Term:	Fall 2016 Juence 1 n Date 11/15/2017 Fall 2017	
Academic Program.	LIDAR SCI		Find View All	First 🕚 1 of 1 🕑 Lasi
*Academic Plan *Plan Sequence *Declare Date *Requirement Term *Advisement Status	ATY_BA Astronomy 10 12/03/2016 2178 Fall 2016 Include	Degree: Degree Checkout S Student Degr Completion Term:	Major BA Stat: ree Nbr	* =

Student Program Student Plan Student Student	Additional Information St	udent Degrees
Alberta Alligator	11112222	Look Lip Requirement Term
Academic Career: Undergraduate	Student Career Nbr	Academic Institution: UFLOR
Status: Active in Program Effective Date 11/15/2017 Program Action: Data Change Action Reason: Requirement Term Cha	Admit Term: Effective Sequ Action nge Requirement Term:	Academic Career: UGRD Term: begins with v Description: begins with v Short Description: begins with v
Academic Program: LibArt Sci	1	Look Up Clear Cancel Basic Lookup
*Plan Sequence 10 *Declare Date 12/03/2016 13 *Requirement Term 2178 C Fall 2016 *Advisement Status Include	ronomy Degree: Degree Checkout Sta Student Pare Completion Term:	Search Results View 100 First (1 of 1 (2) Last Term Description Short Description Term Begin Date 2178 Fall 2017 Fall 2017 08/21/2017
OK Cancel Apply Student Program Student Plan Student Sub-Plan Additio	nal Information Student Degree	

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.

F

S	tudent Program Student F	Plan Student Sub-Plan	Additional Information Stude	ent <u>D</u> egrees			
	Alberta Alligator		11112222				
	Academic Career:	Undergraduate	Student Career Nbr	0			
				Find View A	.II 🛛 First 🕚	1 of 2 🕑 Last	
	Status: Effective Date Program Action:	Active in Program 11/15/2017 Data Change	Admit Term: Effective Sequence Action Date	Fall 2016 1 11/15/2017			
	Academic Program:	Liberal Arts and Sciences	University of Florida				
				Find View Al	ll First 🕚	1 of 1 🕑 Last	
	Academic Plan:	Astronomy	Major				
	Requirement Term:	Fall 2017					
				Find View A	ll First 🕚	1 of 1 🕑 Last	
	*Academic Sub-P	lan 🔍				+ -	
	Academic Sub-Plan Type: *Declare Date 12/03/2016						
s	ave component and return (E	nter)					
	OK Cancel	Apply					

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

Alberta Alligat	or		ID	11112222		
Student Center	<u>G</u> eneral Info	Admissions	Transfer Credit	Academics		
Institution / Ca	areer / Program					Edit Program Data
UFLOR - Un	iversity of Flori Undergraduate	da		Program Student Career Nbr	UGLAS	Liberal Arts and Sciences
UGLA	AS - Liberal Arts JS - Business	and Sciences	5	Status Admit Term	Active in Progr 2168	ram as of 11/15/2017 Fall 2016
				Approved Load	Full-Time	
				Load Determination	Base On Units	
				Level Determination	Base On Units	
				Plan	ATY_BA	Astronomy
				Requirement Term	2178	Fall 2017

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: 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.

Student Services Center Navigation	Advisee Student Center Navigation
1. Click the NavBar icon	1. Click the NavBar icon
2. Click Main Menu	2. Click Main Menu
3. Click Student Information System	3. Click Student Information System
4. Click Campus Community	4. Click Self Service
5. Click Student Services Center	5. Click Advisor Center
	6. Click Advisee Student Center

PROCESS

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

Advisee's	Advisee's Student Center				
Enter any inf	ormation 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 v				
Last Name:	begins with V				
First Name:	begins with 🔻				
Case Se	nsitive				
Search Clear Basic Search 🖾 Save Search Criteria					

- 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

My Advisees Student Center General Info Transfer Credit Academics

4. 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.

My Advisees Student Center General Info Transfer Credit	Academics			
Advisee Academics				
Alberta Alligator				
Institution / Career / Program				Edit Program Data
UFLOR - University of Florida	Program	UGJRC	Jou	rnalism and Communications
UGRD - Undergraduate	Student Career Nbr	1		
UGJRC - Journalism and Communications	Status	Active in Pro	gram	as of 01/01/2018
UNARI - Arts	Admit Term	2151	Spr	ing 2015
	Expected Graduation			
	Approved Load	Full-Time		
	Load Determination	Base On Un	its	
	Level Determination	Base On Un	its	
	Plan	ADV_BSAD	Adv	vertising
	Requirement Term	2178	Fal	12017
	Plan	BUS_UMN	Bus	siness Administration
	Requirement Term	2148	Fal	2014

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

Student Program	Student Plan Student Sub-	Plan Additional Information	Student Degrees			100
Alberta Alligator Academic Career:	Undergraduate	02062630 Career Requirement Term	★ Student Ca	areer Nbr 1	9 🖗	
				Find View All	First 🕚	1 of 2 🕑 Last
Status:	Active in Program					+ -

- 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.

Student Program Student Pl	an Student Sub-Plan Ad	ditional Information Stud	lent <u>D</u> egrees	
Alberta Alligator	1111	11111	★	
Academic Career:	Undergraduate	Student 1 Career Nbr	Car Req Term:	:
			Find View All	First 🕚 1 of 3 🕑 Last
Status: Effective Date	Active in Program 03/29/2018	Admit Term: Effective Sequence	Sprin 2015 ce 1	
Program Action:	Program Change	Action Da	te 03/29/2018	
Action Reason:	Change Major	Requirement Term:	Sprin 2015	
Academic Program:	LibArt Sci			
			Find View All	First 🕚 1 of 1 🕑 Last
*Academic Plan	n BUS_UMN Q Business A	dministration Mir	nor	+ -
*Plan Sequence	e 20	Degree:		
*Declare Date	e 01/01/2018 🛐	Degree Checkout Stat:		
*Requirement Term	n 2148 🔍 🛛 Fall 2014	Student Degree N	br	
*Advisement Status	s Include v	Completion Term:		
OK Cancel A	vlag			

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.

Student Program Student Pla	an Student Sub-Plan	Additional Information Stude	nt <u>D</u> egrees	
Alberta Alligator		11111111	*	
Academic Career:	Undergraduate	Student 1 Career Nbr	Car Req Term:	
			Find View All	First 🕚 1 of 3 🕑 Last
Status: Effective Date Program Action: Action Reason:	Active in Program 03/29/2018 Program Change Change Major	Admit Term: Effective Sequence Action Date Requirement Term:	Sprin 2015 1 03/29/2018 Sprin 2015	
Academic Program:	LibArt Sci		Find View All	First 4 2 of 2 🕑 Last
*Academic Plan	e Q			+ -
*Plan Sequence	e 30	Degree:		
*Declare Date	03/29/2018	Degree Checkout Stat:		
*Requirement Term	nQ	Student Degree Nbr	r	
*Advisement Status	s Include v	Completion Term:		
OK Cancel Ar	oply			



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.

Student Program Student Plan Student Sub-Plan Additional Information Student Degrees

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.

*Academ	ic Sub-Plan		Q
Academic Sub-P	Plan Type:		
*D	eclare Date 03	3/29/2018	31
*Require	ement Term	Q	

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



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

UFLOR - University of Florida UGRD - Undergraduate UGLAS - Liberal Arts and Sciences	Program Student Career Nbr Status	UNART 2 Active in Program	Arts as of 01/01/2018
UNARI - Arts	Admit Term Expected Graduation	2181	Spring 2018
	Load Determination	Base On Units	
	Plan	ART_UCT	Art Ugrd Cert
	Sub-Plan Requirement Term	2181 ART_UCT02 2181	Ceramics Spring 2018

Here you can see the new Plan listed.

UFLOR - University of Florida UGRD - Undergraduate UGLAS - Liberal Arts and Sciences UNART - Arts	Program Student Career Nbr Status Admit Term	UGLAS 1 Active in Program 2151	Liberal Arts and Sciences as of 03/29/2018 Spring 2015
	Expected Graduation Approved Load Load Determination	Full-Time Base On Units	
	Level Determination	Base On Units	
	Plan Requirement Term	BUS_UMN 2148	Business Administration Fall 2014
	Plan Requirement Term	EH_BA 2151	English Spring 2015

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.

Student Services Center Navigation	Advisee Student Center Navigation
1. Click the NavBar icon	1. Click the NavBar icon
2. Click Main Menu	2. Click Main Menu
3. Click Student Information System	3. Click Student Information System
4. Click Campus Community	4. Click Self Service
5. Click Student Services Center	5. Click Advisor Center
	6. Click Advisee Student Center

PROCESS

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

Advisee's	Student Cen	nter		
Enter any inf	ormation you hav	ve and click Search. Leave fields blank for a list of all values.		
Find an E	xisting Value			
Search	Criteria			
ID:	begins with V	٩,		
Campus ID:	begins with v			
National ID:	begins with 🔻			
Last Name:	begins with v			
First Name:	begins with v			
Case Sensitive				
Search	Clear B	asic Search 🔯 Save Search Criteria		

- 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.



Training and Organizational Development Office of Human Resources University of Florida, Gainesville, FL 32611

Student Center General Info Admissions

UGLAS - Liberal Arts and Sciences UNBUS - Business

UFLOR - University of Florida



5. Click the Edit Program Data button.

Institution / Career / Program				Edit Program Data
└ UFLOR - University of Florida └ UGRD - Undergraduate └ UGLAS - Liberal Arts and Sciences └ UNART - Arts	Program Student Career Nbr Status Admit Term Expected Graduation Approved Load Load Determination	UGLAS 1 Active in Pro 2151 Full-Time Base On Uni	ogram its	Liberal Arts and Sciences as of 02/01/2018 Spring 2015
	Plan Requirement Term Plan Requirement Term	BUS_UMN 2148 EH_BA 2151	1.0	Business Administration Fall 2014 English Spring 2015

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.

Look Up Academic Plan				×
Academic	Institution:	UFLC	OR	
Academic	Program:	UGLA	S	
Academic	Plan: begin	s with ▼ %BA		
Look Up Clear Cancel Basic Lookup				
un une	tesuits	.		.
View 100		First 🖤	1-43 of 43	Last
Academic Plan	Description		Academic Plan Type	Degree
AFA_BA	African American	Studies	Major	BA
APY_BA	Anthropology		Major	BA
ATY_BA	Astronomy		Major	BA
BIO_BA	Biology		Major	BA
CLC BA	Classical Studies		Maior	BA
CRI_BA	Criminology		Major	BA
EAC_BA	East Asian Lang	& Lit-Chinese	Major	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.

 Student Program
 Student Plan
 Student Sub-Plan
 Additional Information
 Student Degrees

- 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.

Student Program	Student Pla	n Student Sub-Plan	Additional Information	Student Degrees	
Alberta Alligato	r		11111111	*	
Academic Caree	er: L	Jndergraduate	Student Care	eer Nbr 1	
				Find View	All First 🕚 1 of 4 🕑 Last
Status: Eff Program Action	ہ fective Date (: F	Active in Program 03/29/2018 Plan Change Chango Major	Admit Term: Effective Sec Actio	Sprin 2015 quence 1 on Date 03/29/2018	
Academic Progr	ram: L	liberal Arts and Sciences	University of Flori	da	
				Find View	/ All First 🕚 2 of 2 🕑 Last
Academic Plan	: (Criminology Spring 2015	Major		
				Find View /	All 🛛 First 🕚 1 of 1 🕑 Last
*Acade Academic Sub *Requ	mic Sub-Plan b-Plan Type: *Declare Date irement Term	03/29/2018 🛱			*-
OK Ca	ancel Ap	oply			

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.

UFLOR - University of Florida	Program Student Career Nbr	UGLAS 1	Liberal Arts and Sciences
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 03/29/2018
UNART - Arts	Admit Term	2151	Spring 2015
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan Requirement Term	BUS_UMN 2148	Business Administration Fall 2014
	Plan Requirement Term	CRI_BA 2151	Criminology Spring 2015



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 <u>registrar.ufl.edu</u>



STUDENT PROGRAM PLAN ACADEMIC STRUCTURE, TERMS, AND RULES

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

TERMS

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

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

7. <u>Stack</u>: unique collection of a student's career, program, plan and sub-plan

ACADEMIC STRUCTURE

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

Student Pro	ogram/Plan	
Term	Definition	Code Examples
CAREER	Undergraduate Graduate Law Medicine	UGRD = Undergraduate GRAD = Graduate LW = Law MED = Medicine
PROGRAM	Career + College	GRAGL = Graduate / Agricultural & Life Sciences UGLAS = Undergraduate / Liberal Arts & Sciences UNENG = Undergraduate Non-Degree/ Engineering VMVEM = Veterinary Medicine / Veterinary Medicine
PLAN	Major + Degree Minor (subject) + Level College of Certificate + Level	APY_BA=Anthropology_Bachelor of Arts LIN_UMN=Linguistics_Undergraduate Minor ENG_UCT=Engineering_Undergraduate Certificate
SUB-PLAN	Concentration/Emphasis/ Specialization or Certificate	BLY_BS01 = Biology_Bachelor of Science / Sub-Plan # ENG_UCT01 = Engineering_Undergraduate Certificate / Sub- Plan #





Student Information System

Below is a chart to represent how a student's Career, Program, Plan, and Sub-plan (left) is linked to the rest of a student's information including terms, classes, and eventually grades and graduation information.

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

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

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

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



RULES-UNDERGRADUATE AND PROFESSIONAL CAREERS

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

RULES-GRADUATE CAREERS

- 1. There is 1 Stack per major plan, no matter what.
- 2. Add a new Stack when the student has one active Stack (is enrolled) and wants to earn an additional degree in their major (example: An Agronomy PhD student also wants to earn a master's degree in Agronomy).
- 3. When creating new Stacks, the admit term will remain the same. The student's admit term will always be the first term the student started in any graduate career program. The exception is when the student is re-admitted into a program.
- 4. New Stacks will be created automatically for students who are re-admitted. The Admit and Requirement Terms will both be the term the student was re-admitted.
- 5. If a student has one active Stack (is enrolled) and wants to change to a new plan in the same major, departmental staff can do a PLAN CHANGE in the student's existing Stack.
- 6. If a student has one active Stack and wants to change to a new plan in a different major, they must submit an application through the Office of Admissions. The Career in the new major will be automatically added by the Registrar once the student is admitted into the new program. Please contact Graduate School Data Management Unit by sending an email to graddata@ufl.edu to discontinue the old Career.
- 7. Minors are attached to the major and degree plan, so they do not "float" or "move" from Stack to Stack within the career.
- 8. The other allowable PLAN CHANGE is a minor plan change.
- 9. Degree attributes reflect degree options for different students such as thesis/non-thesis or joint graduateprofessional degrees. A custom batch job will default degree attributes to any new graduate career plan, and graduate department coordinators can make limited manual adjustments.
- 10. Graduate department coordinators can add new Stacks (for additional degrees), change plans in an existing Stack in the student's major, add and remove minors, and update degree attributes.
- 11. Status for a student Stack will automatically change to Discontinued (DISC) in the Student Information System (SIS) when a student is not enrolled for 3 consecutive terms.
- 12. If a student wants to drop from one degree program or leave the University (drop from all degree programs) you can do a DATA CHANGE to the student's stack(s).

RULES-CERTIFICATE STACKS (ALL LEVELS)

- 1. Certificates are always free-standing stacks. They are all in the UGRAD career, with a UNXXX program.
- 2. These stacks are built when a student is admitted to a certificate program.
- 3. The only changes to certificate stacks will be to DISC (discontinue), and/or COMP (complete) these stacks as students are certified and awarded the certificate.

PROGRAM ACTION CODES

Program Action	Action Reason	When should I use this combination?	
ACTV (Active) AMAJ (Add Major)		The Graduate student is adding a major or degree.	





		The line descendence of the state of the sector of the AND
PRGC (Program Change)	CIVIAJ (Change Major)	The Undergraduate student is changing major AND
		College.
PLNC (Plan Change)	AMIN (Add Minor)	The Undergraduate student is adding a minor in the same
		Collega
		conege.
		Nata, This is northernood by the Desistron's Office
		<u>Note</u> . This is performed by the Registral's Office.
PLNC (Plan Change)	CMAL (Change Major)	The student is changing a major in the same College
	CIVIAJ (Change Major)	The student is changing a major in the same conege.
PINC (Plan Change)	CSUB (Change Subplan)	The student is changing a sub-plan only (concentration
	Coob (enange subplan)	
		emphasis, specialization).
PLNC (Plan Change)	RIVIIN (Remove Minor)	The Undergraduate student wants to remove a minor.
		Note: This is performed by the Registrar's Office.
DATA (Data Change)	DOTC (Deguirement Term	An academic advisor poods to make an avaantian and sat
DATA (Data Change)	RQIC (Requirement Term	An academic advisor needs to make an exception and set
	Change)	the requirement term (catalog year) as before the
		student's admit term.
DATA (Data Change)	Choose from a list of codes	The Graduate Student wants to drop a degree program.

FOR ADDITIONAL ASSISTANCE

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

Processes and Policies

Office of the University Registrar ourdegreeteam-l@lists.ufl.edu 352-392-1374 registrar.ufl.edu