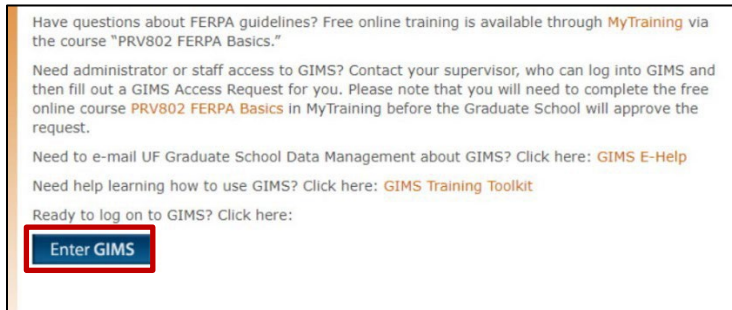


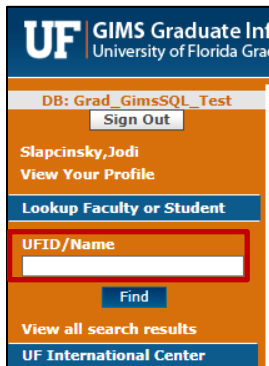
## SETTING UP A GRADUATE COMMITTEE IN GIMS

To complete this process, you will go to <https://gradschool.ufl.edu/gimsportal/gatorlink/portal.aspx> and log in. This process is completed by **Graduate Coordinators and Staff**.

1. Select **Enter GIMS** and log in.



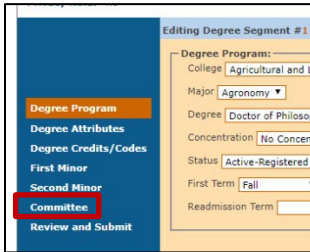
2. Enter the **UFID/Name** of the student and click **Find**.



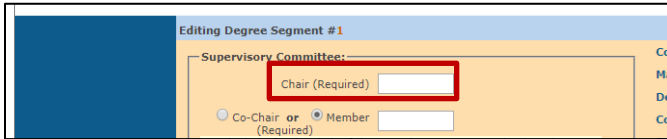
3. Select **Change**.



4. Select **Committee**.

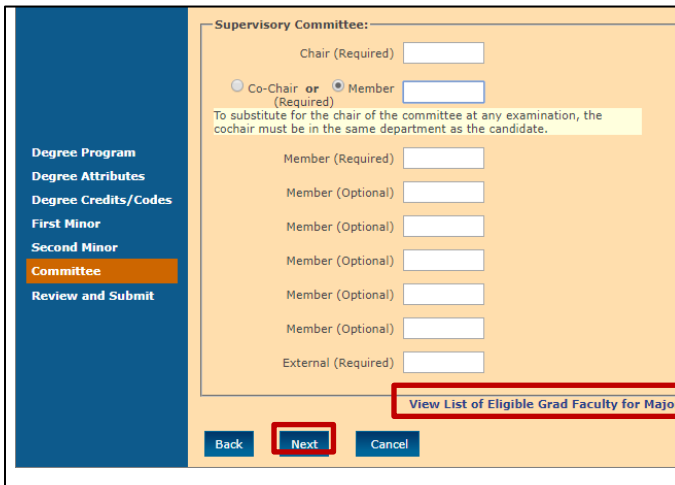


5. Appoint a committee chair by enter the **UFID** of the **Committee Chair**.



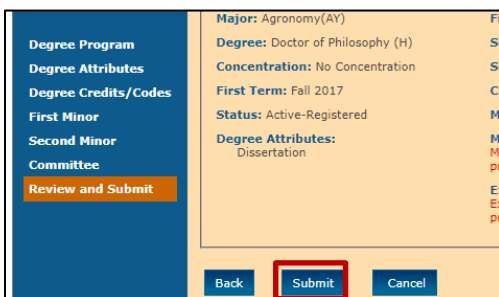
6. Next, enter the **UFID** of the other **Committee Members** and select **Next**.

**Note:** This can be done all at once or as each member is added.



7. Click **Submit** to see committee information in GIMS.

**Note:** The committee information will be sent to the myUFL Student Information System (SIS) in about an hour, where you will be able to view the student's Graduate Committee milestone.



8. Double check that the **Committee** information has been entered correctly here.

SPEAK Test:    SPEAK Test Date:  
 TOEFL iBT Speaking Score:  
 Number of Visits: 0  
 Last Login:

Change    Actions    Print

Committee Started: 3/6/2020		Updated: 3/6/2020
Chair	44444444	Day, Sonny
Member	88888888	Walker, Md Jay
Member	**Not Entered** Member is a required committee role for the degree program.	
External	**Not Entered** External is a required committee role for the degree program.	

Milestones  
 Candidacy Admission:

9. If you need to add committee members at a later date, click **Change**.

SPEAK Test:    SPEAK Test Date:  
 TOEFL iBT Speaking Score:  
 Number of Visits: 0  
 Last Login:

Change    Actions    Print

Committee Started: 3/6/2020		Updated: 3/6/2020
Chair	44444444	Day, Sonny
Member	88888888	Walker, Md Jay
Member	**Not Entered** Member is a required committee role for the degree program.	
External	**Not Entered** External is a required committee role for the degree program.	

10. Select **Committee**.

Editing Degree Segment #1

Degree Program:  
 College: Agricultural and Life Sciences  
 Major: Agronomy  
 Degree: Doctor of Philosophy  
 Concentration: No Concentration  
 Status: Active-Registered  
 First Term: Fall 2017  
 Readmission Term:

Degree Program  
 Degree Attributes  
 Degree Credits/Codes  
 First Minor  
 Second Minor  
**Committee**  
 Review and Submit

11. Enter additional members.

Editing Degree Segment #1

Supervisory Committee:

Chair (Required) 44444444 Day, Sonny  
 Co-Chair (Required)     Member 88888888 Walker, Md Jay  
 To substitute for the chair of the committee at any examination, the cochair must be in the same department as the candidate.

Member (Required)   
 Member is a required committee role for the degree program.

Member (Optional)   
 Member (Optional)   
 Member (Optional)   
 Member (Optional)   
 Member (Optional)

Degree Program  
 Degree Attributes  
 Degree Credits/Codes  
 First Minor  
 Second Minor  
**Committee**  
 Review and Submit

12. To search for the UFID of a committee member, click **View List of Eligible Grad Faculty for Major**.

Second Minor  
**Committee**  
 Review and Submit

Member (Optional)   
 Member (Optional)   
 Member (Optional)   
 External (Required)   
 External is a required committee role for the degree program.

Second Minor Member:

**View List of Eligible Grad Faculty for Major**

Back Next Cancel

13. Select the **UFID** for the faculty member you want to enter in your committee, then select Ctrl-C. Then, go back to the tab with the **Committee** page.

**Graduate Faculty**  
 # of Records: 41

UFID	Name	Email	Appointment Date	Title
11111111	Minor, Bea	bminor@ufl.edu	1/1/2002	Professor
22222222	Odor, Iva	iodor@ufl.edu	11/14/2013	Assistant
33333333	Oki, Kerry	koki@ufl.edu	3/1/1999	Professor
44444444	O'Shea, Rick	roshea@ufl.edu	5/1/1979	Professor
55555555	Peace, Warren	wpeace@ufl.edu	1/27/2017	Assistant
<b>66666666</b>	Pipes, Duane	dpipes@ufl.edu	11/13/2018	Assistant
77777777	Pohl, Tad	tpohl@ufl.edu	12/9/2013	Associate
88888888	Pohl, Lou	lpohl@ufl.edu	3/12/2015	Associate

14. Paste the member's **UFID** here using Ctrl-V. Select **Next**.

Editing Degree Segment #1

**Supervisory Committee:**

Chair (Required) 44444444 Day, Sonny

Co-Chair or  Member (Required) 88888888 Walker, Md Jay

To substitute for the chair of the committee at any examination, the cochair must be in the same department as the candidate.

Member (Required) **66666666** Pipes, Duane  
 Member is a required committee role for the degree program.

Member (Optional)   
 Member (Optional)   
 Member (Optional)   
 Member (Optional)   
 Member (Optional)   
 External (Required)   
 External is a required committee role for the degree program.

View List of Eligible Grad Faculty for Major

Back **Next** Cancel

15. Select **Submit**.

16. Confirm the member has been added.

**ADDITIONAL HELP**

Further resources are available at:

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/>.

**Technical Help**

UF Computing Help Desk  
 352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

**Processes and Policies**

Graduate School Data Management  
[graddata@ufl.edu](mailto:graddata@ufl.edu)