



# ADD A NEW PROGRAM/PLAN TO A GRADUATE CAREER WITHIN THE SAME MAJOR FIELD OF STUDY

This instruction guide will cover how to add a new degree to a graduate career. This is performed by Graduate Coordinators and Staff in the various colleges with the UF SR GRAD STAFF USER role. The Program Action is "ACTV" since you are activating the student in a new career number/stack. The Action Reason is "AMAJ" for Add a Major.

A new Graduate Career may be added for a student in SIS when he/she wants to earn another graduate degree in their major. For instance, a student in a master's program would like to also earn a PhD in their major. In this case, the department may add the new Graduate Career in SIS as long as:

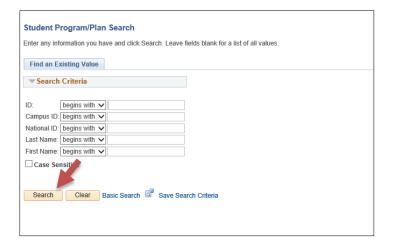
- 1. the student has Active-in-Program status and has not graduated
- 2. the student has not missed any terms
- 3. the student has not submitted an application through the UF Office of Admissions

Please Note: You do not need to add a new plan manually if the student has submitted an application through the UF Admissions Office. The Registrar will automatically create a new Graduate Career for the student when they have been admitted into the program.

The following are directions to manually add a Graduate Career for a Student:

# 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 > Records and Enrollment > Career and Program Information > Student Program/Plan Search
- 3. Enter the student's **UF ID**, if known.
- 4. Click Search.



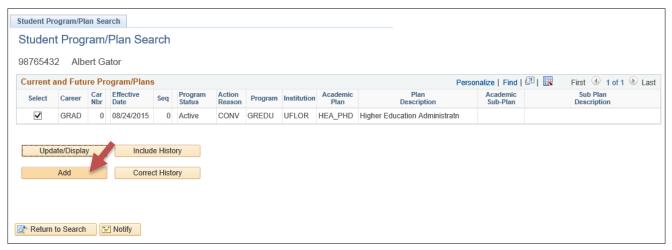
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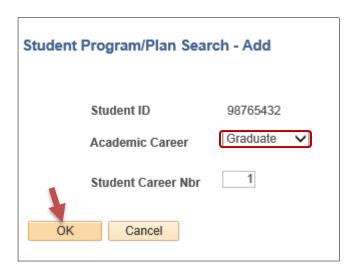


# STEP 2: ADD NEW PROGRAM/PLAN

1. Click Add at the bottom of the screen.



- 2. Allow the Academic Career to pre-populate. If the field is blank, select Graduate from the drop-down menu.
- Click OK.

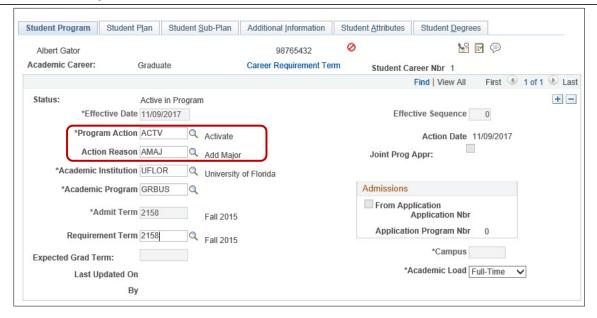


## STEP 3: STUDENT PROGRAM TAB

- 1. Verify the student's name and UFID number.
- 2. Verify the student is in the **Graduate** career.
- 3. Make a note of the Student Career Nbr.
- 4. Allow the **Status** to default to Active in Program.
- 5. Allow the **Effective Date** field to default to today's date.
- 6. Update the Program Action to ACTV since you are activating the student in a new career number/stack.
- 7. Update the **Action Reason** to **AMAJ** for adding a major.

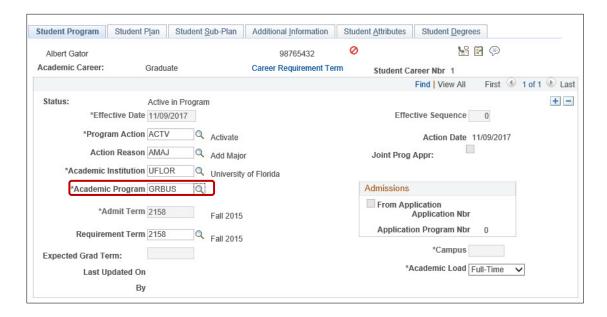






- 8. Allow the Academic Institution to default to UFLOR.
- Enter the Academic Program.

Note: Use the look up icon beside Academic Program to search.



- 10. Allow the **Admit Term** to default in.
- 11. The Requirement Term will default to the Admit Term. You may change the requirement term here if it is different from the Admit Term.

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Note: The requirement term determines the catalog year that will be used in the student's degree audit for any departmental degree audit requirements.

- 12. Leave the **Expected Grad Term** blank.
- 13. Allow the Effective Sequence to default to 0. If another action is inserted on the same effective date, the effective Sequence will increment to 1.
- 14. Allow the **Action Date** to default to today's date.

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

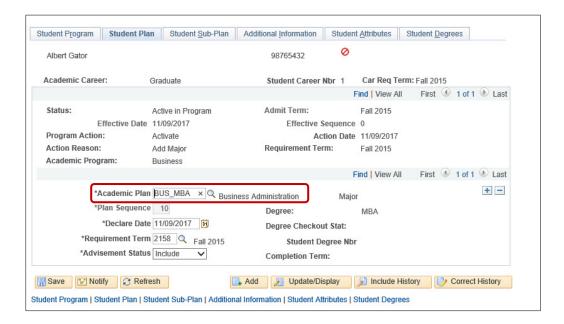
- 15. Allow Campus to default in.
- 16. Allow the Academic Load to default to full time.

Note: This is the approved academic load and does not reflect the student's actual academic load in any term.

#### STEP 4: ADD A MAJOR

- 1. Click on the Student Plan tab.
- 2. In the Academic Plan field, enter the plan code for the desired major or click the look up icon and search for the major. In this example, the Academic Plan is the MBA in Business Administration (BUS\_MBA).

Note: If you use the look-up, be sure to select the academic plan code that has a plan type of major and the appropriate degree.



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



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  - 5. Allow the Requirement Term to default
  - 6. Allow the Advisement Status to default in.
  - 7. Verify the **Degree**, which will display based on the plan you select.

**Note**: If you selected a minor, the Degree field will be blank.

8. Verify the Degree Checkout Stat and Student Degree Nbr are blank - these will populate when the student completes the degree program.

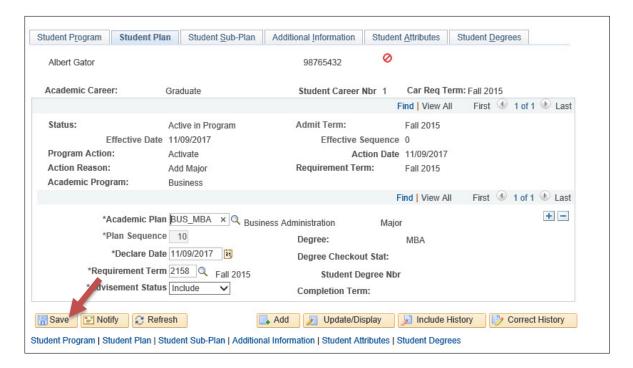
**Note**: Completion term is not populated when the student graduates.

# STEP 5: ENTER SUB-PLAN (CONCENTRATION) INFORMATION

- 1. If the student should have a concentration, click on the **Student Sub-Plan** tab.
- 2. Enter the student's Academic Sub-Plan, if applicable, by entering the code or clicking the look up icon and selecting the code.
- 3. Allow the Academic Sub-Plan Type to default in based on the academic sub-plan selected.
- 4. Allow the **Declare Date** to default to today's date.
- 5. Allow the Requirement Term to default.

### STEP 10: SAVE AND REVIEW WORK

1. Click Save.





**Note**: Since you just added a new record, you don't have the option to **Return to Search**.

You may now go into the Student Career Center to check your work:

- 2. Go back to Student Program Plan by selecting Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan.
- 3. Allow the **ID** to pre-populate or enter the **ID** if known.
- 4. For the Academic Career, enter Graduate.
- 5. Click Search.
- 6. Click the appropriate (highest-numbered) Career Nbr or Stack.
- 7. Verify the changes you made on the **Student Program** page.
- 8. Click the Student Plan tab.
- 9. Verify the student plan information.
- 10. Click on the Student Sub-Plan tab.
- 11. If you added a sub-plan, verify that information.

Appropriate default degree attributes for this plan will be applied within an hour during regular business hours. Once that occurs, you may return to this Stack and update the Additional Information tab if the student needs changes in this area. (See Instruction Guide "Change Attribute.")

#### FOR ADDITIONAL ASSISTANCE

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

Processes and Policies Graduate School Data Management graddata@ufl.edu