

## 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**.

**Student Program/Plan Search**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID: begins with [ ]

Campus ID: begins with [ ]

National ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Case Sensitive

**Search** **Clear** Basic Search Save Search Criteria

**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.
3. 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.

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

Albert Gator 98765432

Academic Career: Graduate Career Requirement Term Student Career Nbr 1

Status: Active in Program Find | View All First 1 of 1 Last

\*Effective Date 11/09/2017 Effective Sequence 0

\*Program Action ACTV Activate Action Date 11/09/2017

Action Reason AMAJ Add Major Joint Prog Appr:

\*Academic Institution UFLOR University of Florida

\*Academic Program GRBUS

\*Admit Term 2158 Fall 2015

Requirement Term 2158 Fall 2015

Expected Grad Term:

Last Updated On  By

\*Campus

\*Academic Load Full-Time

**Admissions**

From Application Application Nbr

Application Program Nbr 0

8. Allow the **Academic Institution** to default to **UFLOR**.
9. Enter the **Academic Program**.

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

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**Admissions**

From Application Application Nbr

Application Program Nbr 0

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.

**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.

The screenshot shows the 'Student Plan' tab for a student named Albert Gator (ID: 98765432). The 'Academic Career' is Graduate, and the 'Student Career Nbr' is 1. The 'Academic Program' is Business. The 'Academic Plan' field is highlighted with a red box, showing 'BUS\_MBA' selected from a dropdown menu. The 'Degree' field is set to 'MBA' and the 'Requirement Term' is 'Fall 2015'. The 'Status' is 'Active in Program' and the 'Effective Date' is 11/09/2017. The 'Action Reason' is 'Add Major' and the 'Action Date' is 11/09/2017. The 'Requirement Term' is 'Fall 2015'. The 'Advise Status' is 'Include'. The 'Completion Term' is blank. The interface includes buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

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

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**.

The screenshot shows the 'Student Sub-Plan' tab in the Student Information System. The student's name is Albert Gator and the ID is 98765432. The Academic Career is Graduate, Student Career Nbr is 1, and Car Req Term is Fall 2015. The Status is Active in Program, Admit Term is Fall 2015, Effective Date is 11/09/2017, Program Action is Activate, Action Reason is Add Major, and Academic Program is Business. The \*Academic Plan is BUS\_MBA (Business Administration Major), \*Plan Sequence is 10, \*Declare Date is 11/09/2017, \*Requirement Term is 2158 (Fall 2015), and \*Advisement Status is Include. The Degree is MBA. At the bottom, there are buttons for Save, Notify, Refresh, Add, Update/Display, Include History, and Correct History. A red arrow points to the Save button.

**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](mailto:helpdesk@ufl.edu)

### Processes and Policies

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