



### ADD OR REMOVE A MINOR PLAN IN A GRADUATE CAREER

This instruction guide will cover how to add or remove a minor for a graduate career. This process is completed by Graduate Coordinators and Staff with the **UF\_SR\_GRAD\_STAFF\_USER** role. The Program Action is "PLNC" for Plan Change. The Action Reason is "AMIN" for "Add a Minor" and "RMIN" for "Remove a Minor".

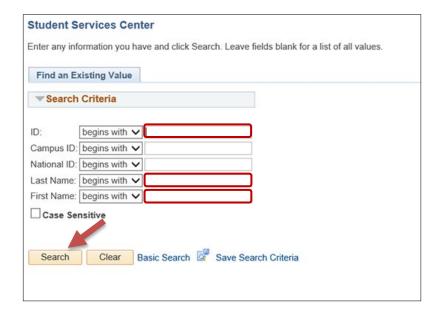
### NAVIGATE TO STUDENT SERVICES CENTER

- 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

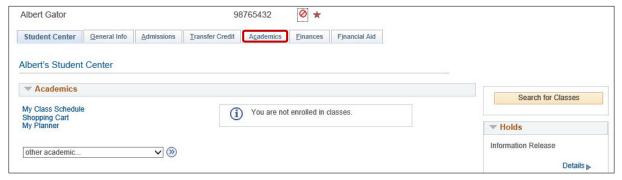
- 3. Enter the student's **UF ID**, if known, or enter the student's last and first name.
- 4. Click **Search**. If there are multiple results, click the student's name.



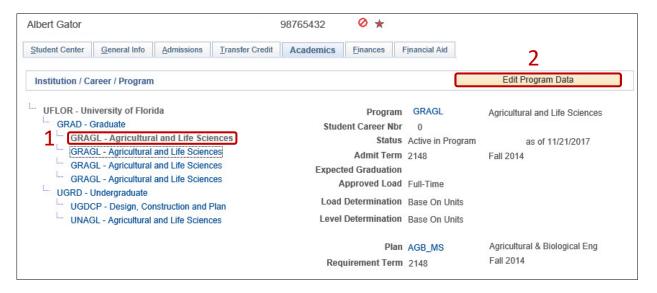
5. Click on the Academics tab.







- 6. Select the Academic Program with the Academic Plan you wish to update.
- 7. Click Edit Program Data.



## ADD MINOR

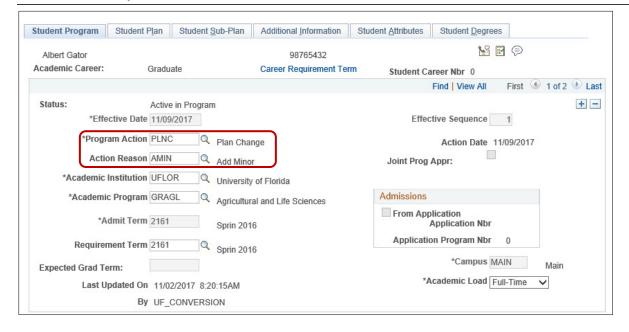
#### STEP 1: STUDENT PROGRAM TAB ACTION CODES

- 1. From the Student Program tab, select **Include History** if the button is available and unshaded.
- 2. Select the plus (+) sign to add a new row.
- 3. Enter PLNC as the Program Action. This action is used for any plan or sub-plan change.
- 4. Enter AMIN as the Action Reason. This action reason is used when adding a minor.

**Note**: The look up icon can also be used to search for the Program Action code and the Action Reason code.

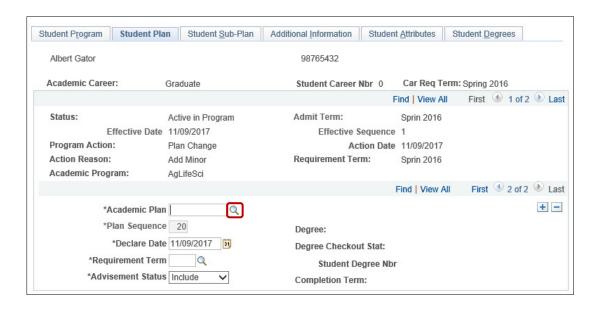






## STEP 2: ADD A MINOR

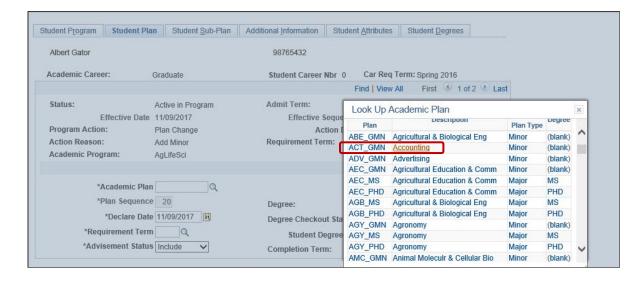
- 1. Select the Student Plan tab.
- 2. Click the plus (+) sign to add a new row.
- 3. Select the look up icon beside Academic Plan.
- 4. Select Look Up.



5. Select the new minor. In this example, we will select Accounting (ACT GMN).

Note: Select the Academic Plan column header to sort. Notice the plan type is minor.





6. Click Apply and OK.

## REMOVE MINOR

### **STEP 1: STUDENT PROGRAM TAB ACTION CODES**

- 1. Select the Student Program tab.
- 2. Click the plus (+) sign to add a new row.
- 3. Enter PLNC (Plan Change) for the Program Action.
- 4. Enter RMIN (Remove Minor) for Action Reason.

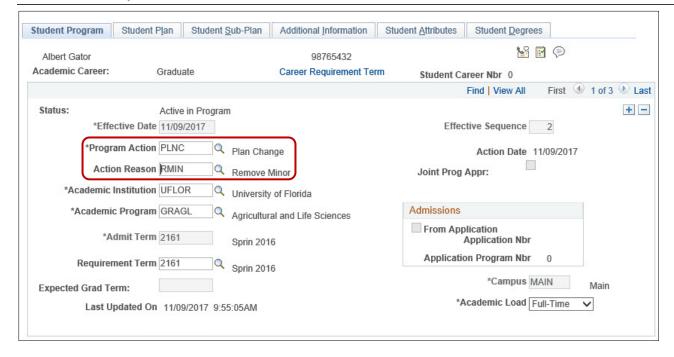
Note: The look up icon can also be used to search for the Program Action code and the Action Reason code.

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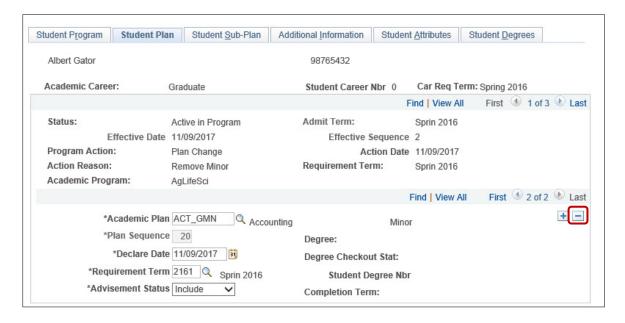






#### STEP 2: REMOVE MINOR

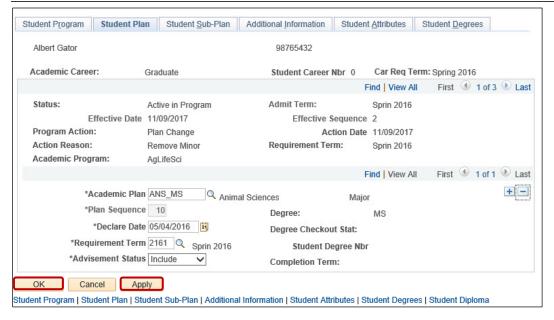
- 1. Select the Student Plan tab.
- 2. Use the arrows to view all academic plans for the student and locate the one you want to remove.
- 3. Select the minus (-) button for the Academic Plan you wish to remove.



- 4. Click **OK** When the Delete Confirmation message appears.
- 5. Click Apply and OK.







# FOR ADDITIONAL ASSISTANCE

Technical Help UF Computing Help Desk 352-392-HELP helpdesk@ufl.edu Processes and Policies
Graduate School Data Management
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