

## 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.

**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

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](#)

5. Click on the **Academics tab**.

Albert Gator 98765432

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **[Academics](#)** | [Finances](#) | [Financial Aid](#)

Albert's Student Center

**Academics**  
 My Class Schedule  
 Shopping Cart  
 My Planner

You are not enrolled in classes.

Search for Classes

**Holds**  
 Information Release  
[Details](#)

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

Albert Gator 98765432

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **[Academics](#)** | [Finances](#) | [Financial Aid](#)

[Institution / Career / Program](#) **Edit Program Data**

<ul style="list-style-type: none"> <li>UFLOR - University of Florida               <ul style="list-style-type: none"> <li>GRAD - Graduate                   <ul style="list-style-type: none"> <li><b>1</b> GRAGL - Agricultural and Life Sciences</li> <li>GRAGL - Agricultural and Life Sciences</li> <li>GRAGL - Agricultural and Life Sciences</li> <li>GRAGL - Agricultural and Life Sciences</li> </ul> </li> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li>UGDCP - Design, Construction and Plan</li> <li>UNAGL - Agricultural and Life Sciences</li> </ul> </li> </ul> </li> </ul>	<p>Program <b>GRAGL</b> Agricultural and Life Sciences</p> <p>Student Career Nbr 0</p> <p>Status Active in Program as of 11/21/2017</p> <p>Admit Term 2148 Fall 2014</p> <p>Expected Graduation</p> <p>Approved Load Full-Time</p> <p>Load Determination Base On Units</p> <p>Level Determination Base On Units</p> <p>Plan <b>AGB_MS</b> Agricultural &amp; Biological Eng</p> <p>Requirement Term 2148 Fall 2014</p>
--	--

## 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.

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 0		
Find   View All First 1 of 2 Last					
Status:	Active in Program		Effective Sequence	1	
*Effective Date	11/09/2017		Action Date	11/09/2017	
*Program Action	PLNC	Plan Change	Joint Prog Appr:	<input type="checkbox"/>	
Action Reason	AMIN	Add Minor			
*Academic Institution	UFOR	University of Florida	Admissions		
*Academic Program	GRAGL	Agricultural and Life Sciences	<input type="checkbox"/> From Application Application Nbr Application Program Nbr 0		
*Admit Term	2161	Spring 2016	*Campus	MAIN Main	
Requirement Term	2161	Spring 2016	*Academic Load	Full-Time	
Expected Grad Term:					
Last Updated On 11/02/2017 8:20:15AM					
By UF_CONVERSION					

## 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**.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr 0	Car Req Term: Spring 2016		
Find   View All First 1 of 2 Last					
Status:	Active in Program		Admit Term:	Spring 2016	
Effective Date	11/09/2017		Effective Sequence	1	
Program Action:	Plan Change		Action Date	11/09/2017	
Action Reason:	Add Minor		Requirement Term:	Spring 2016	
Academic Program:	AgLifeSci				
Find   View All First 2 of 2 Last					
*Academic Plan		<input type="button" value="Look Up"/>			
*Plan Sequence	20	Degree:			
*Declare Date	11/09/2017	Degree Checkout Stat:			
*Requirement Term		Student Degree Nbr			
*Advisement Status	Include	Completion Term:			

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.

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

Albert Gator 98765432  
 Academic Career: Graduate Student Career Nbr 0 Car Req Term: Spring 2016

Status: Active in Program Admit Term: Effective Date: 11/09/2017 Effective Sequence: 1  
 Program Action: Plan Change Action Reason: Add Minor Requirement Term: Academic Program: AgLifeSci

\*Academic Plan  \*Plan Sequence 20 \*Declare Date 11/09/2017 \*Requirement Term  \*Advisement Status Include

Plan	Description	Plan Type	Degree
ABE_GMN	Agricultural & Biological Eng	Minor	(blank)
<b>ACT_GMN</b>	<b>Accounting</b>	Minor	(blank)
ADV_GMN	Advertising	Minor	(blank)
AEC_GMN	Agricultural Education & Comm	Minor	(blank)
AEC_MS	Agricultural Education & Comm	Major	MS
AEC_PHD	Agricultural Education & Comm	Major	PHD
AGB_MS	Agricultural & Biological Eng	Major	MS
AGB_PHD	Agricultural & Biological Eng	Major	PHD
AGY_GMN	Agronomy	Minor	(blank)
AGY_MS	Agronomy	Major	MS
AGY_PHD	Agronomy	Major	PHD
AMC_GMN	Animal Moleculr & Cellular Bio	Minor	(blank)

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.

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 0

Find | View All First 1 of 3 Last

Status: Active in Program

\*Effective Date 11/09/2017 Effective Sequence 2

\*Program Action **PLNC** Plan Change  
 Action Reason **RMIN** Remove Minor

Action Date 11/09/2017  
 Joint Prog Appr:

\*Academic Institution UFLOR University of Florida

\*Academic Program GRAGL Agricultural and Life Sciences

\*Admit Term 2161 Sprin 2016

Requirement Term 2161 Sprin 2016

Expected Grad Term:

Last Updated On 11/09/2017 9:55:05AM

**Admissions**  
 From Application  
 Application Nbr  
 Application Program Nbr 0

\*Campus MAIN Main  
 \*Academic Load Full-Time

## 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.

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

Albert Gator 98765432

Academic Career: Graduate Student Career Nbr 0 Car Req Term: Spring 2016

Find | View All First 1 of 3 Last

Status: Active in Program Admit Term: Sprin 2016

Effective Date 11/09/2017 Effective Sequence 2

Program Action: Plan Change Action Date 11/09/2017

Action Reason: Remove Minor Requirement Term: Sprin 2016

Academic Program: AgLifeSci

Find | View All First 2 of 2 Last

\*Academic Plan ACT\_GMN Accounting Minor **-**

\*Plan Sequence 20 Degree:

\*Declare Date 11/09/2017 Degree Checkout Stat:

\*Requirement Term 2161 Sprin 2016 Student Degree Nbr

\*Advisement Status Include Completion Term:

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

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432			
Academic Career:	Graduate	Student Career Nbr	0	Car Req Term:	Spring 2016
Status:			Active in Program	Admit Term:	Sprin 2016
Effective Date	11/09/2017	Effective Sequence	2	Find   View All First 1 of 3 Last	
Program Action:	Plan Change	Action Date	11/09/2017		
Action Reason:	Remove Minor	Requirement Term:	Sprin 2016		
Academic Program:	AgLifeSci	Find   View All First 1 of 1 Last			
*Academic Plan	ANS_MS	Animal Sciences	Major		
*Plan Sequence	10	Degree:	MS		
*Declare Date	05/04/2016	Degree Checkout Stat:			
*Requirement Term	2161	Student Degree Nbr			
*Advisement Status	Include	Completion Term:			
OK	Cancel	Apply			
Student Program   Student Plan   Student Sub-Plan   Additional Information   Student Attributes   Student Degrees   Student Diploma					

## 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)