ADD OR REMOVE A SUBPLAN (CONCENTRATION) IN A GRADUATE CAREER

This instruction guide will cover how to add or remove a concentration for a graduate career. A concentration is an emphasis. At the Graduate level, it is called a sub-plan. Adding or removing a sub-plan 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 “CSUB” for Change Subplan.

Graduate Coordinators and Staff completing this action need to confirm the desired major and subplans (concentrations) are listed within the Graduate Information Management System (GIMS) “Degree Programs” as Graduate Council approved academic programs. Emphases within majors are approved by Graduate Council as primary and/or secondary concentrations. If a Graduate Coordinator or Staff cannot find the exact degree, college, major, concentration, and where appropriate, optional additional concentration combination being sought, please contact the Graduate School for assistance.

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. Select the Academics tab.

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

**ADD A CONCENTRATION**

**STEP 1: ACTION CODES**

1. From the Student Program tab, select the plus (+) sign to add a new row.
2. Enter PLNC for the Program Action. This action is used for any plan or sub-plan change.
3. Enter CSUB for the Action Reason. This action reason is used when changing a sub-plan.
STEP 2: REVIEW TABS
1. Select the Student Plan tab.
2. Review Academic Plan information. If the student has more than one plan row, ensure that the student’s major plan is selected by using the arrows before moving on to the next step.

STEP 3: ADD SUB-PLAN
1. Select the Student Sub-Plan tab.
2. Select the look up icon beside Academic Sub-Plan.
4. Select the **concentration**. In this example, we will use **Wetland Sciences** (AGB_MS03).

5. Review any warnings that pop up and click **ok**.

6. Click **Apply** and **OK**.

Note: When adding an additional sub-plan to a student’s program plan, it is necessary to change the declare date of the eligible primary sub-plan to an earlier date than the secondary sub-plan.

**REMOVE A SUB-PLAN**

**STEP 1: ACTION CODES**

1. From the Student Program tab, select the **plus (+) sign** to add a new row.
2. Enter **PLNC** as the **Program Action**.
3. Enter **CSUB** as the **Action Reason**.

**STEP 3: REVIEW TABS**

1. Select the **Student Plan tab**.
2. Review **Academic Plan** information. If the student has more than one plan row, ensure that the student’s major plan is selected before moving on to the next step.

**STEP 3: REMOVE SUB-PLAN**

1. Select the **Student Sub-Plan tab**.
2. Use the **arrows** to review the Academic Sub-Plans for the student.
3. Select the **negative (-) sign** to remove the selected concentration. In this example, we are removing the Wetland Sciences (AGB_MS03) concentration.

4. Select **OK** when the Delete Confirmation message appears.
   Click on the Student Sub-Plan Tab and add the student’s sub-plan if the student has chosen a concentration.

5. Click **Apply** and **OK**.

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**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