

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.

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 [input field]

Campus ID: begins with [input field]

National ID: begins with [input field]

Last Name: begins with [input field]

First Name: begins with [input field]

Case Sensitive

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

5. Select the **Academics tab**.

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Albert's Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

Holds
 No Holds.

(i) You are not enrolled in classes.

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

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Institution / Career / Program **2**

<ul style="list-style-type: none"> UFLOR - University of Florida <ul style="list-style-type: none"> GRAD - Graduate <ul style="list-style-type: none"> 1 <input type="text" value="GRAGL - Agricultural and Life Sciences"/> UGRD - Undergraduate <ul style="list-style-type: none"> UGAGL - Agricultural and Life Sciences UNAGL - Agricultural and Life Sciences UNAGL - Agricultural and Life Sciences UNAGL - Agricultural and Life Sciences 	<p> Program GRAGL Agricultural and Life Sciences Student Career Nbr 0 Status Active in Program as of 11/28/2017 Admit Term 2161 Spring 2016 Expected Graduation Approved Load Full-Time Load Determination Base On Units Level Determination Base On Units </p> <p> Plan AEC_GMN Agricultural Education & Comm Requirement Term 2161 Spring 2016 </p> <p> Plan ANS_MS Animal Sciences Requirement Term 2161 Spring 2016 </p>
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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.

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

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Academic Career: Graduate Career Requirement Term Student Career Nbr 0

Status: Active in Program Find | View All First 1 of 2 Last

*Effective Date 11/09/2017 Effective Sequence 1

***Program Action** PLNC Plan Change Action Date 11/09/2017

Action Reason CSUB Change Subplan Joint Prog Appr:

*Academic Institution UFLOR University of Florida

*Academic Program GRAGL Agricultural and Life Sciences

*Admit Term 2148 Fall 2014

Requirement Term 2148 Fall 2014

Expected Grad Term:

Last Updated On 11/02/2017 8:18:22AM *Campus MAIN Main

By UF_CONVERSION *Academic Load Full-Time

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.

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

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Academic Career: Graduate Student Career Nbr 0 Car Req Term: Fall 2014

Status: Active in Program Find | View All First 1 of 2 Last

Effective Date 11/09/2017 Admit Term: Fall 2014

Program Action: Plan Change Effective Sequence 1

Action Reason: Change Subplan Action Date 11/09/2017

Academic Program: AgLifeSci Requirement Term: Fall 2014

Find | View All **First** 1 of 1 Last

*Academic Plan AGB_MS Agricultural & Biological Eng Major + -

*Plan Sequence 10 Degree: MS

*Declare Date 12/24/2014 Degree Checkout Stat:

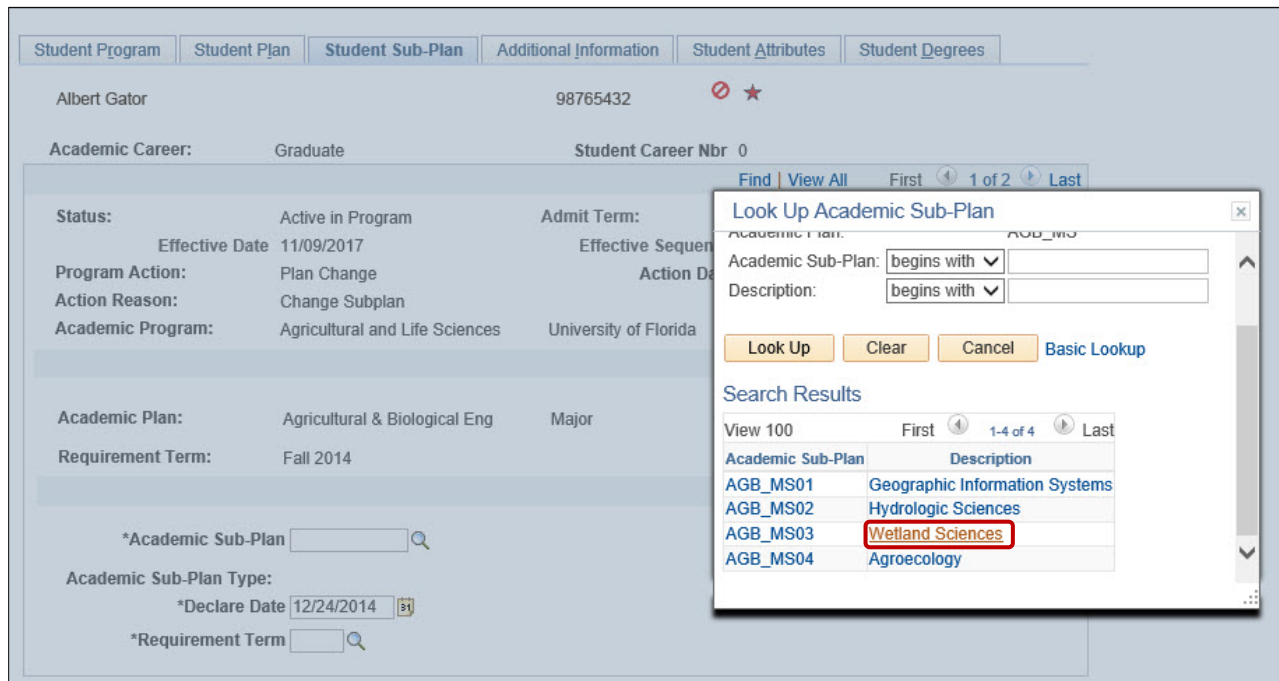
*Requirement Term 2148 Fall 2014 Student Degree Nbr

*Advisement Status Include Completion Term:

STEP 3: ADD SUB-PLAN

1. Select the **Student Sub-Plan tab**.
2. Select the **look up icon** beside **Academic Sub-Plan**.
3. Select **Look Up**.

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.

Find | View All | First 1 of 3 Last

*Academic Sub-Plan AGB_MS03 Wetland Sciences

Academic Sub-Plan Type: Concentration

*Declare Date 12/24/2014

*Requirement Term 2148 Fall 2014

3. Select the **negative (-) sign** to remove the selected concentration. In this example, we are removing the Wetland Sciences (AGB_MS03) concentration.

Find | View All | First 1 of 3 Last

*Academic Sub-Plan AGB_MS03 Wetland Sciences

Academic Sub-Plan Type: Concentration

*Declare Date 12/24/2014

*Requirement Term 2148 Fall 2014

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.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

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
graddata@ufl.edu