

CHANGE A PROGRAM/PLAN (MAJOR/DEGREE) ATTRIBUTE IN A GRADUATE CAREER

This instruction guide will cover how to change an attribute for a graduate career. Attributes are details related to graduate degrees such as thesis/non-thesis, project option, or EDGE option. Changing an attribute is completed by Graduate Coordinators and Staff with the **UF_SR_GRAD_STAFF_USER** role. The Program Action is "DATA" for Data Change. The Action Reason is "CADI" for Change Additional Information.

STEP 1: 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 [dropdown] [text input]

Campus ID: begins with [dropdown] [text input]

National ID: begins with [dropdown] [text input]

Last Name: begins with [dropdown] [text input]

First Name: begins with [dropdown] [text input]

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

5. Select the **Academics tab**.

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

STEP 2: ACTION CODES

1. From the Student Program tab, select the **plus (+) sign**.

2. Select the **look up icon** beside **Program Action**.
3. Select **Look Up**.
4. Select **DATA (Data Change)**.

5. Select the **look up icon** beside **Action Reason**.
6. Select **Look Up**.
7. Select **CADI (Change Additional Information)**.





The screenshot displays the 'Student Program' tab for student Albert Gator (ID: 98765432). The interface includes several tabs: Student Program, Student Plan, Student Sub-Plan, Additional Information, Student Attributes, and Student Degrees. The student's status is 'Active in Program' with an effective date of 11/09/2017. The 'Action Reason' field is highlighted with a red box, showing 'CADI' selected, which corresponds to 'Change Additional Information'. Other fields include 'Academic Institution' (UFLOR - University of Florida), 'Academic Program' (GRLAS - Liberal Arts and Sciences), and 'Admissions' (From Application, Application Nbr 0). The 'Academic Load' is set to 'Full-Time'.

STEP 3: REVIEW TABS

1. Select the **Student Plan tab** and review information. If the student has more than one plan, ensure that the major plan is selected before moving on to the next step.
2. Select the **Student Sub-Plan tab** and review information.

STEP 3: CHANGE ATTRIBUTE

1. Select the **Additional Information tab**.
2. Locate the **Attribute** you wish to change under "Plan Attributes."
3. Select the radio button for the option you wish to select (in this example, **No**).

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees
Albert Gator		98765432		   	
Academic Career:		Career Requirement Term		Student Career Nbr 2	
Program Data Find View All First 1 of 2 Last					
Academic Program GRLAS Liberal Arts and Sciences					
Program Attributes Find First 1 of 1 Last					
*Attribute <input type="text"/> + -					
<input checked="" type="checkbox"/> Show in Student SS					
Academic Plan Find View All First 1 of 1 Last					
Academic Plan CHY_MS Chemistry					
Plan Attributes Find First 1 of 1 Last					
*Attribute <input type="text" value="Grad - Thesis/Dissertation Deg"/> + -					
<input type="radio"/> Yes <input checked="" type="radio"/> No					
<input checked="" type="checkbox"/> Show in Student SS					

4. Select **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