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

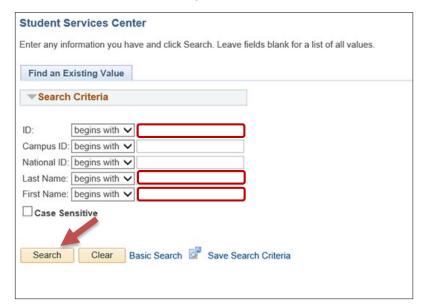
This instruction guide will cover how to change an attribute for a graduate career. Attributes are details related to graduate degrees such as thesis/non-thesis, project option, or EDGE option. Changing an attribute is completed by Graduate Coordinators and Staff with the UF_SR_GRAD_STAFF_USER role. 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

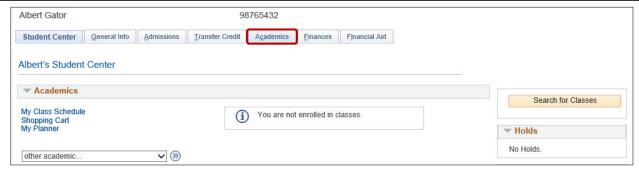
- 3. Enter the student's UF ID, if known, or enter the student's last and first name.
- 4. Click **Search**. If there are multiple results, click the student's name.



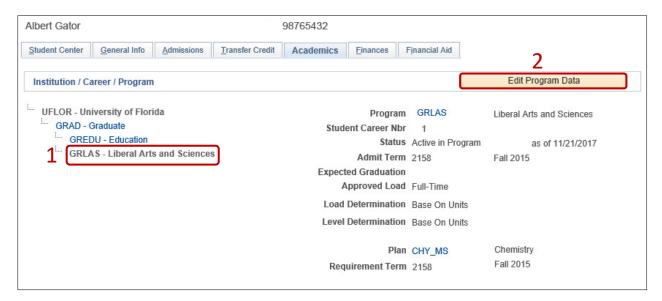
5. Select the Academics tab.







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



STEP 2: ACTION CODES

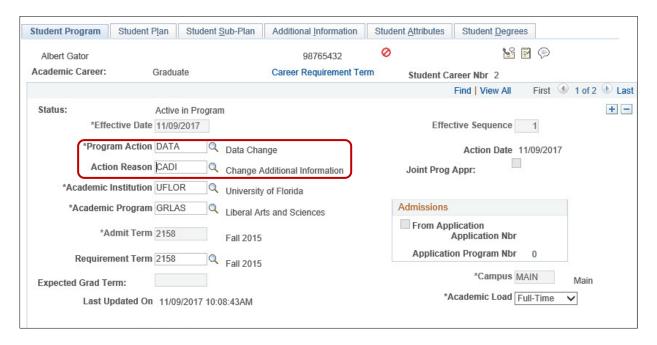
1. From the Student Program tab, select the plus (+) sign.



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



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



STEP 3: REVIEW TABS

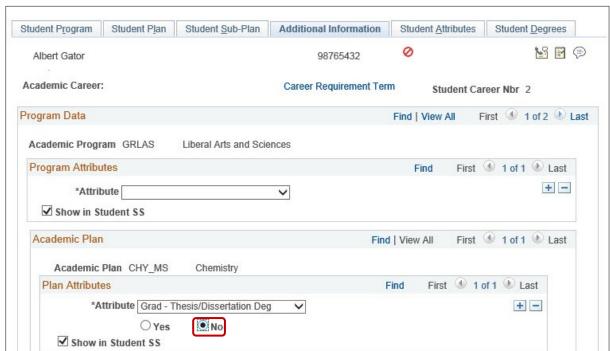
- 1. Select the **Student Plan tab** and review information. If the student has more than one plan, ensure that the major plan is selected before moving on to the next step.
- 2. Select the Student Sub-Plan tab and review information.

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).

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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