REVIEW A PROGRAM/PLAN (MAJOR/DEGREE) IN A GRADUATE CAREER

This instruction guide will cover how to review parts of the graduate stack, including information contained in the Student Program, Student Plan, Student Sub-Plan, Additional Information, Student Attributes, and Student Degrees tabs. This overview will be helpful for Graduate Advisors with the UF_SR_GRAD_STAFF_USER role.

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**.

---

**STUDENT PROGRAM TAB**

1. Review **Academic Career**. In this example, the student is in the Graduate Career.

2. Review **Student Career Number**. In this example, it is 0 which means there are no additional career numbers (program/plan stacks) within the Graduate career for this student. The Student Career Number starts at 0 and increases by 1 for each additional program/plan stack within the career.

3. Review **Status**. This should state “**Active in Program**.”

4. Select **Include History** to Review all Student Program information, if this button appears and is unshaded. In this example, the student has 3 effective dates.
5. Use the arrows to scroll through and view.

6. Review **Effective Date**. This will show when the student was first activated and when any additional action changes were made, using the arrows to view any additional effective dates. The most recent change is the first row that appears, going backwards to the initial activation row.

7. Review **Program Action**. This shows what type of change was made to the Academic Program.

8. Review **Action Reason**. This provides additional information regarding the type of change.

9. Review **Academic Institution**. This is always UFLOR, University of Florida.

10. Review **Academic Program**. This is the unit or college that certifies the degree. In this example, it is GRAGL-Agricultural and Life Sciences.

11. Review **Admit Term**. This is when the student was first admitted to the Graduate School, but not necessarily when the student began pursuing this particular degree program. (To see that date, use the arrows to find the earliest effective-dated row.)

12. Review **Requirement Term**. This is used in determining the requirements applied in the student’s degree audits, if departmental degree audits have been configured for this program/plan. This is usually the same as the Admit Term.

13. Review **Expected Grad Term**. This is usually not populated. It will be populated if the student has applied to graduate.
### Student Information System

#### STUDENT PLAN TAB

1. Select the **Student Plan tab**.
2. Review the number of **plans**. In this example, the student has 2 plans. The arrows can be used to navigate between them.
3. Review the Academic Plan and Degree.

**Note:** In this example, the student has a Major of Agricultural & Biological Engineering (AGB_MS) and a degree of MS.

![Academic Plan Image]

**Note:** In this example, the student also has a Minor in Chemistry (CHY_GMN).

![Minor Plan Image]

**STUDENT SUB-PLAN TAB**

1. Select the Student Sub-Plan tab.
2. Review Academic Plan. In this example, we are looking at the student’s Agricultural & Biological Engineering Major.
3. Review Academic Sub-Plan(s). In this example, there are 2.
4. Click View All to view all sub-plans. In this example, the student has concentrations in both Geographic Information Systems (AGB_MS01) and Hydrologic Sciences (AGB_MS02)

![Sub-Plan Images]

**ADDITIONAL INFORMATION**
1. Select the **Additional Information** tab.
2. Review **Plan Attributes** for student.

**Note:** Some of these fields will be editable, some will not. Examples of attributes include: Distance Learning Degree, Thesis/Dissertation Degree, or Non-Traditional Degree.

---

**STUDENT DEGREES**

1. Select **Student Degrees** tab.
2. Review Degree Checkout Status. This will be populated if the student has applied for graduation or if the degree has been awarded. If the student had graduated, it would show “Status Completed.”
### Student Information System

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Student Plan</th>
<th>Student Sub-Plan</th>
<th>Additional Information</th>
<th>Student Attributes</th>
<th>Student Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Gator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Academic Career: Graduate

- **Student Career Nbr:** 0
- **Admit Term:** Fall 2014
- **Effective Sequence:** 2
- **Action Date:** 11/09/2017

#### Academic Program: Agricultural and Life Sciences

- **Effective Date:** 11/09/2017
- **Program Action:** Plan Change
- **Action Reason:** Change Subplan

#### Degree Checkout Status

- **Applied for Graduation:** Yes
- **Approved:** Yes
- **Degree Awarded:** Yes
- **Eligible for Graduation:** Yes
- **Needs to Finish Pending Work:** Yes
- **Program in Review:** No
- **Withdrawn:** No

#### Degree GPA

- [Update Degrees]

---

**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