

ADD, CHANGE, AND REMOVE A SUB-PLAN-UNDERGRADUATE

This instruction guide covers how to add, change, or remove a sub-plan for an undergraduate student. A sub-plan is a specific emphasis, concentration, or track. This process is completed by Undergraduate Advisors in the various colleges with the **UF_SR_UGRD_ADV_UPD** role. The action reason for these changes is CSUB for “Change Sub-plan.”

ADD A SUB-PLAN

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

STEP 2: SEARCH FOR STUDENT

1. Enter the student’s **UFID**, if known, or enter the student’s **last and first name**.
2. Click **Search**.

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](#)

3. Select the **Academics** tab.

Alberta Alligator ID 11112222

Student Center General Info Admissions Transfer Credit **Academics**

Alberta's Student Center

Academics

My Class Schedule Shopping Cart

other academic... [dropdown]

Finances

Personal Information

Search for Classes

Holds: No Holds.

To Do List: No To Do's.

Enrollment Dates: Open Enrollment Dates

You are not enrolled in classes.

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student's **name** and **UFID number**.
2. Verify the student is in the **Undergraduate** career.
3. Verify that the student is in the expected **Academic Program**.
4. Verify the student is in **Active** status. The Status should state "**Active in Program**."

Note: If the student is not in Active status, the student should be referred to Admissions or the Registrar's Office for further action.

STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to update.
2. Select **Edit Program Data**.

Alberta Alligator ID 11112222

Student Center General Info Admissions Transfer Credit **Academics**

Institution / Career / Program **2** Edit Program Data

UFLOR - University of Florida

UGRD - Undergraduate

1 UGAGL - Agricultural and Life Sciences

UNBUS - Business

Program UGAGL Agricultural and Life Sciences

Student Career Nbr 0

Status Active in Program as of 11/15/2017

Admit Term 2168 Fall 2016

Expected Graduation

Approved Load Full-Time

Load Determination Base On Units

Level Determination Base On Units

Plan AEC_BS Agricultural Education & Comm

Requirement Term 2168 Fall 2016

3. Verify that the student is in the expected **Academic Program**.

STEP 5: REVIEW TABS

1. Click on the **Student Plan** tab.
2. Review **Academic Plan** information.

Note: Only sub-plans available within this Academic Plan will be available to choose from.

3. Click on the **Student Sub-Plan** tab.
4. Review **Student Sub-Plan** information.
5. Select the **Student Program** tab.

STEP 6: COMPLETE THE FOLLOWING FIELDS ON THE STUDENT PROGRAM TAB

1. Select the **plus (+) sign** to add a new row.
2. Allow the **Effective Date** field to default to today's date.
3. Enter the **Program Action** of **PLNC** for Plan Change.
4. Enter the **Action Reason** of **CSUB** for Change Sub-plan.

Note: You can also use the look up icon to select the program action and action reason.

The screenshot shows the 'Student Program' tab for a student named Alberta Alligator (ID: 11112222). The form is for an Undergraduate student. Key fields include:

- Status: Active in Program
- Effective Date: 11/15/2017
- Program Action: PLNC (Plan Change)
- Action Reason: CSUB (Change Subplan)
- Academic Institution: UFLOR (University of Florida)
- Academic Program: UGAGL (Agricultural and Life Sciences)
- Admit Term: 2168 (Fall 2016)
- Requirement Term: 2168 (Fall 2016)
- Expected Grad Term: (blank)
- Effective Sequence: 2
- Action Date: 11/15/2017
- Academic Institution: UFLOR
- Academic Program: UGAGL
- Admit Term: 2168
- Requirement Term: 2168
- Expected Grad Term: (blank)
- Last Updated On: 11/15/2017 9:47:27AM
- By: UFSRTEST441
- Admissions: From Application (Application Nbr: 0, Application Program Nbr: 0)
- Campus: MAIN
- Academic Load: Full-Time

 Red annotations in the image include a '2' next to the Effective Date field, a '1' next to the Effective Sequence field, and a red box around the plus sign icon next to the Effective Sequence field. Another red box highlights the PLNC and CSUB fields in the Program Action and Action Reason dropdowns.

5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** field. This field shows the student's current college.
7. Leave the **Admit Term**.
8. Leave the **Requirement Term**.
9. Leave the **Expected Grad Term** blank. This will be populated by the Registrar's Office.
10. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.
11. Allow the **Action Date** to default to today's date.

Note: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

12. Click on the **Student Sub-Plan** tab.

Note: Make sure you are working on the correct plan, not the minor or a different major. You can determine this by viewing the academic plan section of the page.

13. Select the **Look Up** button for **Academic Sub-Plan**.

14. Select the appropriate value.

Note: Only sub-plan values allowed by the plan will appear.

The screenshot shows the 'Student Sub-Plan' tab in the Student Information System. The student's name is Alberta Alligator (ID 11112222). The Academic Career is Undergraduate (Student Career Nbr 0). The Academic Sub-Plan section is highlighted with a red box, showing the sub-plan name 'AEC_BS01' and the description 'Agricultural Leadership'. Other fields include Status (Active in Program), Admit Term (Fall 2016), Effective Date (11/15/2017), Program Action (Plan Change), Action Reason (Change Subplan), Academic Program (Agricultural and Life Sciences), Academic Plan (Agricultural Education & Comm), Requirement Term (Fall 2016), Academic Sub-Plan Type (Emphasis), Declare Date (11/15/2017), and Requirement Term (2168).

15. Allow the **Academic Sub-Plan Type** to default in based on the configuration of the sub-plan.

16. Allow the **Declare Date** to default to today's date.

17. Allow the **Requirement Term** to default in.

STEP 7: SAVE AND REVIEW WORK

1. Return to the **Student Program** tab.
2. Click **OK**.

The screenshot shows the 'Student Program' form for student Alberta Alligator (ID: 11112222). The form is in the 'Student Program' tab. Key fields include:

- Status:** Active in Program
- *Effective Date:** 11/15/2017
- *Program Action:** PLNC (Plan Change)
- Action Reason:** CSUB (Change Subplan)
- *Academic Institution:** UFLO (University of Florida)
- *Academic Program:** UGAGL (Agricultural and Life Sciences)
- *Admit Term:** 2168 (Fall 2016)
- Requirement Term:** 2168 (Fall 2016)
- *Academic Load:** Full-Time
- Admissions:** From Application (Application Nbr: 0)

 The 'OK' button at the bottom left is highlighted with a red box. Other buttons include 'Cancel', 'Apply', and 'Refresh'.

3. Click on the student's **Academic Program** from the stack.

Note: The Academic Program will be grey when selected.

4. Verify the changes on the **Sub-Plan**.

The screenshot shows the 'Academics' tab with a tree view on the left and a details panel on the right. The tree view shows the hierarchy: UFLOR - University of Florida > UGRD - Undergraduate > UGAGL - Agricultural and Life Sciences > UNBUS - Business. The details panel shows:

- Program:** UGAGL - Agricultural and Life Sciences
- Student Career Nbr:** 0
- Status:** Active in Program (as of 11/15/2017)
- Admit Term:** 2168 (Fall 2016)
- Expected Graduation:** Full-Time
- Approved Load:** Full-Time
- Load Determination:** Base On Units
- Level Determination:** Base On Units
- Plan:** AEC_BS - Agricultural Education & Comm
- Requirement Term:** 2168 (Fall 2016)
- Sub-Plan:** AEC_BS01 - Agricultural Leadership (highlighted with a red box)
- Requirement Term:** 2168 (Fall 2016)

CHANGE A SUB-PLAN

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Campus Community > Student Services Center**.

STEP 2: SEARCH FOR STUDENT

1. Enter the student's **UFID**, if known, or enter the student's **last and first name**.
2. Click **Search**.

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](#)

3. Select the **Academics** tab.

Alberta Alligator ID 11112222

[Student Center](#) [General Info](#) [Admissions](#) [Transfer Credit](#) [Academics](#)

Alberta's Student Center

▼ **Academics**

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

other academic... []

[Search for Classes](#)

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Finances

Personal Information

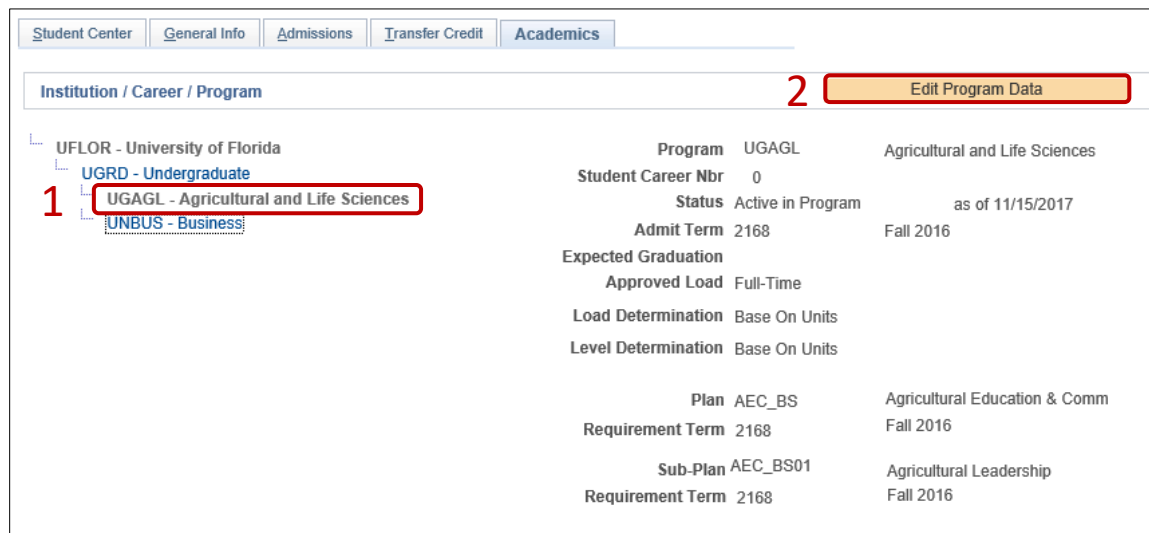
STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student's **name** and **UFID number**.
2. Verify the student is in the **Undergraduate** career.
3. Verify that the student is in the expected **Academic Program**.
4. Verify the student is in **Active** status. The Status should state "**Active in Program**."

Note: If the student is not in Active status, the student should be referred to Admissions or the Registrar's Office for further action.

STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to update.
2. Select **Edit Program Data**.



Institution / Career / Program		
UFLOR - University of Florida	Program	UGAGL
UGRD - Undergraduate	Student Career Nbr	0
1 UGAGL - Agricultural and Life Sciences	Status	Active in Program
UNBUS - Business	Admit Term	2168
	Expected Graduation	as of 11/15/2017
	Approved Load	Full-Time
	Load Determination	Base On Units
	Level Determination	Base On Units
	Plan	AEC_BS
	Requirement Term	2168
	Sub-Plan	AEC_BS01
	Requirement Term	2168

STEP 5: COMPLETE THE FOLLOWING FIELDS

1. Select the **plus (+) sign** to add a new row.
2. Allow the **Effective Date** field to default to today's date.
3. Enter the **Program Action** of **PLNC** for Plan Change.
4. Enter the **Action Reason** of **CSUB** for Change Sub-plan.

5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** field. This field shows the student's current college.
7. Leave the **Admit Term**.
8. Leave the **Requirement Term**.
9. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.
10. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.
11. Allow the **Action Date** to default to today's date.

Note: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

12. Click on the **Student Sub-Plan** tab.

Note: Make sure you are working on the correct plan, not the minor or a different major. You can determine this by viewing the academic plan section of the page.

13. Select the **Look Up** button for **Academic Sub-Plan**.
14. Select the appropriate value.

Note: Only sub-plan values allowed by the plan will appear.

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

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr 0

Find | View All First 1 of 4 Last

Status: Active in Program Admit Term: Fall 2016
Effective Date: 11/15/2017 Effective Sequence: 3
Program Action: Plan Change Action Date: 11/15/2017
Action Reason: Change Subplan
Academic Program: Agricultural and Life Sciences University of Florida

Find | View All First 1 of 1 Last

Academic Plan: Agricultural Education & Comm Major
Requirement Term: Fall 2016

Find | View All First 1 of 1 Last

*Academic Sub-Plan AEC_BS02 x Communication & Leadership Dev

Academic Sub-Plan Type: Emphasis

*Declare Date 11/15/2017

Save component and return (Enter) Fall 2016

OK Cancel Apply Refresh

15. Allow the **Academic Sub-Plan Type** to default in based on the configuration of the sub-plan.
16. Allow the **Declare Date** to default to today's date.
17. Allow the **Requirement Term** to default in to the program's requirement term.

STEP 6: SAVE AND REVIEW WORK

1. Select the **Student Program** tab.
2. Click **OK**.

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

Alberta Alligator 11112222

Academic Career: Undergraduate Career Requirement Term Student Career Nbr 0

Find | View All First 1 of 4 Last

Status: Active in Program
*Effective Date: 11/15/2017 Effective Sequence: 3
*Program Action: PLNC Plan Change Action Date: 11/15/2017
Action Reason: CSUB Change Subplan
*Academic Institution: UFLOR University of Florida
*Academic Program: UGAGL Agricultural and Life Sciences
*Admit Term: 2168 Fall 2016
Requirement Term: 2168 Fall 2016
Joint Prog Appr:
Admissions
 From Application
Application Nbr
Application Program Nbr 0
*Campus: MAIN Main
*Academic Load: Full-Time

Expected Grad Term:
Last Updated On 11/15/2017 9:52:51AM
By UFSRTEST441

OK Cancel Apply Refresh

3. Click on the student's **Academic Program** from the stack.
4. Verify the changes on the **Sub-Plan**.

Student Center	General Info	Admissions	Transfer Credit	Academics
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Institution / Career / Program		Edit Program Data	
UFLOR - University of Florida	Program	UGAGL	Agricultural and Life Sciences
UGRD - Undergraduate	Student Career Nbr	0	
UGAGL - Agricultural and Life Sciences	Status	Active in Program	as of 11/15/2017
UNBUS - Business	Admit Term	2168	Fall 2016
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	AEC_BS	Agricultural Education & Comm
	Requirement Term	2168	Fall 2016
	Sub-Plan AEC_BS02		Communication & Leadership Dev
	Requirement Term	2168	Fall 2016

REMOVE A SUB-PLAN

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Campus Community > Student Services Center**.

STEP 2: SEARCH FOR STUDENT

1. Enter the student's **UFID**, if known, or enter the student's **last and first name**.
2. Click **Search**.

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

3. Select the **Academics** tab.

Alberta Alligator ID 11112222

Student Center | General Info | Admissions | Transfer Credit | **Academics**

Alberta's Student Center

Academics

My Class Schedule
Shopping Cart

other academic... [v] [go]

Finances

Personal Information

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Open Enrollment Dates

Search for Classes

You are not enrolled in classes.

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student's **name** and **UFID number**.
2. Verify the student is in the **Undergraduate** career.
3. Verify that the student is in the expected **Academic Program**.
4. Verify the student is in **Active** status. The Status should state "**Active in Program**."

Note: If the student is not in Active status, the student should be referred to Admissions or the Registrar's Office for further action.

STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to update.
2. Select **Edit Program Data**.

Student Center | General Info | Admissions | Transfer Credit | **Academics**

Institution / Career / Program

UGAGL - Agricultural and Life Sciences

1 UGAGL - Agricultural and Life Sciences

2 Edit Program Data

Program UGAGL Agricultural and Life Sciences

Student Career Nbr 0

Status Active in Program as of 11/15/2017

Admit Term 2168 Fall 2016

Expected Graduation

Approved Load Full-Time

Load Determination Base On Units

Level Determination Base On Units

Plan AEC_BS Agricultural Education & Comm

Requirement Term 2168 Fall 2016

Sub-Plan AEC_BS02 Communication & Leadership Dev

Requirement Term 2168 Fall 2016

STEP 5: COMPLETE THE FOLLOWING FIELDS

1. Select the **plus (+) sign** to add a new row.

2. Allow the **Effective Date** field to default to today's date.
3. Enter the **Program Action** of **PLNC** for Plan Change.
4. Enter the **Action Reason** to **CSUB** for Change Sub-plan.

The screenshot shows a web form for a student record. At the top, there are tabs for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Additional Information', and 'Student Degrees'. The student's name is 'Alberta Alligator' and their ID is '11112222'. The 'Academic Career' is 'Undergraduate' and the 'Career Requirement Term' is 'Student Career Nbr 0'. The 'Status' is 'Active in Program'. The 'Effective Date' is '11/15/2017'. The 'Program Action' is 'PLNC' and the 'Action Reason' is 'CSUB'. The 'Academic Institution' is 'UFLOR' and the 'Academic Program' is 'UGAGL'. The 'Admit Term' is '2168' and the 'Requirement Term' is '2168'. The 'Expected Grad Term' is empty. The 'Last Updated On' is '11/15/2017 9:54:10AM' and the user is 'UFSRTEST441'. There are 'OK', 'Cancel', and 'Apply' buttons at the bottom left, and a 'Refresh' button at the bottom right. A red box highlights the 'PLNC' field, and another red box highlights the 'CSUB' field. A red '1' is next to the minus icon, and a red '2' is next to the 'Effective Date' field.

5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** field. This field shows the student's current college.
7. Leave the **Admit Term**.
8. Allow the **Requirement Term**.
9. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.
10. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.
11. Allow the **Action Date** to default to today's date.

Note: UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

12. Click on the **Student Sub-Plan** tab.

Note: Make sure you are working on the correct plan, not the minor or a different major. You can determine this by viewing the academic plan section of the page.

13. Click the **minus icon (-)** next to the sub-plan.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nbr	0	
Find View All First 1 of 5 Last				
Status:	Active in Program	Admit Term:	Fall 2016	
Effective Date	11/15/2017	Effective Sequence	4	
Program Action:	Plan Change	Action Date	11/15/2017	
Action Reason:	Change Subplan			
Academic Program:	Agricultural and Life Sciences	University of Florida		
Find View All First 1 of 1 Last				
Academic Plan:	Agricultural Education & Comm	Major		
Requirement Term:	Fall 2016			
Find View All First 1 Delete row 1 (Alt+8)				
*Academic Sub-Plan		AEC_BS02	Communication & Leadership Dev	
Academic Sub-Plan Type:	Emphasis			
*Declare Date	11/15/2017			
*Requirement Term	2168	Fall 2016		
OK		Cancel	Apply	Refresh

14. Click **OK** to confirm the delete.

STEP 6: SAVE AND REVIEW WORK

1. Return to the **Student Program** tab.
2. Click **OK**.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
Find View All First 1 of 5 Last				
Status:	Active in Program			
*Effective Date	11/15/2017	Effective Sequence	4	
*Program Action	PLNC	Plan Change	Action Date 11/15/2017	
Action Reason	CSUB	Change Subplan	Joint Prog Appr: <input type="checkbox"/>	
*Academic Institution	UFOR	University of Florida	Admissions <input type="checkbox"/> From Application Application Nbr Application Program Nbr 0	
*Academic Program	UGAGL	Agricultural and Life Sciences		
*Admit Term	2168	Fall 2016	*Campus	MAIN Main
Requirement Term	2168	Fall 2016	*Academic Load	Full-Time
Expected Grad Term:				
Last Updated On 11/15/2017 9:54:10AM				
By UFSRTEST441				
OK		Cancel	Apply	Refresh

3. Click on the student's **Academic Program** from the stack.
4. Verify the changes on the **Sub-Plan**.

Student Center	General Info	Admissions	Transfer Credit	Academics
Institution / Career / Program				Edit Program Data
UFLOR - University of Florida				Program UGAGL Agricultural and Life Sciences
UGRD - Undergraduate				Student Career Nbr 0
UGAGL - Agricultural and Life Sciences				Status Active in Program as of 11/15/2017
UNBUS - Business				Admit Term 2168 Fall 2016
Expected Graduation				Approved Load Full-Time
Load Determination Base On Units				Level Determination Base On Units
Plan AEC_BS Agricultural Education & Comm				Requirement Term 2168 Fall 2016

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

Processes and Policies

Office of the University Registrar
ourdegreeteam-l@lists.ufl.edu
352-392-1374
registrar.ufl.edu