

## STUDENT SERVICES CENTER

This instruction guide will cover how to navigate to the Student Services Center and view information about an individual student.

### NAVIGATION

1. Log in using your **GatorLink username** and **password**.
2. Navigate to **Main Menu > Student Information System > Campus Community > Student Services Center**.
3. Enter the **UF ID** of the student, if known, or enter the **last name** and the **first name** of the student.
4. 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

### STUDENT CENTER TAB

This tab includes information related to academics, finances, personal information, to do items, milestones, enrollment dates, and advisor information.

- Academics Section: Provides links to the student's current schedule and other academic information.
  - Click **My Class Schedule** to view a student's schedule in terms other than the current term.
  - Shopping Cart, My Planner, and Communication Center will not be used.
  - Click **Other Academic drop-down** to navigate to the student's grades if available, course history, and transfer credit information.

**Note:** After viewing a student's grades, click **Cancel** to be returned to the Student Services Center.

- Finances Section: Allows you to view summary information on the student's billing information. You will not be able to view detailed billing or financial aid information unless you have the appropriate security.
- Personal Information Section: Contains contact information such as addresses, email and phone number information.

- Click **Demographic Data** to provide additional demographic information.
- Holds Section. A list all of the student's outstanding holds.

**Note:** Service Indicators is the Campus Solutions term for holds. These terms refer to the same information.

- To Do List Section: A list of items that are outstanding for the student to complete.
- Milestones Section: Includes items such as thesis/dissertation or other non-course requirements that apply to the student.
- Enrollment Dates: Provides the enrollment appointment for the student.
- Advisor Section: Will list the student's advisor(s) and contact information.

**Note:** Click **Details** link if you want to contact the student's advisor.

Alberta Gator ID 11112222

Student Center | General Info | Admissions | Transfer Credit | Academics | Finances | Financial Aid

Alberta Gator

**Academics**

My Class Schedule  
Shopping Cart  
My Planner

other academic... »

**Finances**

**My Account**  
Account Inquiry

**Financial Aid**  
View Financial Aid

**Personal Information**

**Demographic Data**

**Contact Information**

University Housing None	Mailing 903 W. University Avenue Gainesville, FL 32608
Primary Phone 352-555-1212	Home E-mail None

**Admissions**

Apply for Admission

**Holds**  
OFC SHCC Restrict Registration  
Details ▶

**To Do List**  
No To Do's.

**Enrollment Dates**  
Open Enrollment Dates

**Advisor**  
Program Advisor  
None Assigned

Go to top

Return To Search | Notify

## GENERAL INFORMATION TAB

This tab includes more information on service indicators, check lists, and student groups.

- Click on the **links** at the top of the page or **scroll down** to see all information.

- If there are buttons available, and you have the appropriate security, you can edit information on the student by clicking on that button. For example, if you have the ability to update a service indicator, click the **Edit Service Indicators** button and make the necessary changes.

Alberta Gator ID 11112222

Student Center | General Info | Admissions | Transfer Credit | Academics | Finances | Financial Aid

Service Indicators | Initiated Checklists | Collapse All | Expand All

Service Indicators | Edit Service Indicators

★ Positive Negative

Service Indicators Personalize | View All | First 1 of 1 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
⊖	OFC SHCC Restrict Registration	Begin Term - Srvc Indicatr Use	End Term - Srvc Indicatr Use	10/24/2017		SH-STUDENT HEALTH CARE CENTER

Go to top

Initiated Checklists | Review Checklist Summary

No initiated checklists found.

Go to top

Student Groups | Edit Student Groups

No student groups found.

Go to top

- Click **Cancel** to be returned to the Student Services Center.

+ Add Service Indicator

Service Indicator Summary Personalize | Find | View All | First 1 of 1 Last

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
HIC	OFC SHCC Restrict Registration	Immunization Compliance	UFOR	0000	Begin Term	9999	End Term	10/24/2017

+ Add Service Indicator

Cancel

## ACADEMICS TAB

This tab allows you to view the student's Career, Program, and Plan information and view the status of the student in that program.

- Click the **Program link** on the far left of the screen to view details related to the student's program and plan on the right side do the page.

Alberta Gator ID 11112222

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **Academics** | [Finances](#) | [Financial Aid](#)

Institution / Career / Program Edit Program Data

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences**

Program	UGLAS	Liberal Arts and Sciences
Student Career Nbr	0	
Status	Active in Program	as of 12/18/2007
Admit Term	2058	Fall 2005
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	BUS_UMN	Business Administration
Requirement Term	2058	Fall 2005
Plan	CRI_BA	Criminology
Requirement Term	2058	Fall 2005

- Review **Student Career Nbr**. If a Graduate student has been in multiple majors throughout his/her graduate career, you will see a career number greater than 0.

Alberta Gator ID 11112222

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | **Academics** | [Finances](#) | [Financial Aid](#)

Institution / Career / Program Edit Program Data

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences

Program	UGLAS	Liberal Arts and Sciences
<b>Student Career Nbr</b>	0	
Status	Active in Program	as of 12/18/2007
Admit Term	2058	Fall 2005
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	BUS_UMN	Business Administration
Requirement Term	2058	Fall 2005
Plan	CRI_BA	Criminology
Requirement Term	2058	Fall 2005

- Review **Approved Load**. The approved load indicates that the student has been approved to pursue this program either full time or part time. It does not reflect the student's actual computed academic load in a term.
- Review **Load Determination**. This is the method by which the student's academic load will be calculated.
- Review **Level Determination**. This is the method by which students will advance to the next academic level.
- Review **Requirement Term**. This is the catalog year for the student's program.
- Click **Edit Program Data** to make changes to the student's program/plan. Updates may include changes in major, minor, concentration, or requirement term. After making the changes, click **OK** to return to the Student Services Center.

**Note:** Although all users will have the Edit Program Data button, only those with the appropriate security will be able to change data.

Institution / Career / Program		Edit Program Data	
Program	UGLAS	Liberal Arts and Sciences	
Student Career Nbr	0		
Status	Active in Program	as of 12/18/2007	
Admit Term	2058	Fall 2005	
Expected Graduation			
Approved Load	Full-Time		
Load Determination	Base On Units		
Level Determination	Base On Units		
Plan	BUS_UMN	Business Administration	
Requirement Term	2058	Fall 2005	
Plan	CRI_BA	Criminology	
Requirement Term	2058	Fall 2005	

## ADDITIONAL HELP

Further resources are available at:

<http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/>.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For assistance with processes or policies related to adding, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or [registrarhelp-l@lists.ufl.edu](mailto:registrarhelp-l@lists.ufl.edu). You can also visit <https://registrar.ufl.edu/contacts>.

## 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 [dropdown] [text input]

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

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

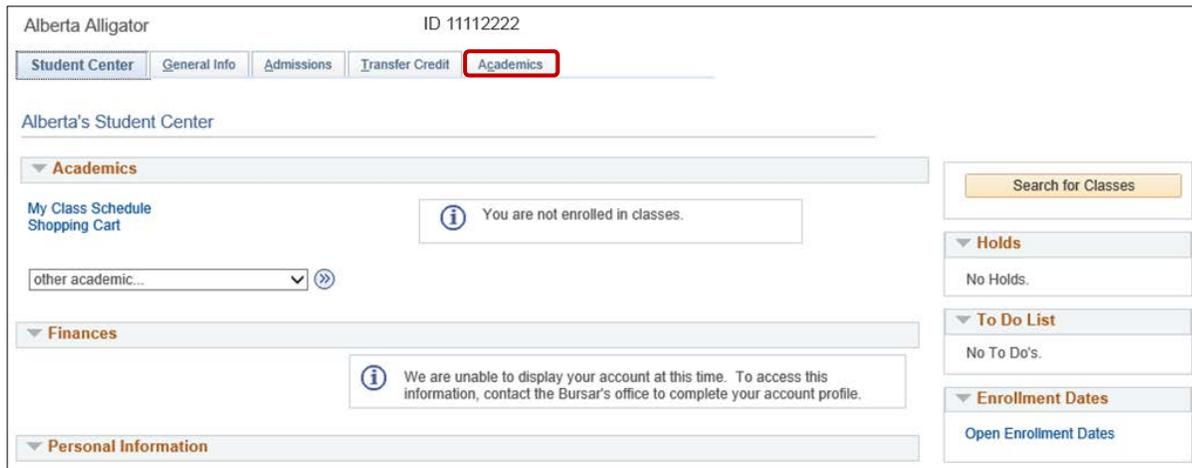
Last Name: begins with [dropdown] [text input]

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

Case Sensitive

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

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] [x]

Finances

Personal Information

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.

Search for Classes

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Open Enrollment Dates

### 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	Program	UGAGL	Agricultural and Life Sciences
UGRD - Undergraduate	Student Career Nbr	0	
1 <a href="#">UGAGL - Agricultural and Life Sciences</a>	Status	Active in Program	as of 11/15/2017
<a href="#">UNBUS - Business</a>	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.

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.

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 3 Last

Status: Active in Program Admit Term: Fall 2016  
Effective Date: 11/15/2017 Effective Sequence: 2  
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  Agricultural Leadership

Academic Sub-Plan Type: Emphasis  
\*Declare Date   
\*Requirement Term  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.

**STEP 7: SAVE AND REVIEW WORK**

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

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**.

## 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**

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

**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 Agricultural and Life Sciences
UGRD - Undergraduate	Student Career Nbr	0
<b>1</b> 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_BS01 Agricultural Leadership
	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** of **CSUB** for Change Sub-plan.

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

Alberta Alligator 1112222

Academic Career: Undergraduate Career Requirement Term Student Career Nbr 0

Status: Active in Program

\*Effective Date 11/15/2017

\*Program Action PLNC

Action Reason CSUB

\*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:

Last Updated On 11/15/2017 9:52:51AM

By UFSRTEST441

Effective Sequence 3

Action Date 11/15/2017

Joint Prog Appr:

Admissions

From Application Application Nbr

Application Program Nbr 0

\*Campus MAIN Main

\*Academic Load Full-Time

OK Cancel Apply Refresh

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.

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**.

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	<b>Academics</b>
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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**

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

**Personal Information**

Search for Classes

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
Open Enrollment Dates

### 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 the 'Student Sub-Plan' tab in the Student Information System. The student's name is Alberta Alligator and their ID is 11112222. The form includes the following fields and values:

- Status: Active in Program
- \*Effective Date: 11/15/2017 (highlighted with a red box and '2')
- \*Program Action: PLNC (highlighted with a red box and '1')
- Action Reason: CSUB (highlighted with a red box and '1')
- \*Academic Institution: UFLOR (University of Florida)
- \*Academic Program: UGAGL (Agricultural and Life Sciences)
- \*Admit Term: 2168 (Fall 2016)
- Requirement Term: 2168 (Fall 2016)
- Action Date: 11/15/2017
- \*Academic Load: Full-Time

At the bottom of the form, there are buttons for 'OK', 'Cancel', 'Apply', and 'Refresh'. A minus icon (-) is highlighted with a red box and labeled '1'.

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.

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

**STEP 6: SAVE AND REVIEW WORK**

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

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	<b>Academics</b>
----------------	--------------	------------	-----------------	------------------

Institution / Career / Program		Edit Program Data
UFLOR - University of Florida	Program	UGAGL Agricultural and Life Sciences
UGRD - Undergraduate	Student Career Nbr	0
<b>UGAGL - Agricultural and Life Sciences</b>	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](mailto:helpdesk@ufl.edu).

**Processes and Policies**

Office of the University Registrar  
[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)

## CHANGE TO A MAJOR IN A DIFFERENT COLLEGE-UNDERGRADUATE

This instruction guide covers how to change to a major in a different college for an undergraduate student. This process is completed by Undergraduate Advisors in the various colleges with the **UF\_SR\_UGRD\_ADV\_UPD** role. The advisor must re-enter the previously recorded requirement term if it is incorrect. The Program Action is PRGC for Program Change and the Action Reason is CMAJ for Change Major.

### 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**

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... ▼

▼ **Finances**

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 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.

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

Institution / Career / Program Edit Program Data

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences
      - UNBUS - Business**

<b>Program</b>	UNBUS	Business
<b>Student Career Nbr</b>	1	
<b>Status</b>	Active in Program	as of 08/01/2017
<b>Admit Term</b>	2178	Fall 2017
<b>Expected Graduation</b>		
<b>Approved Load</b>	Full-Time	
<b>Load Determination</b>	Base On Units	
<b>Level Determination</b>	Base On Units	
<b>Plan</b>	BUS_UCT	Business Admin Ugrd Cert
<b>Requirement Term</b>	2178	Fall 2017
<b>Sub-Plan</b>	BUS_UCT01	Retailing
<b>Requirement Term</b>	2178	Fall 2017

### STEP 4: EDIT MODE

1. Select the **Academic Program** you wish to change.

**Note:** The selected program will be a bold, dark gray color.

2. Select **Edit Program Data**.

Institution / Career / Program		
UFLOR - University of Florida	Program	UGLAS Liberal Arts and Sciences
UGRD - Undergraduate	Student Career Nbr	0
<b>UGLAS - Liberal Arts and Sciences</b>	Status	Active in Program as of 12/03/2016
UNBUS - Business	Admit Term	2168 Fall 2016
	Expected Graduation	
	Approved Load	Full-Time
	Load Determination	Base On Units
	Level Determination	Base On Units
	Plan	ATY_BA Astronomy
	Requirement Term	2168 Fall 2016

### STEP 5: REVIEW TABS

1. Write down the **Requirement term** for use when performing program change.

**Note:** This will default to the Admit Term when the Academic Program is changed. If they should be different, you will need to change it back.

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

### STEP 6: 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. Update the **Program Action** to **PRGC** for Program (College) Change.
4. Update the **Action Reason** to **CMAJ** since the student is changing a major.
5. Allow the **Academic Institution** to default to **UFLOR**.
6. Select the new **Academic Program** for the student by clicking on the **look up icon** and selecting the **program code**.
7. Allow the **Admit Term** to default to the same value as before.

**Note:** The requirement term will default to the same value as the admit term. If this is incorrect, change it back to the previously recorded Requirement term from step 5.

8. Review the **Requirement Term** that is displayed. Update as appropriate.
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.

The screenshot displays the 'Student Program' tab for a student named Alberta Alligator (ID: 11112222). The student is an Undergraduate with a Career Requirement Term. The 'Status' is 'Active in Program'. The 'Effective Date' is 11/15/2017. The 'Program Action' is 'PRGC' (Program Change) and the 'Action Reason' is 'CMAJ' (Change Major). The 'Academic Institution' is 'UFLOR' (University of Florida) and the 'Academic Program' is 'JGAGL' (Agricultural and Life Sciences). The 'Admit Term' is '2168' (Fall 2016) and the 'Requirement Term' is also '2168' (Fall 2016). The 'Expected Grad Term' is blank. The 'Last Updated On' is 11/15/2017 at 8:41:44AM. The 'Admissions' section shows 'From Application' is checked, 'Application Nbr' is blank, and 'Application Program Nbr' is 0. The '\*Academic Load' is 'Full-Time'. The 'Effective Sequence' is 1 and the 'Action Date' is 11/15/2017. The 'Joint Prog Appr' is unchecked. The 'Campus' is 'MAIN' (Main).

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

**Note:** When you change a student's program, you must also add the student's new major plan.

13. Select the new **academic plan** for the student by clicking on the **look up icon** and selecting the **plan code**. Choose a plan code with the **plan type = Major**.

**Note:** When you choose an academic plan, the academic plan type will display to the right (Major, Minor, etc.). Check to make sure the plan type is correct.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
Academic Career:	Undergraduate	Student Career Nbr	0	Car Req Term: Fall 2016
Find   View All First 1 of 2 Last				
Status:	Active in Program	Admit Term:	Fall 2016	
Effective Date	11/15/2017	Effective Sequence	1	
Program Action:	Program Change	Action Date	11/15/2017	
Action Reason:	Change Major	Requirement Term:	Fall 2016	
Academic Program:	AgLifeSci			
Find   View All First 1 of 1 Last				
<div style="border: 2px solid red; padding: 2px;">           *Academic Plan <input type="text" value="AEC_BS"/> x Agricultural Education &amp; Comm Major         </div>				
*Plan Sequence	<input type="text" value="10"/>	Degree:	BS	
*Declare Date	<input type="text" value="11/15/2017"/>	Degree Checkout Stat:		
*Requirement Term	<input type="text" value="2168"/> Fall 2016	Student Degree Nbr		
*Advisement Status	<input type="text" value="Include"/>	Completion Term:		

14. Allow the **Plan Sequence** to default to 10.
15. Allow the **Declare Date** to default to today's date.

**Note:** If you change a student's plan after the first day of class, that change will not be effective until the next term for pre-requisite checking and reporting purposes.

16. Allow the **Requirement Term** to default in.
17. Allow the **Advisement Status** to default in.
18. Verify the **Degree**, which will display based on the plan you select.

**Note:** If you select a minor in error, this field will be blank.

19. Select **Student Sub-Plan** tab.
20. Enter **Academic Sub-Plan** if applicable.

Student Program	Student Plan	<b>Student Sub-Plan</b>	Additional Information	Student Degrees
Alberta Alligator		11112222		
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr</b> 0		
		Find   View All First 1 of 2 Last		
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	Fall 2016	
<b>Effective Date</b>	11/15/2017	<b>Effective Sequence</b>	1	
<b>Program Action:</b>	Program Change	<b>Action Date</b>	11/15/2017	
<b>Action Reason:</b>	Change Major			
<b>Academic Program:</b>	Agricultural and Life Sciences	University of Florida		
		Find   View All First 1 of 1 Last		
<b>Academic Plan:</b>	Agricultural Education & Comm	Major		
<b>Requirement Term:</b>	Fall 2016			
		Find   View All First 1 of 1 Last		
*Academic Sub-Plan		+		
<b>Academic Sub-Plan Type:</b>		*Declare Date 11/15/2017		
*Requirement Term				

**STEP 7: 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		
<b>Academic Career:</b>	Undergraduate	<b>Career Requirement Term</b>	<b>Student Career Nbr</b> 0	
		Find   View All First 1 of 2 Last		
<b>Status:</b>	Active in Program			
<b>*Effective Date</b>	11/15/2017	<b>Effective Sequence</b>	1	
<b>*Program Action</b>	PRGC	Program Change	<b>Action Date</b> 11/15/2017	
<b>Action Reason</b>	CMAJ	Change Major	<b>Joint Prog Appr:</b> <input type="checkbox"/>	
<b>*Academic Institution</b>	UFLOR	University of Florida		
<b>*Academic Program</b>	UGAGL	Agricultural and Life Sciences		
<b>*Admit Term</b>	2168	Fall 2016		
<b>Requirement Term</b>	2168	Fall 2016		
<b>Expected Grad Term:</b>				
<b>Last Updated On</b>	11/15/2017 8:41:44AM			
		<b>*Campus</b>	MAIN	Main
		<b>*Academic Load</b>	Full-Time	
<b>OK</b>	Cancel	Apply		

3. Click on the student's **Academic Program** from the stack.
4. Verify the changes for the student's **program** and **plan**.

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

<b>Program</b>	UGAGL	Agricultural and Life Sciences
<b>Student Career Nbr</b>	0	
<b>Status</b>	Active in Program	as of 11/15/2017
<b>Admit Term</b>	2168	Fall 2016
<b>Expected Graduation</b>		
<b>Approved Load</b>	Full-Time	
<b>Load Determination</b>	Base On Units	
<b>Level Determination</b>	Base On Units	
<b>Plan</b>	AEC_BS	Agricultural Education & Comm
<b>Requirement Term</b>	2168	Fall 2016

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Processes and Policies**

Office of the University Registrar  
[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)

## CHANGE TO A MAJOR IN THE SAME COLLEGE-UNDERGRADUATE

This instruction guide will cover how to change a student's major within the same college. This is performed by undergraduate advisors in the various colleges with the **UF\_SR\_UGRD\_ADV\_UPD** role. The Program Action is PLNC for Plan Change and the Action Reason is CMAJ for Changing a Major.

### STEP 1: NAVIGATE TO THE 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 [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**

### STEP 3: VERIFY STUDENT INFORMATION

1. 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](#)

ⓘ You are not enrolled in classes.

»»

▼ **Finances**

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

2. Verify the student's **name** and **UFID number**.
3. Verify the student is in the **Undergraduate** career.
4. Verify the student is in the expected Academic Program.
5. 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.

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

Institution / Career / Program [Edit Program Data](#)

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences
      - UNBUS - Business

<b>Program</b>	UNBUS	Business
<b>Student Career Nbr</b>	1	
<b>Status</b>	Active in Program	as of 08/01/2017
<b>Admit Term</b>	2178	Fall 2017
<b>Expected Graduation</b>		
<b>Approved Load</b>	Full-Time	
<b>Load Determination</b>	Base On Units	
<b>Level Determination</b>	Base On Units	
<b>Plan</b>	BUS_UCT	Business Admin Ugrd Cert
<b>Requirement Term</b>	2178	Fall 2017
<b>Sub-Plan</b>	BUS_UCT01	Retailing
<b>Requirement Term</b>	2178	Fall 2017

#### STEP 4: EDIT MODE

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

**STEP 5: REVIEW TABS**

1. Review **Academic Program** on the Student Program tab.
2. Click on the **Student Plan** tab.
3. Review **Academic Plan** information.
4. Click on the **Student Sub-Plan** tab.
5. Review **Student Sub-Plan** information.
6. 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. Update the **Program Action** to **PLNC** for Plan Change.
4. Update the **Action Reason** to **CMAJ** since the student is changing a major.

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

5. Allow the **Academic Institution** to default to **UFLOR**.
6. Leave the **Academic Program** as displayed. It should be 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.

**Note:** This will be populated by the graduation processing process.

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.

## STEP 6: CHANGING A STUDENT'S MAJOR

1. Select the **Student Plan** tab.
2. Click on the **lookup icon beside** Academic Plan and select the **major plan code**.

**Note:** if you don't know the code, you can click the lookup button and sort based on the column header. If you click the View All link, you will see the student's plan history through all effective dates.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator			11112222	
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr</b>	0	<b>Car Req Term:</b> Fall 2016
<a href="#">Find</a>   <a href="#">View All</a> First 1 of 2 Last				
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	Fall 2016	
<b>Effective Date</b>	11/15/2017	<b>Effective Sequence</b>	1	
<b>Program Action:</b>	Plan Change	<b>Action Date</b>	11/15/2017	
<b>Action Reason:</b>	Change Major	<b>Requirement Term:</b>	Fall 2016	
<b>Academic Program:</b>	LibArt Sci			
<a href="#">Find</a>   <a href="#">View All</a> First 1 of 1 Last				
*Academic Plan	ATY_BA <input type="text"/> <input type="button" value="x"/> <input type="button" value="Q"/> Astronomy	Major		<input type="button" value="+"/> <input type="button" value="-"/>
*Plan Sequence	<input type="text" value="10"/>	<b>Degree:</b>	BA	
*Declare Date	<input type="text" value="12/03/2016"/> <input type="button" value="B"/>	<b>Degree Checkout Stat:</b>		
*Requirement Term	<input type="text" value="2168"/> <input type="button" value="Q"/> Fall 2016	<b>Student Degree Nbr</b>		
*Advisement Status	<input type="text" value="Include"/> <input type="button" value="v"/>	<b>Completion Term:</b>		

ID	Name	Level	Degree
AFA_UMN	African American Studies	Minor	(blank)
AFR_UMN	Aerospace Leadership	Minor	(blank)
AFS_UMN	African Studies	Minor	(blank)
AGC_UMN	Agricultural Communication	Minor	(blank)
AGL_UMN	Agricultural Law	Minor	(blank)
AIN_UMN	Amer Indn & Indigenous Studies	Minor	(blank)
AIT_UMN	Agricultural Information Tech	Minor	(blank)
ALL_UMN	Arabic Languages & Literatures	Minor	(blank)
AMS_UMN	American Studies	Minor	(blank)
ANL_UMN	Agricultrl & Ntrl Resources Law	Minor	(blank)
ANRL_UMN	ANRL_UMN - DELETE	Minor	(blank)
APE_UMN	Applied & Professional Ethics	Minor	(blank)
<b>APY_BA</b>	<b>Anthropology</b>	<b>Major</b>	<b>BA</b>
APY_BS	Anthropology	Major	BS
APY_UMN	Anthropology	Minor	(blank)
ARH_UMN	Art History	Minor	(blank)
ASP_BS	Astrophysics	Major	BS
AST_UMN	Asian Studies	Minor	(blank)
ATY_BA	Astronomy	Major	BA

3. Allow the **Requirement Term** to default in.
4. Allow the **Advisement Status** to default in.
5. Verify the **Degree**, which will display based on the plan you select.

**Note:** Completion term is not populated when the student graduates.

#### STEP 7: SELECT A STUDENT'S SUB-PLAN

1. Select the **Student Sub-Plan** tab.
2. Use the look up icon to select the **Academic Sub-Plan**, if applicable.

Student Program	Student Plan	<b>Student Sub-Plan</b>	Additional Information	Student Degrees
Alberta Alligator		11112222		
<b>Academic Career:</b>	Undergraduate	<b>Student Career Nbr</b> 0		
Find   View All First 1 of 2 Last				
<b>Status:</b>	Active in Program	<b>Admit Term:</b>	Fall 2016	
<b>Effective Date</b>	11/15/2017	<b>Effective Sequence</b>	1	
<b>Program Action:</b>	Plan Change	<b>Action Date</b>	11/15/2017	
<b>Action Reason:</b>	Change Major			
<b>Academic Program:</b>	Liberal Arts and Sciences	University of Florida		
Find   View All First 1 of 1 Last				
<b>Academic Plan:</b>	Anthropology	Major		
<b>Requirement Term:</b>	Fall 2016			
Find   View All First 1 of 1 Last				
*Academic Sub-Plan		<input type="text"/> <input type="button" value="Q"/>		
<b>Academic Sub-Plan Type:</b>				
*Declare Date		11/15/2017 <input type="button" value="B"/>		
*Requirement Term		<input type="text"/> <input type="button" value="Q"/>		

**STEP 8: SAVE AND REVIEW YOUR WORK**

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

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222		
<b>Academic Career:</b>	Undergraduate	<b>Career Requirement Term</b>	<b>Student Career Nbr</b> 0	
Find   View All First 1 of 2 Last				
<b>Status:</b>	Active in Program			
*Effective Date	11/15/2017	<b>Effective Sequence</b>	1	
*Program Action	PLNC	Plan Change	<b>Action Date</b>	11/15/2017
<b>Action Reason</b>	CMAJ	Change Major	<b>Joint Prog Appr:</b>	<input type="checkbox"/>
*Academic Institution	UFLOR	University of Florida	<b>Admissions</b> <input type="checkbox"/> From Application Application Nbr Application Program Nbr 0	
*Academic Program	UGLAS	Liberal Arts and Sciences		
*Admit Term	2168	Fall 2016	*Campus	MAIN Main
<b>Requirement Term</b>	2168	Fall 2016	*Academic Load	Full-Time
<b>Expected Grad Term:</b>	<input type="text"/>			
<b>Last Updated On</b>		11/15/2017 8:41:44AM		
Save component and return (Enter)				
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>		

3. Select correct **Program** stack.
4. Verify the changes made on the **Student Program** page.

Student Center	General Info	Admissions	Transfer Credit	<b>Academics</b>
Institution / Career / Program				Edit Program Data
UFLOR - University of Florida				
UGRD - Undergraduate				
UGLAS - Liberal Arts and Sciences				
UNBUS - Business				
<b>Program</b>	UGLAS	Liberal Arts and Sciences		
<b>Student Career Nbr</b>	0			
<b>Status</b>	Active in Program	as of 11/15/2017		
<b>Admit Term</b>	2168	Fall 2016		
<b>Expected Graduation</b>				
<b>Approved Load</b>	Full-Time			
<b>Load Determination</b>	Base On Units			
<b>Level Determination</b>	Base On Units			
<b>Plan</b>	APY_BA	Anthropology		
<b>Requirement Term</b>	2168	Fall 2016		

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

### Processes and Policies

Office of the University Registrar  
[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)

## CHANGE STUDENT'S REQUIREMENT TERM-UNDERGRADUATE

This instruction guide will cover how to change a student's requirement term, which is the catalog year. Requirement term is very important in running a correct audit. This process is completed by Undergraduate Advisors in the various colleges with the **UF\_SR\_UGRD\_ADV\_UPD** role or Graduate Coordinators and Staff in the various colleges with the **UF\_SR\_GRAD\_STAFF\_USER** role. The program action will be DATA for Data Change and the action reason is RQTC for Requirement Term Change.

### 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**

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 [dropdown] [text input]

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

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

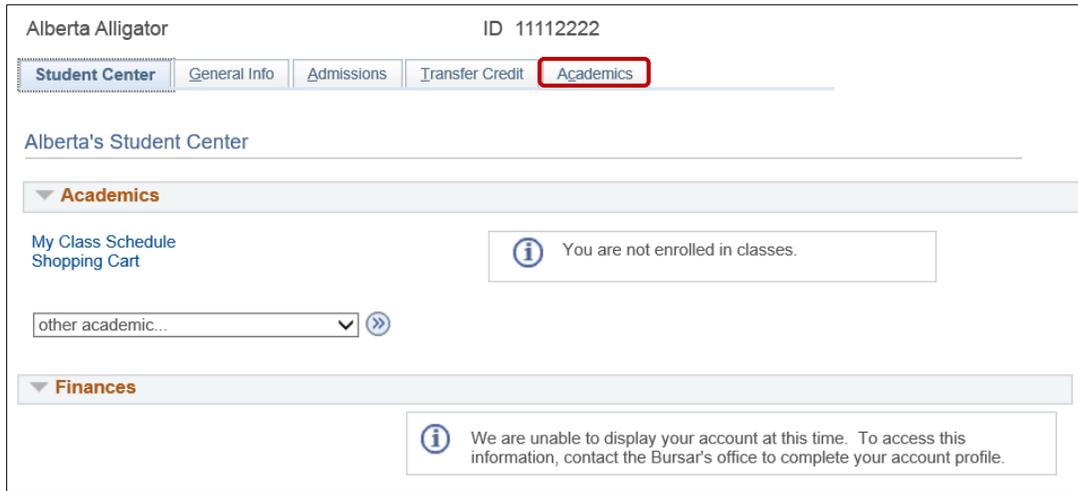
Last Name: begins with [dropdown] [text input]

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

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

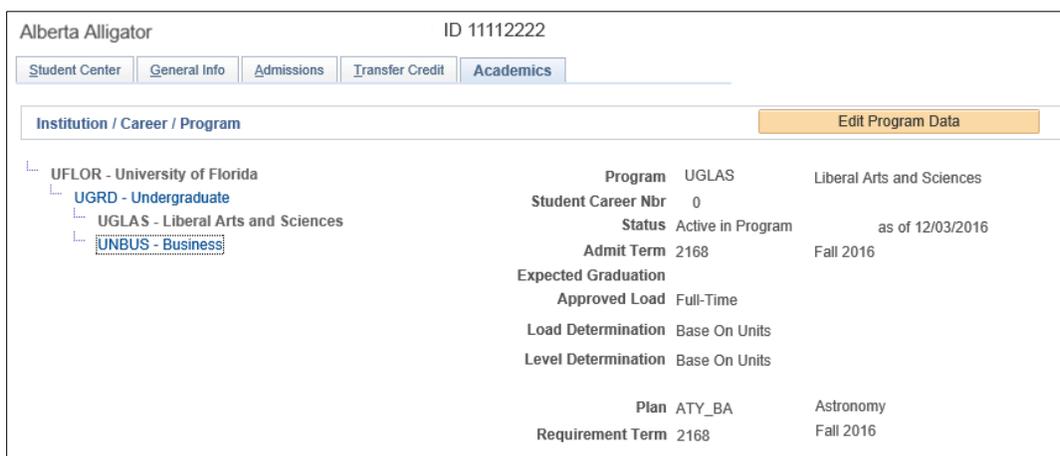
3. Select the **Academics** tab.



**STEP 3: VERIFY STUDENT INFORMATION**

1. Verify the student's **name** and **UFID number**.
2. Verify the student is in the expected **career** (Undergraduate or Graduate).
3. Verify the student is in the expected **Academic Program**.
4. Verify the student is in the expected **Academic Plan**.
5. 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.



<b>Institution / Career / Program</b>	<b>Edit Program Data</b>	
UFOR - University of Florida	<b>Program</b> UGLAS	Liberal Arts and Sciences
UGRD - Undergraduate	<b>Student Career Nbr</b> 0	
UGLAS - Liberal Arts and Sciences	<b>Status</b> Active in Program	as of 12/03/2016
UNBUS - Business	<b>Admit Term</b> 2168	Fall 2016
	<b>Expected Graduation</b>	
	<b>Approved Load</b> Full-Time	
	<b>Load Determination</b> Base On Units	
	<b>Level Determination</b> Base On Units	
	<b>Plan</b> ATY_BA	Astronomy
	<b>Requirement Term</b> 2168	Fall 2016

**STEP 4: EDIT MODE**

1. Select the **Academic Program** from the student's stack.
2. Select **Edit Program Data**.

**STEP 5: COMPLETE THE FOLLOWING FIELDS**

1. Make a note of the **Admit Term** and the **Requirement Term**.
2. Select the **plus (+) sign** to add a new row.
3. Allow the **Effective Date** field to default to today's date.
4. Update the **Program Action** to **DATA**.
5. Update the **Action Reason** to **RQTC** for Requirement Term Change.

6. Allow the **Academic Institution** to default to **UFLOR**.
7. Leave the **Academic Program** as displayed. It should be the student's current college.
8. Allow the **Admit Term** to default to the student's admit term in the career.

9. Select the look up icon to update the **Requirement Term** to reflect the student's new catalog year.

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 2 Last  
 Status: Active in Program  
 \*Effective Date 11/15/2017 Effective Sequence 1  
 \*Program Action DATA Data Change Action Date 11/15/2017  
 Action Reason RQTC Requirement Term Change Joint Prog Appr:   
 \*Academic Institution UFLOR University of Florida  
 \*Academic Program UGLAS Liberal Arts and Sciences  
 \*Admit Term 2168 Fall 2016  
 Requirement Term 2178 Fall 2016  
 Expected Grad Term:   
 Last Updated On 11/15/2017 8:41:44AM  
 Admissions  
 From Application Application Nbr  
 Application Program Nbr 0  
 \*Campus MAIN Main  
 \*Academic Load Full-Time

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Degrees  
 Alberta Alligator 11112222  
 Academic Career: Undergraduate Career Requirement Term  
 Status: Active in Program  
 \*Effective Date 11/15/2017  
 \*Program Action DATA Data Change  
 Action Reason RQTC Requirement Term Change  
 \*Academic Institution UFLOR University of Florida  
 \*Academic Program UGLAS Liberal Arts and Sciences  
 \*Admit Term 2168 Fall 2016  
 Requirement Term 2178 Fall 2016  
 Expected Grad Term:   
 Last Updated On 11/15/2017 8:41:44AM  
 OK Cancel Apply  
 Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Degrees

**Look Up Requirement Term**  
 Academic Institution: UFLOR  
 Academic Career: UGRD  
 Term: begins with 2178  
 Description: begins with  
 Short Description: begins with  
 Term Begin Date: =  
 Look Up Clear Cancel Basic Lookup  
 Search Results  
 View 100 First 1 of 1 Last  

Term	Description	Short Description	Term Begin Date
2178	Fall 2017	Fall 2017	08/21/2017

10. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.

**Note:** This will be populated by the graduation processing process.

11. 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.

12. 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.

**STEP 6: UPDATE REQUIREMENT TERM FOR ACADEMIC PLAN**

1. Click on the **Student Plan** tab.
2. Select the look up icon to change the **Requirement Term** for the Academic Plan so that it is the same as the requirement term that was updated on the student program page.

**Note:** If the student has a second major or minor, the requirement term should be changed for these plans as well.

The screenshot shows the 'Student Plan' tab for student Alberta Alligator (ID: 11112222). The academic career is Undergraduate. The requirement term is currently 'Fall 2017'. The 'Requirement Term' field is highlighted with a red box, and a red circle is drawn around the 'Look Up' icon next to it. Other fields include Academic Plan (ATY\_BA), Plan Sequence (10), and Declare Date (12/03/2016).

This screenshot shows the same Student Plan page with a 'Look Up Requirement Term' dialog box open. The dialog box has 'Academic Institution' set to UFLOR and 'Academic Career' set to UGRD. The 'Term' field is set to 'begins with 2178'. The 'Look Up' button is highlighted with a red box. The search results table shows one result: '2178' for 'Fall 2017' with a 'Term Begin Date' of '08/21/2017'. A red circle highlights the '2178' in the search results. A red number '1' is placed over the 'Look Up' button, and a red number '2' is placed over the '2178' in the search results.

**STEP 7: UPDATE REQUIREMENT TERM FOR SUB-PLANS**

1. Click on the **Student Sub-Plan** tab.
2. If the student has a sub-plan (or multiple sub-plans), update the **Requirement Term** so that it is the same as the student's program and plan.

**STEP 7: SAVE AND REVIEW YOUR WORK**

1. Select **OK**.

2. Click on the student's **Academic Program** from the stack.
3. Verify the correct **Requirement Term** displays.

4. Click the **Student Plan** and the **Student Sub Plan** tabs and verify the data on those pages as well.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Processes and Policies**

Office of the University Registrar  
[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)

## STUDENT PROGRAM/PLAN: CHANGE TO A MAJOR IN A DIFFERENT COLLEGE WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student's major to one in a different college when that student also has a minor.

### NAVIGATION

There are two myUFL locations where this process can be completed.

Student Services Center Navigation	Advisee Student Center Navigation
1. Click the <b>NavBar</b> icon	1. Click the <b>NavBar</b> icon
2. Click <b>Main Menu</b>	2. Click <b>Main Menu</b>
3. Click <b>Student Information System</b>	3. Click <b>Student Information System</b>
4. Click <b>Campus Community</b>	4. Click <b>Self Service</b>
5. Click <b>Student Services Center</b>	5. Click <b>Advisor Center</b>
	6. Click <b>Advisee Student Center</b>

### PROCESS

Regardless of whether you go to the Student Services Center or Advisee Student Center, you will first do the following:

1. Enter the student's **UFID** in the **ID** field
2. Click the **Search** button

3. Regardless of whether you go to the Student Services Center or Advisee Student Center, click the **Academics** tab

4. Be sure you are on the correct program by clicking on the **Program Name**

- The program name will change to gray text. Program/Plan details appear to the right. Click the **Edit Program Data** button.

- Click the **plus sign (+)** to add a new row.

- Enter **PRGC** in the **Program Action** field (or click the look up icon to search). PRGC means Program Change.
- Enter **CMAJ** in the **Action Reason** field (or click the look up icon to search). CMAJ means Change Major.
- Enter the Academic Program (or click the look up icon to search). In our example we are using **UGLAS**, which is Liberal Arts and Sciences.

**NOTE: When you click the look up icon, on the Academic Programs you have access to will display.**

- Click the **Student Plan** tab.

11. Click the **plus sign (+)** to add a new row.

The screenshot shows the 'Academic Plan' field in the system. The current value is 'BUS\_UMN' with a search icon to its right. Below the field, there are several other fields: '\*Plan Sequence' (20), '\*Declare Date' (01/01/2018), '\*Requirement Term' (2148), and '\*Advisement Status' (include). A red box highlights the plus sign (+) button next to the search icon.

12. **QUICK TIP!**

If you don't know the code for the Academic Plan, enter the first letter of the major. Then, click the **look up** icon to see all majors that begin with that letter.

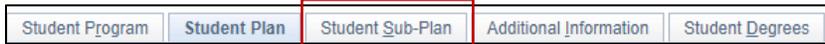
The screenshot shows the 'Academic Plan' field with the letter 'e' entered. The search icon is now active, and a red box highlights it. The 'Look Up' icon (a magnifying glass) is also visible next to the search icon.

The 'Look Up Academic Plan' dialog box shows a list of search results. The results are displayed in a table with columns for Academic Plan, Description, Academic Plan Type, and Degree. The entry 'EH\_BA English Major BA' is highlighted with a red box.

Academic Plan	Description	Academic Plan Type	Degree
EAC_BA	East Asian Lang & LR-Chinese Major	BA	BA
EAC_UMN	East Asian Lang & LR-Chinese Minor	(blank)	(blank)
EAJ_BA	East Asian Lang & LR-Japanese Major	BA	BA
EAJ_UMN	East Asian Lang & LR-Japanese Minor	(blank)	(blank)
ECCO_BA	Economics Major	BA	BA
ECCO_UMN	Economics Minor	(blank)	(blank)
EDS_UMN	Educational Studies Minor	(blank)	(blank)
EDU_UMN	Education Minor	(blank)	(blank)
EEGL_UMN	East-Central European Studies Minor	(blank)	(blank)
<b>EH_BA</b>	<b>English Major</b>	<b>BA</b>	<b>BA</b>
EH_UMN	English Minor	(blank)	(blank)
EIN_UMN	Engineering Innovation Minor	(blank)	(blank)

13. Click the desired new **Academic Plan**. For this example, we will choose **EH-BA**.

14. If the Academic Plan has a sub-plan, click the **Student Sub-Plan** tab.



From here, you would either enter the **Academic Sub-Plan** code or click the look up icon to search for the code. In this example there is no Academic Sub-Plan.

15. Once you have entered all necessary information, click the **OK** button at the bottom of the page.



16. The new Academic Program details displays. Click the new **Program name**.

UF - University of Florida	Program	UNART	Arts
UGRD - Undergraduate	Student Career Nbr	2	
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 01/01/2018
UNART - Arts	Admit Term	2181	Spring 2018
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	ART_UCT	Art Ugnd Cert
	Requirement Term	2181	Spring 2018
	Sub-Plan	ART_UCT02	Ceramics
	Requirement Term	2181	Spring 2018

Here you can see the new **Plan** listed.

UF - University of Florida	Program	UGLAS	Liberal Arts and Sciences
UGRD - Undergraduate	Student Career Nbr	1	
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 03/29/2018
UNART - Arts	Admit Term	2151	Spring 2015
	Expected Graduation		
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Base On Units	
	Plan	BUS_UMN	Business Administration
	Requirement Term	2148	Fall 2014
	Plan	EH_BA	English
	Requirement Term	2151	Spring 2015

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
 352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Processes

Office of the University Registrar  
 352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)

## STUDENT PROGRAM/PLAN: CHANGE MAJOR WITHIN THE SAME COLLEGE WHEN THERE IS A MINOR

This instruction guide will walk you through the process of changing a student's major to one within the same college when the student also has a minor.

### NAVIGATION

There are two myUFL locations where this process can be completed.

Student Services Center Navigation	Advisee Student Center Navigation
1. Click the <b>NavBar</b> icon	1. Click the <b>NavBar</b> icon
2. Click <b>Main Menu</b>	2. Click <b>Main Menu</b>
3. Click <b>Student Information System</b>	3. Click <b>Student Information System</b>
4. Click <b>Campus Community</b>	4. Click <b>Self Service</b>
5. Click <b>Student Services Center</b>	5. Click <b>Advisor Center</b>
	6. Click <b>Advisee Student Center</b>

### PROCESS

Regardless of whether you go to the Student Services Center or Advisee Student Center, you will first do the following:

1. Enter the student's **UFID** in the **ID** field
2. Click the **Search** button

3. Regardless of whether you go to the Student Services Center or Advisee Student Center, click the **Academics** tab



4. Be sure you are on the correct program by clicking on the **Program Name**.



Note: When you select a stack, the text will turn dark grey. This way you know you are working on the correct program.

5. Click the **Edit Program Data** button.

6. Click the **(+) plus sign** to add a new row.

7. Enter **PLNC** in the **Program Action** field. PLNC means Plan Change. You can also click the look up icon (magnifying glass) to search for the program action code.
8. Enter **CMAJ** in the **Action Reason** field. CMAJ means Change Major. You can also click the look up icon (magnifying glass) to search for the action reason code.
9. Click the **Student Plan** tab.

10. Note there is more than one plan. Click the **View All** link to see all academic plans that are a part of this program.

- Both plans display. In the new plan section, enter **%ba** in the **Academic Plan** field to search for all plans with BA in the name.

**QUICK TIP!**

The **percent sign %** is known as a **wildcard**. If you want to conduct a partial search, you can enter the % sign, along with other desired characters. In our example, we want to see all academic plans that end in BA. In order to see all of these plans, we enter %ba. Upon clicking the look up icon, we will see all academic plans that end with BA.

If we wanted to see all plans that *begin* with a certain character, we would enter that character, followed by the percent sign. For example, if we want all plans that begin with an E we would enter **e%**.

- Click the **look up** icon to search.

\*Academic Plan  Business Administration Minor  
 \*Plan Sequence  Degree:  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Fall 2014 Student Degree Nbr  
 \*Advisement Status  Completion Term:

---

\*Academic Plan  English Major  
 \*Plan Sequence  Degree: BA  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Spring 2015 Student Degree Nbr  
 \*Advisement Status  Completion Term:

- Click on the desired academic plan. In this example, the desired plan is **CRI\_BA**.

Look Up Academic Plan

Academic Institution: UFLOR  
 Academic Program: UGLAS  
 Academic Plan:

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-43 of 43 Last

Academic Plan	Description	Academic Plan Type	Degree
AFA_BA	African American Studies	Major	BA
APY_BA	Anthropology	Major	BA
ATY_BA	Astronomy	Major	BA
BIO_BA	Biology	Major	BA
CLC_BA	Classical Studies	Major	BA
<b>CRI_BA</b>	<b>Criminology</b>	<b>Major</b>	<b>BA</b>
EAC_BA	East Asian Lang & Lit-Chinese	Major	BA

- Click the **View 1** link to minimize the other Academic Plan.

\*Academic Plan  Business Administration Minor  
 \*Plan Sequence  Degree:  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Fall 2014 Student Degree Nbr  
 \*Advisement Status  Completion Term:

---

\*Academic Plan  Criminology Major  
 \*Plan Sequence  Degree: BA  
 \*Declare Date  Degree Checkout Stat:  
 \*Requirement Term  Spring 2015 Student Degree Nbr  
 \*Advisement Status  Completion Term:

15. If the Academic Plan has a sub-plan, click the **Student Sub-Plan** tab.



16. Be sure you are on the correct plan. From here you would either enter the **Academic Sub-Plan** code or click the look up icon next to the **Academic Sub-Plan** field to search for the code. In this example, the plan does not have an academic sub-plan.

17. Once you have entered all of the necessary information, click the **OK** button.

18. The new **Academic Program** displays. Click the **new program name** link to see the change.



19. The program name will change to gray text. Here you can see the new **Plan** listed. The plan change is now complete.

## FOR ADDITIONAL ASSISTANCE

### **Technical Issues**

The UF Computing Help Desk

352-392-HELP

[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### **Policies and Processes**

Office of the University Registrar

352-392-1374

[registrar.ufl.edu](http://registrar.ufl.edu)

## STUDENT PROGRAM PLAN ACADEMIC STRUCTURE, TERMS, AND RULES

It is important for advisors to understand academic structure and the related terminology before making updates to a student’s academic program. Academic Structure is a term used by the Office of the University Registrar for all the things that need to be in place to create the rest of the Student Information System. This includes degree programs (majors, and degrees) and other offerings such as minors, concentrations, and certificates. This information is organized into what Campus Solutions calls Careers, Programs, Plans, and Sub-Plans. Advisors will need to identify which career, program, and plan a student is in before making any updates.

### TERMS

1. **Career:** is the student’s classification such as Graduate or Undergraduate
2. **Program:** is the student’s classification plus college such as a Graduate student in the College of Agricultural & Life Sciences
3. **Plan:** is the major plus degree such as a Bachelor of Arts in Anthropology or a minor or certificate level
4. **Sub-Plan:** is a concentration/emphasis/specialization or a certificate
5. **Student Program/Plan:** a student’s career, program, plan, and sub-plan
6. **Student Groups:** identified groups to be tracked

For example, UF Online, Innovation Academy, and self-funded programs can be identified by Student Groups.

7. **Stack:** unique collection of a student’s career, program, plan and sub-plan

### ACADEMIC STRUCTURE

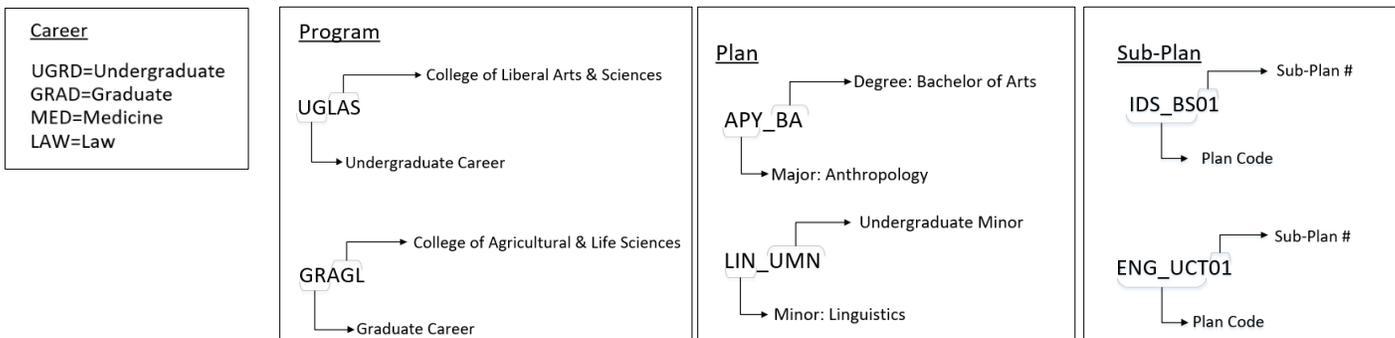
Below is a chart to represent the components of a Student’s Program/Plan.

Student Program/Plan		
<i>Degree or Academic Program</i>		
Term	Definition	Code Examples
<b>CAREER</b>	Undergraduate Graduate Law Medicine	UGRD = Undergraduate GRAD = Graduate LW = Law MED = Medicine
<b>PROGRAM</b>	Career + College	GRAGL = Graduate / Agricultural & Life Sciences UGLAS = Undergraduate / Liberal Arts & Sciences UNENG = Undergraduate Non-Degree/ Engineering VMVEM = Veterinary Medicine / Veterinary Medicine
<b>PLAN</b>	Major + Degree Minor (subject) + Level College of Certificate + Level	APY_BA=Anthropology_Bachelor of Arts LIN_UMN=Linguistics_Undergraduate Minor ENG_UCT=Engineering_Undergraduate Certificate
<b>SUB-PLAN</b>	Concentration/Emphasis/ Specialization or Certificate	BLY_BS01 = Biology_Bachelor of Science / Sub-Plan # ENG_UCT01 = Engineering_Undergraduate Certificate / Sub-Plan #

Below is a chart to represent how a student's Career, Program, Plan, and Sub-plan (left) is linked to the rest of a student's information including terms, classes, and eventually grades and graduation information.



Below are some sample codes for Careers, Programs, Plans, and Sub-Plans.



Below is how a student's program/plan will appear in the Student Services Center.



### RULES-UNDERGRADUATE AND PROFESSIONAL CAREERS

1. There is 1 stack per program (college). 1 program stack can have multiple major plans attached.
2. If there are 2 major plans in 2 different colleges, there will be 2 stacks (1 for each college).
3. If the student is changing colleges, it is a program change. The user must enter the previously recorded admit term and requirement term.
4. Degree attributes are not used for UGRAD and PROF career stacks.
5. Undergraduate advisors can change the major of a student with 1 major plan, to another major plan, and can update the requirement term. Other updates should be made by the Registrar's Office.

## RULES-GRADUATE CAREERS

1. There is 1 Stack per major plan, no matter what.
2. Add a new Stack when the student has one active Stack (is enrolled) and wants to earn an additional degree in their major (example: An Agronomy PhD student also wants to earn a master's degree in Agronomy).
3. When creating new Stacks, the admit term will remain the same. The student's admit term will always be the first term the student started in any graduate career program. The exception is when the student is re-admitted into a program.
4. New Stacks will be created automatically for students who are re-admitted. The Admit and Requirement Terms will both be the term the student was re-admitted.
5. If a student has one active Stack (is enrolled) and wants to change to a new plan in the same major, departmental staff can do a PLAN CHANGE in the student's existing Stack.
6. If a student has one active Stack and wants to change to a new plan in a different major, they must submit an application through the Office of Admissions. The Career in the new major will be automatically added by the Registrar once the student is admitted into the new program. Please contact Graduate School Data Management Unit by sending an email to [graddata@ufl.edu](mailto:graddata@ufl.edu) to discontinue the old Career.
7. Minors are attached to the major and degree plan, so they do not "float" or "move" from Stack to Stack within the career.
8. The other allowable PLAN CHANGE is a minor plan change.
9. Degree attributes reflect degree options for different students such as thesis/non-thesis or joint graduate-professional degrees. A custom batch job will default degree attributes to any new graduate career plan, and graduate department coordinators can make limited manual adjustments.
10. Graduate department coordinators can add new Stacks (for additional degrees), change plans in an existing Stack in the student's major, add and remove minors, and update degree attributes.
11. Status for a student Stack will automatically change to Discontinued (DISC) in the Student Information System (SIS) when a student is not enrolled for 3 consecutive terms.
12. If a student wants to drop from one degree program or leave the University (drop from all degree programs) you can do a DATA CHANGE to the student's stack(s).

## RULES-CERTIFICATE STACKS (ALL LEVELS)

1. Certificates are always free-standing stacks. They are all in the UGRAD career, with a UNXXX program.
2. These stacks are built when a student is admitted to a certificate program.
3. The only changes to certificate stacks will be to DISC (discontinue), and/or COMP (complete) these stacks as students are certified and awarded the certificate.

## PROGRAM ACTION CODES

Program Action	Action Reason	When should I use this combination?
<b>ACTV</b> (Active)	<b>AMAJ</b> (Add Major)	The Graduate student is adding a major or degree.

<b>PRGC</b> (Program Change)	<b>CMAJ</b> (Change Major)	The Undergraduate student is changing major AND College.
<b>PLNC</b> (Plan Change)	<b>AMIN</b> (Add Minor)	The Undergraduate student is adding a minor in the same College.  <u>Note:</u> This is performed by the Registrar's Office.
<b>PLNC</b> (Plan Change)	<b>CMAJ</b> (Change Major)	The student is changing a major in the same College.
<b>PLNC</b> (Plan Change)	<b>CSUB</b> (Change Subplan)	The student is changing a sub-plan only (concentration, emphasis, specialization).
<b>PLNC</b> (Plan Change)	<b>RMIN</b> (Remove Minor)	The Undergraduate student wants to remove a minor.  <u>Note:</u> This is performed by the Registrar's Office.
<b>DATA</b> (Data Change)	<b>RQTC</b> (Requirement Term Change)	An academic advisor needs to make an exception and set the requirement term (catalog year) as before the student's admit term.
<b>DATA</b> (Data Change)	Choose from a list of codes	The Graduate Student wants to drop a degree program.

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

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