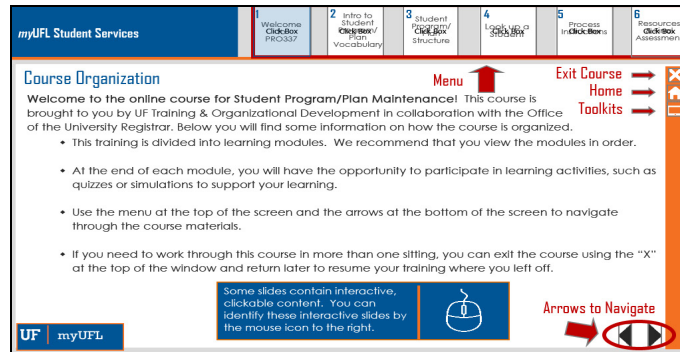


myUFL Student Information System

Student Program/Plan Maintenance

PRO337

Completing this course provides a credit toward your PRO3 Academic Certification.



Course Organization

Welcome to the online course for Student Program/Plan Maintenance! This course is brought to you by UF Training & Organizational Development in collaboration with the Office of the University Registrar. Below you will find some information on how the course is organized.

- This training is divided into learning modules. We recommend that you view the modules in order.
- At the end of each module, you will have the opportunity to participate in learning activities, such as quizzes or simulations to support your learning.
- Use the menu at the top of the screen and the arrows at the bottom of the screen to navigate through the course materials.
- If you need to work through this course in more than one sitting, you can exit the course using the “X” at the top of the window and return later to resume your training where you left off.

Menu

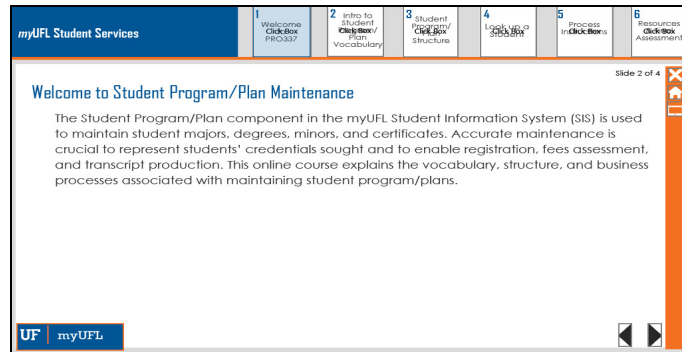
Arrows to Navigate

Exit Course

Home

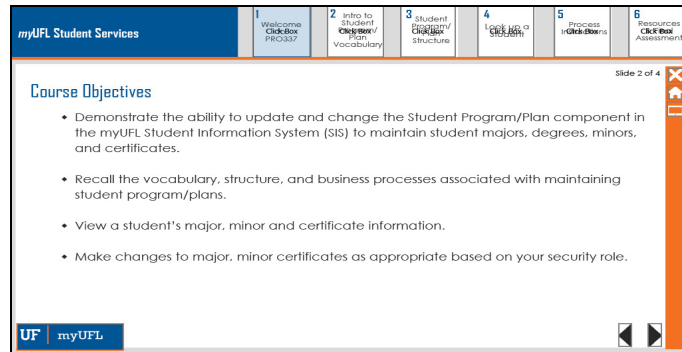
Toolkits

Some slides contain interactive, clickable content. You can identify these interactive slides by the mouse icon to the right.



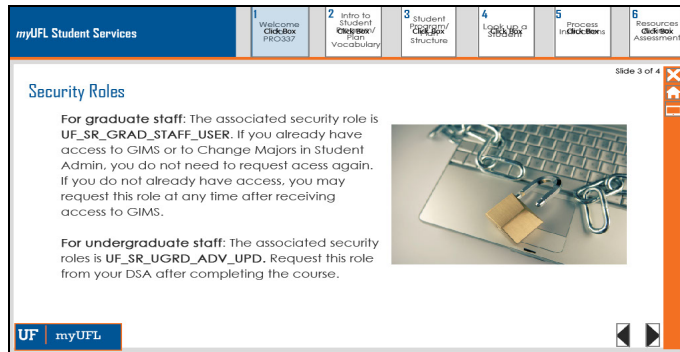
Welcome to Student Program/Plan Maintenance

The Student Program/Plan component in the myUFL Student Information System (SIS) is used to maintain student majors, degrees, minors, and certificates. Accurate maintenance is crucial to represent students' credentials sought and to enable registration, fees assessment, and transcript production. This online course explains the vocabulary, structure, and business processes associated with maintaining student program/plans.



Course Objectives

- Demonstrate the ability to update and change the Student Program/Plan component in the myUFL Student Information System (SIS) to maintain student majors, degrees, minors, and certificates.
- Recall the vocabulary, structure, and business processes associated with maintaining student program/plans
- View a student's major, minor and certificate information.
- Make changes to major, minor certificates as appropriate based on your security role.

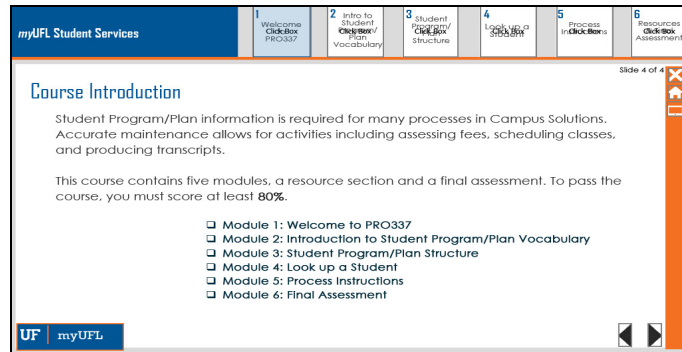


Security Roles

For graduate staff: The associated security role is **UF_SR_GRAD_STAFF_USER**. If you already have access to GIMS or to Change Majors in Student Admin, you do not need to request access again. If you do not already have access, you may request this role at any time after receiving access to GIMS.

For undergraduate staff: The associated security roles is **UF_SR_UGRD_ADV_UPD**. Request this role from your DSA after completing the course.

Image Caption: A laptop chained, with a lock on it.



Course Introduction

Student Program/Plan information is required for many processes in Campus Solutions. Accurate maintenance allows for activities including assessing fees, scheduling classes, and producing transcripts.

This course contains five modules, a resource section and a final assessment. To pass the course, you must score at least **80%**.

Module 1: Welcome to PRO337

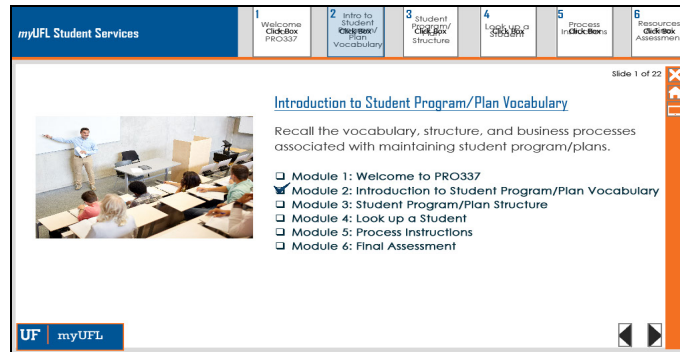
Module 2: Introduction to Student Program/Plan Vocabulary

Module 3: Student Program/Plan Structure

Module 4: Look up a Student

Module 5: Process Instructions

Module 6: Final Assessment



Introduction to Student Program/Plan Vocabulary

Recall the vocabulary, structure, and business processes associated with maintaining student program/plans.

Module 1: Welcome to PRO337

CHECK MARK Module 2: Introduction to Student Program/Plan Vocabulary

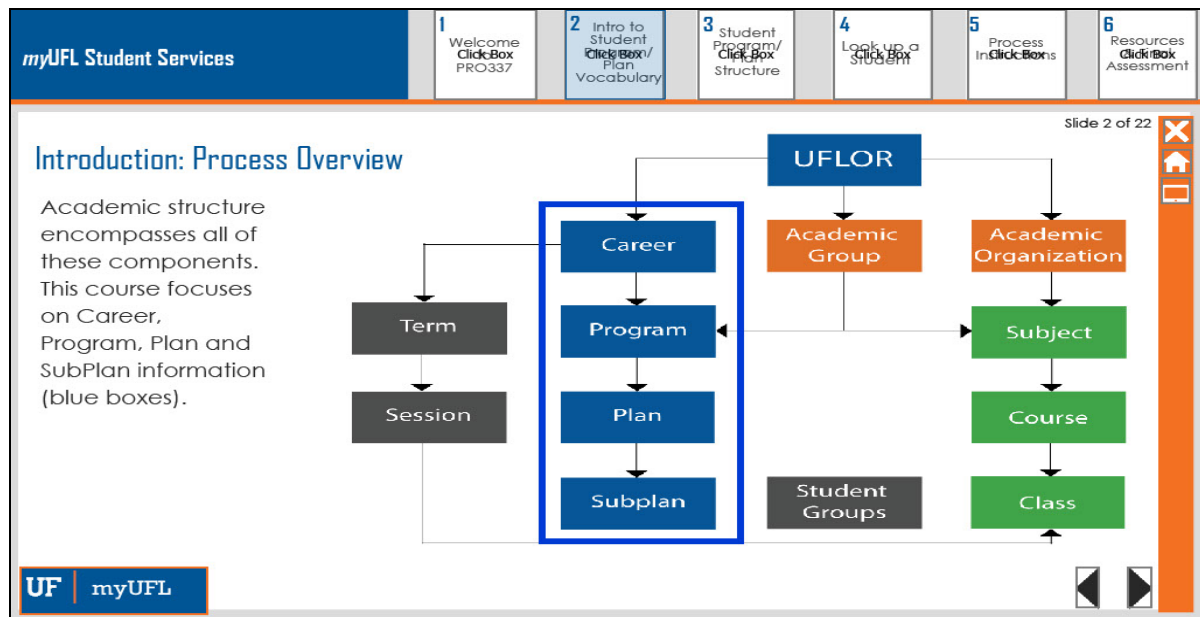
Module 3: Student Program/Plan Structure

Module 4: Look up a Student

Module 5: Process Instructions

Module 6: Final Assessment

Slide 1 of 22



Introduction: Process Overview

Academic structure encompasses all of these components. This course focuses on Career, Program, Plan and SubPlan information (blue boxes).

Image Caption: A flow chart showing the academic structure.

UFLOR Points to Career, Academic Group and Academic Organization

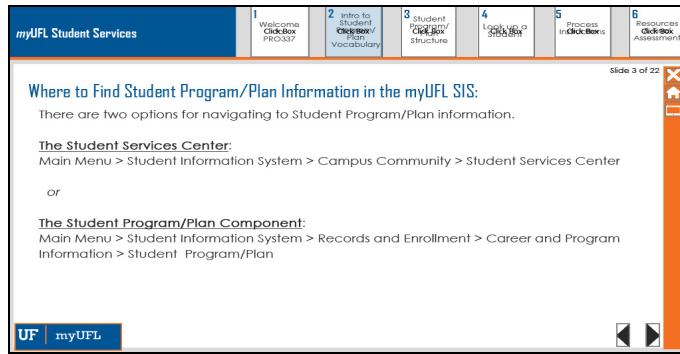
Academic Organization points to Subject, Course and Class

Academic Group points to Program and Subject

Career points to Program, Plan and subplan. It also points to Term.

Term points to Session and then Class.

There is also a square for Student Groups that does not point to anything.



Where to Find Student Program/Plan Information in the myUFL SIS:

There are two options for navigating to Student Program/Plan information.

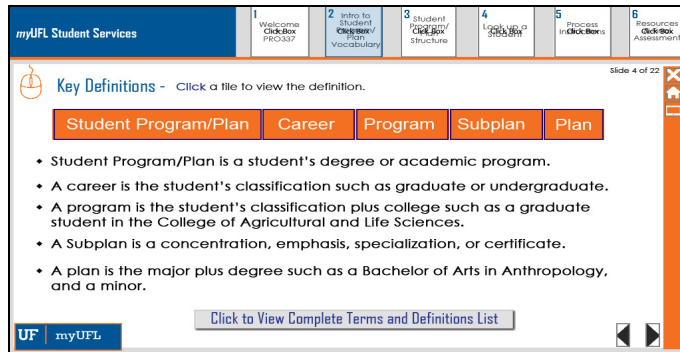
The Student Services Center:

Main Menu > Student Information System > Campus Community > Student Services Center

or

The Student Program/Plan Component:

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan



Key Definitions

Click a tile to view the definition.

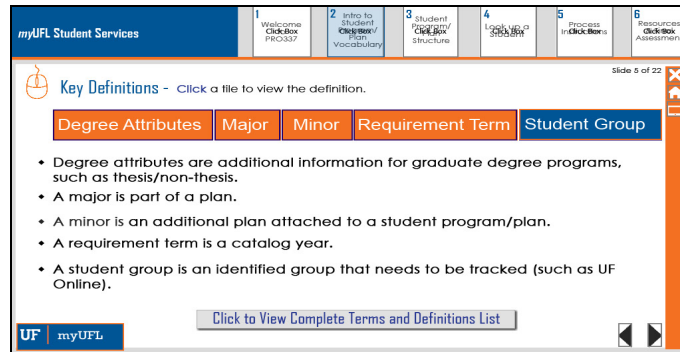
Student Program/Plan - Student Program/Plan is a student's degree or academic program.

Career - A career is the student's classification such as graduate or undergraduate.

Program – A program is the student's classification plus college such as a graduate student in the College of Agricultural and Life Sciences.

Subplan – A Subplan is a concentration, emphasis, specialization, or certificate.

Plan - A plan is the major plus degree such as a Bachelor of Arts in Anthropology, and a minor.



Key Definitions

Degree Attributes – Degree attributes are additional information for graduate degree programs, such as thesis/non-thesis.

Major – A major is part of a plan.

Minor – A minor is an additional plan attached to a student program/plan.

Requirement Term – A requirement term is a catalog year.

Student Group - A student group is an identified group that needs to be tracked (such as UF Online).

Academic Structure

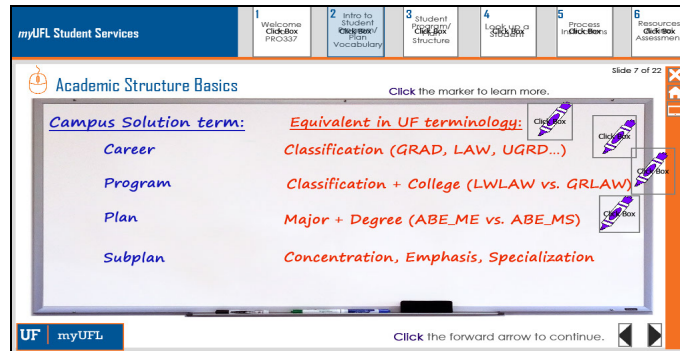
Slide 6 of 22

UF Term	myUFL SIS Label	Examples
Degree/Academic Program (what a student is pursuing)	Student Program/Plan Stack	
Level (Undergraduate, Graduate, Professional...)	Career	UGRD, GRAD, MED, LAW
Level + College	Program	UGLAS, GRLAS, UNENG, VMVEM
Field of Study + Credential <ul style="list-style-type: none"> Major + Degree Minor + Level of Minor College + Level of Certificate 	Plan <ul style="list-style-type: none"> Major Plan Minor Plan Certificate Plan 	<ul style="list-style-type: none"> BIO_BS, BIO_BA, BUS_MBA, LAW_JD BIO_UMN, BUS_GMN LAS_UCT, ENG_GCT, DEN_PCT
<ul style="list-style-type: none"> Undergraduate Specializations, Emphases Graduate Concentrations Specific Certificates 	Sub-Plan	<ul style="list-style-type: none"> BIO_BS03: Emphasis in Integrative Biology BUS_MBA02: Concentration in Finance ENG_GCT05: Graduate Certificate in Control Systems DEN_PCT01: Professional Certificate in Endodontics
Cohort, Special Program	Student Group	IA (Innovation Academy), UFO (UF Online)

Academic Structure

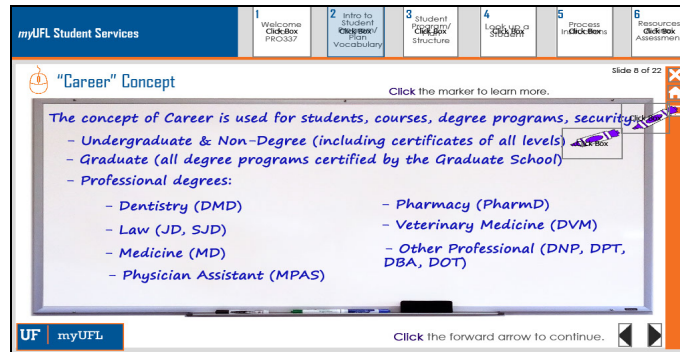
Image Caption: Chart showing:

<p>Column 1 - UF Term</p> <p>Degree/Academic Program (What a Student is Pursuing)</p> <p>Level (Undergraduate, Graduate, Professional)</p> <p>Level + College</p> <p>Field of Study + Credential</p> <ul style="list-style-type: none"> - Major + Degree - Minor + Level of Minor - College + Level of Certificate <p>-Undergraduate Specializations, Emphases</p> <p>-Graduate Concentrations</p> <p>-Specific Certificates</p> <p>-Cohort, Special Program</p>	<p>Column 2 – myUFL SIS Label</p> <p>Student Program/ Plan Stack</p> <p>Career</p> <p>Plan</p> <ul style="list-style-type: none"> - Major Plan - Minor Plan - Certificate Plan <p>Sub-Plan</p> <p>Student Group</p>	<p>Column 3 – Examples</p> <p>UGRD, GRAD, MED, LAW</p> <p>UGLAS, GRLAS, UNENG, VMVEM</p> <ul style="list-style-type: none"> - BIO_BS, BIO_BA, BUS_MBA, LAW_JD - BIO_UMN, BUS_GMN - LAS_UCT, ENG_GCT, DEN_PCT <p>-Bio_BSO3: Emphasis in Integrative Biology</p> <p>-BUS_MBA02: Concentration in Finance</p> <p>-ENG_GCT05: Graduate Certificate in Control Systems</p> <p>-DEN_PCT01: Professional Certificate in Endodontics</p> <p>IA (Innovation Academy), UFO (UF Online)</p>
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Academic Structure Basics

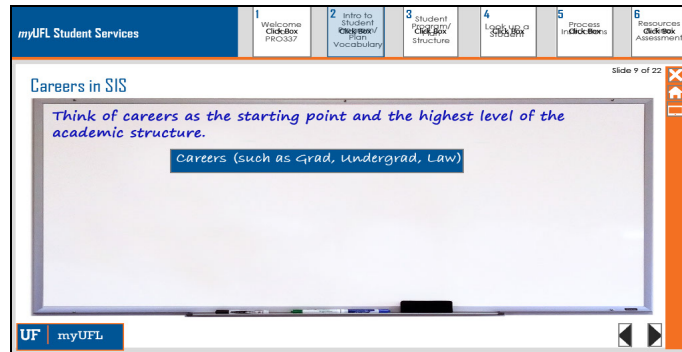
<u>Campus Solution term:</u>	<u>Equivalent in UF terminology:</u>
Career	Classification (GRAD, LAW, UGRD...)
Program	Classification + College (LWLAW vs. GRLAW)
Plan	Major + Degree (ABE_ME vs. ABE_MS)
Subplan	Concentration, Emphasis, Specialization



"Career" Concept

The concept of Career is used for students, courses, degree programs, security...

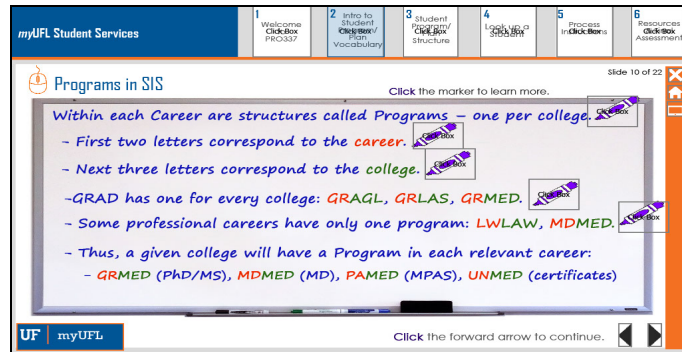
- Undergraduate & Non-Degree (including certificates of all levels)
- Graduate (all degree programs certified by the Graduate School)
- Professional degrees:
 - o Dentistry (DMD)
 - o Law (JD, SJD)
 - o Medicine (MD)
 - o Physician Assistant (MPAS)
 - o Pharmacy (PharmD)
 - o Veterinary Medicine (DVM)
 - o Other Professional (DNP, DPT, DBA, DOT)



Careers in SIS

Think of careers as the starting point and the highest level of the academic structure.

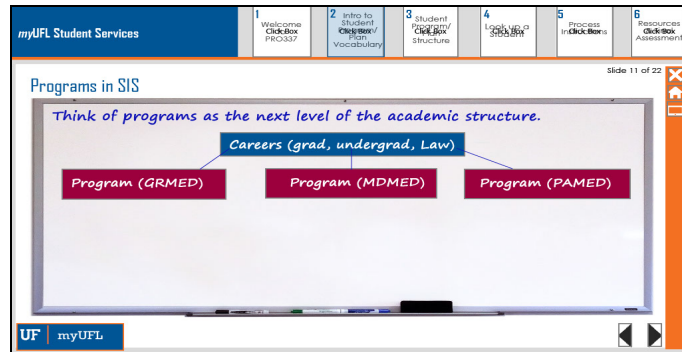
Careers (such as Grad, Undergrad, Law)



Programs in SIS

Within each Career are structures called Programs – one per college.

- First two letters correspond to the **career**.
- Next three letters correspond to the **college**.
- GRAD has one for every college: **GRAGL**, **GRLAS**, **GRMED**.
- Some professional careers have only one program: **LWLAW**, **MDMED**.
- Thus, a given college will have a Program in each relevant career:
 - o **GRMED** (PhD/MS), **MDMED** (MD), **PAMED** (MPAS), **UNMED** (certificates)



Programs in SIS

Think of programs as the next level of the academic structure.

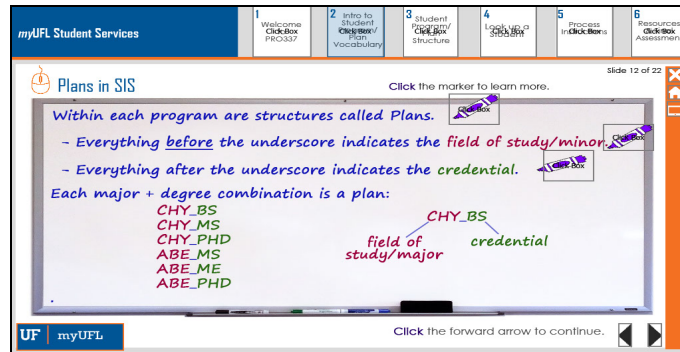
Careers (grad, undergrad, Law)

Points down to

Program (GRMED)

Program (MDMED)

Program (PAMED)



Plans in SIS

Within each program are structures called Plans.

- Everything before the underscore indicates the **field of study/minor**.
- Everything after the underscore indicates the **credential**.

Each major + degree combination is a plan:

CHY_BS

CHY_MS

CHY_PHD

ABE_MS

ABE_ME

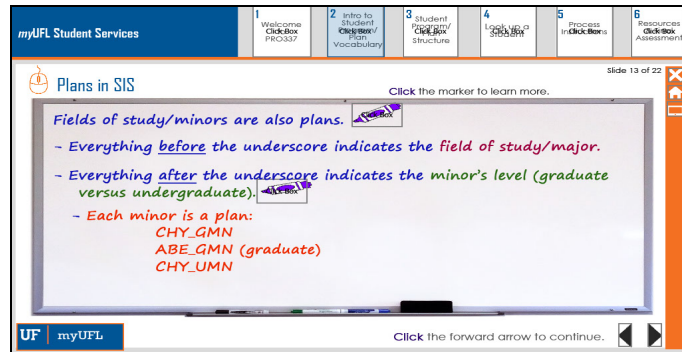
ABE_PHD

Example:

CHY_BS

The CHY is the field of study/Major

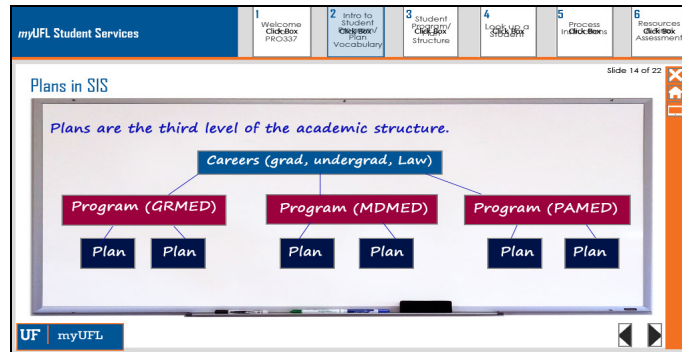
BS is the credential



Plans in SIS

Fields of study/minors are also plans.

- Everything before the underscore indicates the **field of study/major**.
- Everything after the underscore indicates the **minor's level** (graduate versus undergraduate).
 - o Each minor is a plan:
 - CHY_GMN
 - ABE_GMN (graduate)
 - CHY_UMN



Plans in SIS

Plans are the third level of the academic structure.

Careers (grad, undergrad, Law)

Points down to

Program (GRMED)

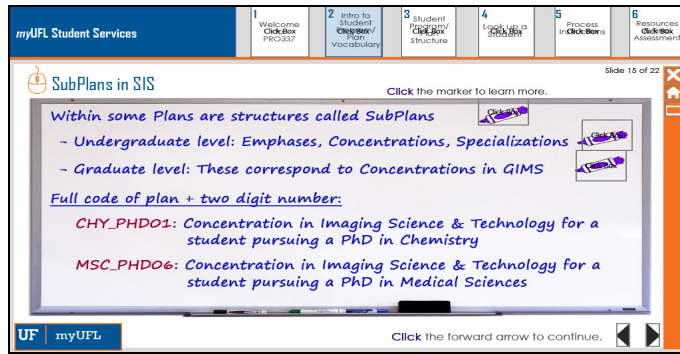
Program (MDMED)

Program (PAMED)

And each program points to

Plan

Plan



SubPlans in SIS

Within some Plans are structures called SubPlans

- Undergraduate level: Emphases, Concentrations, Specializations
- Graduate level: These correspond to Concentrations in GIMS

Full code of plan + two digit number:

CHY_PHD01: Concentration in Imaging Science & Technology for a student pursuing a PhD in Chemistry

MSC_PHD06: Concentration in Imaging Science & Technology for a student pursuing a PhD in Medical Sciences



SubPlans in SIS

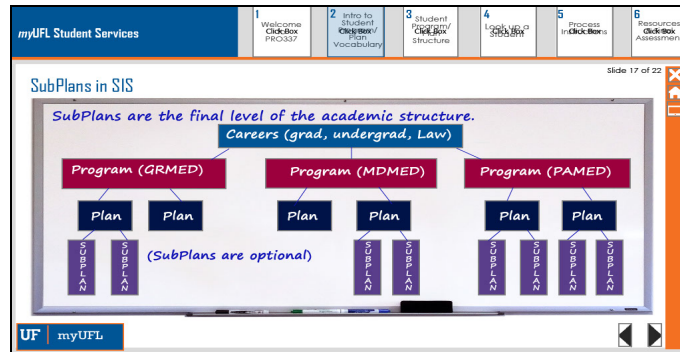
Certificates are also found in the SubPlan information.

- All certificates will have plans that indicate college and certificate level.
- Certificate SubPlans will indicate the individual certificate.

Full code of plan + two digit number:

ENG_UCT07: Undergraduate certificate in Semiconductor Materials

ENG_GCT19: Graduate certificate in Solar Energy



SubPlans in SIS

SubPlans are the final level of the academic structure.

Careers (grad, undergrad, Law)

Points down to

Program (GRMED)

Program (MDMED)

Program (PAMED)

And each program points two

Plan

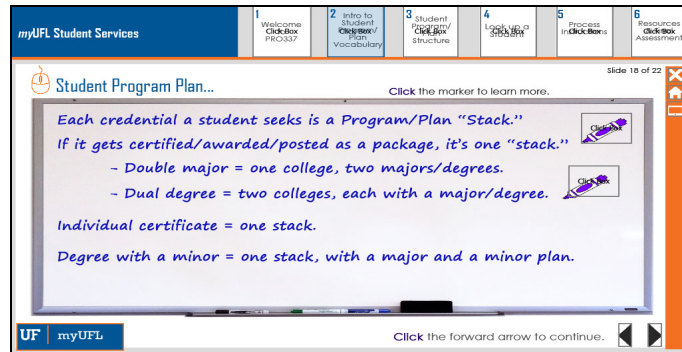
Plan

All but two of the plans point to

SubPlan

SubPlan

The two that do not point to SubPlans read (SubPlans are optional)



Student Program Plan...

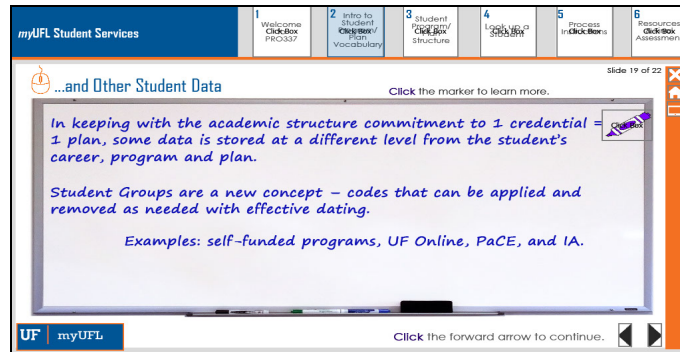
Each credential a student seeks is a Program/Plan "Stack."

If it gets certified/awarded/posted as a package, it's one "stack."

- Double major = one college, two majors/degrees.
- Dual degree = two colleges, each with a major/degree.

Individual certificate = one stack.

Degree with a minor = one stack, with a major and a minor plan.



...and Other Student Data

In keeping with the academic structure commitment to 1 credential = 1 plan, some data is stored at a different level from the student's career, program and plan.

Student Groups are a new concept – codes that can be applied and removed as needed with effective dating.

Examples: self-funded programs, UF Online, PaCE, and IA.



Example: Two Undergraduate Certificates

The following section will demonstrate examples of how credentials are organized into program, plan or subplan information depending on the student's needs.

Career: UGRD – Undergraduate and Non-Degree

Career Number: 1 (if their bachelor's degree was 0)

Program: UNLAS – Liberal Arts & Sciences (Non-Degree)

Plan: LAS_UCT – Liberal Arts & Sciences Undergrad Cert

Subplan: LAS_UCT13 – Public Leadership Certificate

Career Number: 2

Program: UNLAS – Liberal Arts & Sciences (Non-Degree)

Plan: LAS_UCT – Liberal Arts & Sciences Undergrad Cert

Subplan: LAS_UCT12 – Public Affairs Certificate

myUFL Student Services

1 Welcome **Click Here** PRO337

2 Intro to Student Center/ Vocabulary **Click Here**

3 Student Center/ Structure **Click Here**

4 Log Out Student

5 Process Instructions

6 Resources **Click Here** Assessment

Slide 21 of 22

Example: Graduate & Professional Certificates

Career: UGRD – Undergraduate and Non-Degree

Career Number: 0

Program: UNENG – Engineering (Non-Degree)

Plan: ENG_GCT – Engineering Graduate Cert

Subplan: ENG_GCT13 – Medical Physics Certificate

Career Number: 1

Program: UNDEN – Dentistry (Non-Degree)

Plan: DEN_PCT – Dentistry Professional Cert

Subplan: DEN_PCT01 – Endodontics Certificate

UF myUFL



Example: Graduate & Professional Certificates

Career: UGRD – Undergraduate and Non-Degree

Career Number: 0

Program: UNENG – Engineering (Non-Degree)

Plan: ENG_GCT – Engineering Graduate Cert

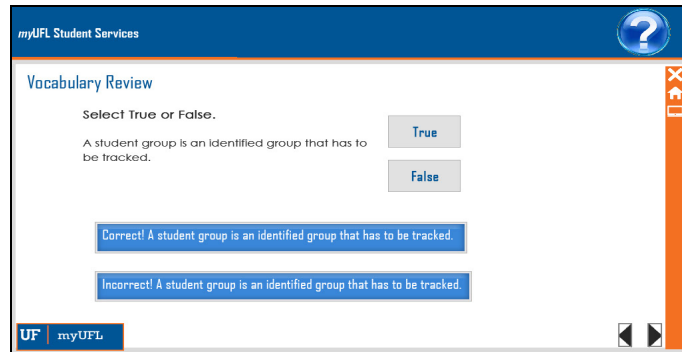
Subplan: ENG_GCT13 – Medical Physics Certificate

Career Number: 1

Program: UNDEN – Dentistry (Non-Degree)

Plan: DEN_PCT – Dentistry Professional Cert

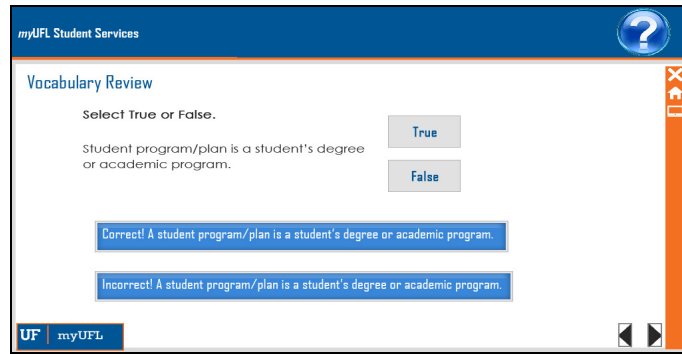
Subplan: DEN_PCT01 – Endodontics Certificate



Vocabulary Review

Select True or False.

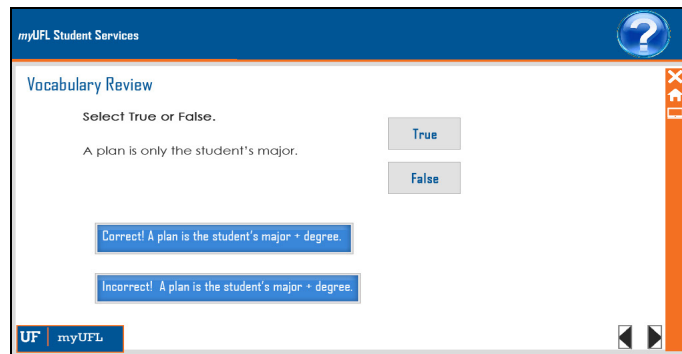
A student group is an identified group that has to be tracked.



Vocabulary Review

Select True or False.

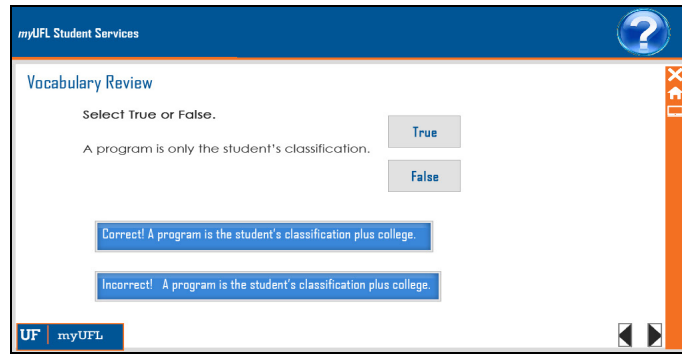
Student program/plan is a student's degree or academic program.



Vocabulary Review

Select True or False.

A plan is only the student's major.



Vocabulary Review

Select True or False.

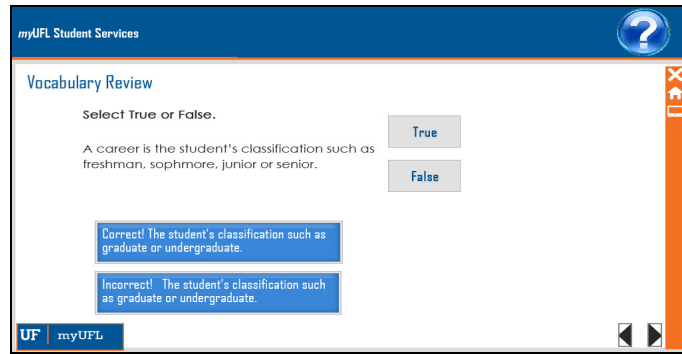
A program is only the student's classification.



Vocabulary Review

Select True or False.

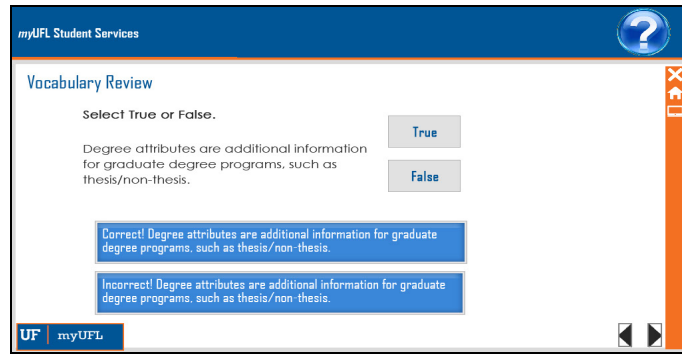
A subplan is a concentration, emphasis, specialization, or certificate.



Vocabulary Review

Select True or False.

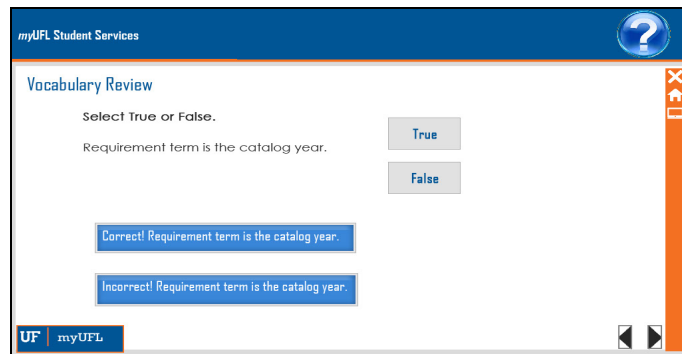
A career is the student's classification such as freshman, sophomore, junior or senior.



Vocabulary Review

Select True or False.

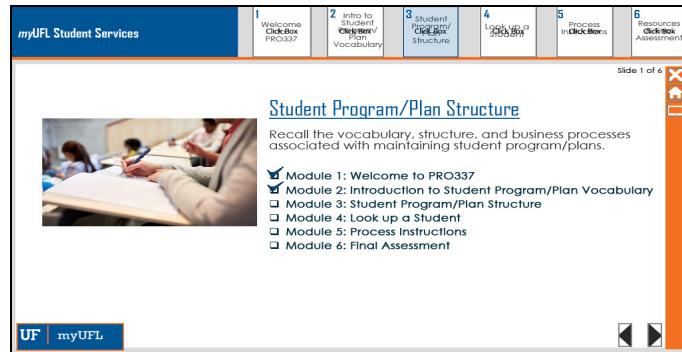
Degree attributes are additional information for graduate degree programs, such as thesis/non-thesis.



Vocabulary Review

Select True or False.

Requirement term is the catalog year.



Student Program/Plan Structure

Recall the vocabulary, structure, and business processes associated with maintaining student program/plans.

CHECK MARK Module 1: Welcome to PRO337

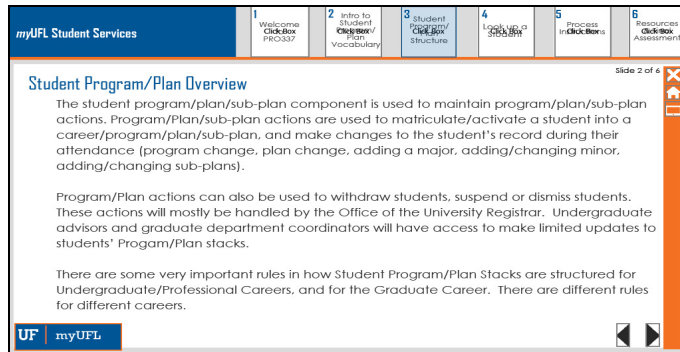
CHECK MARK Module 2: Introduction to Student Program/Plan Vocabulary

Module 3: Student Program/Plan Structure

Module 4: Look up a Student

Module 5: Process Instructions

Module 6: Final Assessment

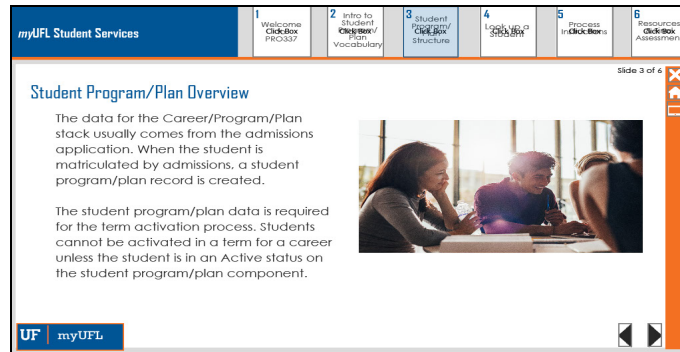


Student Program/Plan Overview

The student program/plan/sub-plan component is used to maintain program/plan/sub-plan actions. Program/Plan/sub-plan actions are used to matriculate/activate a student into a career/program/plan/sub-plan, and make changes to the student's record during their attendance (program change, plan change, adding a major, adding/changing minor, adding/changing sub-plans).

Program/Plan actions can also be used to withdraw students, suspend or dismiss students. These actions will mostly be handled by the Office of the University Registrar. Undergraduate advisors and graduate department coordinators will have access to make limited updates to students' Program/Plan stacks.

There are some very important rules in how Student Program/Plan Stacks are structured for Undergraduate/Professional Careers, and for the Graduate Career. There are different rules for different careers.



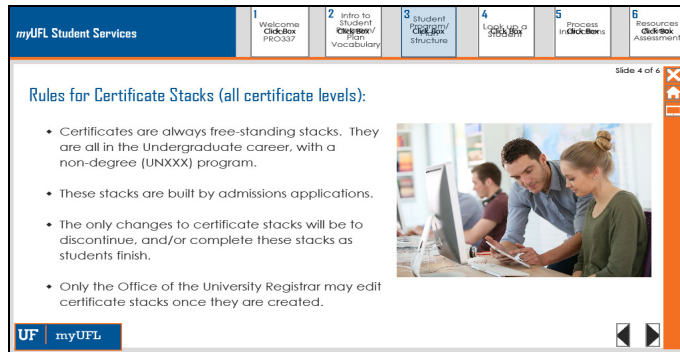
Slide 38 - M3

Text Captions: Student Program/Plan Overview

The data for the Career/Program/Plan stack usually comes from the admissions application. When the student is matriculated by admissions, a student program/plan record is created.

The student program/plan data is required for the term activation process. Students cannot be activated in a term for a career unless the student is in an Active status on the student program/plan component.

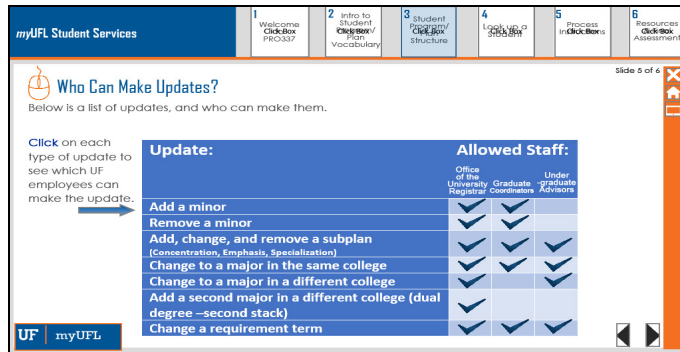
Image caption: Students studying



Rules for Certificate Stacks (all certificate levels):

- Certificates are always free-standing stacks. They are all in the Undergraduate career, with a non-degree (UNXXX) program.
- These stacks are built by admissions applications.
- The only changes to certificate stacks will be to discontinue, and/or complete these stacks as students finish.
- Only the Office of the University Registrar may edit certificate stacks once they are created.

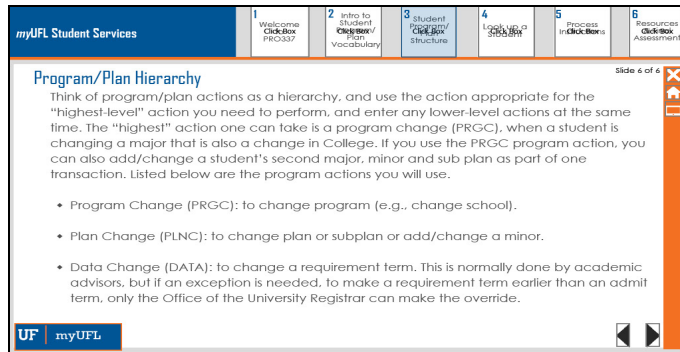
Image Caption: Teach talking with student at a computer



Who Can Make Updates?

Below is a list of updates, and who can make them.

Update:	Allowed Staff
Add a minor	Office of the University Registrar, Graduate Coordinators
Remove a minor	Office of the University Registrar, Graduate Coordinators
Add, change, and remove a subplan (Concentration, Emphasis, Specialization)	Office of the University Registrar, Graduate Coordinators, Undergraduate Advisors
Change to a major in the same college	Office of the University Registrar, Graduate Coordinators, Undergraduate Advisors
Change to a major in a different college	Office of the University Registrar, Undergraduate Advisors
Add a second major in a different college (dual degree – second stack)	Office of the University Registrar
Change a requirement term	Office of the University Registrar, Graduate Coordinators, Undergraduate Advisors



Program/Plan Hierarchy

Think of program/plan actions as a hierarchy, and use the action appropriate for the “highest-level” action you need to perform, and enter any lower-level actions at the same time. The “highest” action one can take is a program change (PRGC), when a student is changing a major that is also a change in College. If you use the PRGC program action, you can also add/change a student’s second major, minor and sub plan as part of one transaction. Listed below are the program actions you will use.

- Program Change (PRGC): to change program (e.g., change school).
- Plan Change (PLNC): to change plan or subplan or add/change a minor.
- Data Change (DATA): to change a requirement term. This is normally done by academic advisors, but if an exception is needed, to make a requirement term earlier than an admit term, only the Office of the University Registrar can make the override.

The screenshot shows a web application window titled "myUFL Student Services" with a blue header bar containing a question mark icon. The main content area has a light blue background and contains the following elements:

- Instruction: "Select all staff members that are allowed to make the requested change."
- Question: "1. Who can add a minor?"
- Options:
 - ☒ A) Office of the University Registrar
 - ☒ B) Graduate Coordinators
 - ☐ C) Undergraduate Advisors
- Buttons:
 - A blue button with the text "You must answer the question before continuing."
 - A blue button with the text "Incorrect - Click anywhere or press 'Y' to continue."
 - A blue button with the text "Correct - Click anywhere or press 'Y' to continue."
 - A grey button with the text "Check my answer!"
- Footer: A blue bar with the "UF" logo and the text "myUFL".
- Navigation: A vertical orange bar on the right side with icons for back, forward, and search, and a double arrow icon at the bottom right.

Select all staff members that are allowed to make the requested change.

1. Who can add a minor?

A) Office of the University Registrar

B) Graduate Coordinators

C) Undergraduate Advisors

The screenshot shows a web application window titled "myUFL Student Services" with a blue header bar containing a question mark icon. The main content area displays a question: "Select all staff members that are allowed to make the requested change." followed by "2. Who add, change or remove a subplan?". Below the question is a list of three options, each with a checked checkbox: "A) Office of the University Registrar", "B) Graduate Coordinators", and "C) Undergraduate Advisors". To the right of the list is a "Check my answer!" button. Below the list are three blue buttons with white text: "You must answer the question before continuing.", "Incorrect - Click anywhere or press 'Y' to continue.", and "Correct - Click anywhere or press 'Y' to continue.". The bottom of the window features a "UF myUFL" logo on the left and navigation arrows on the right.

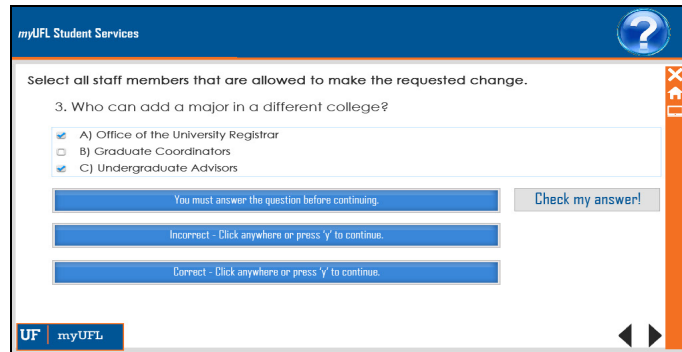
Select all staff members that are allowed to make the requested change.

2. Who add, change or remove a subplan?

A) Office of the University Registrar

B) Graduate Coordinators

C) Undergraduate Advisors



The screenshot shows a web-based quiz interface for 'myUFL Student Services'. At the top, there is a blue header bar with the text 'myUFL Student Services' and a question mark icon. Below the header, the instruction 'Select all staff members that are allowed to make the requested change.' is displayed. The question is '3. Who can add a major in a different college?'. There are three multiple-choice options: 'A) Office of the University Registrar' (checked), 'B) Graduate Coordinators' (unchecked), and 'C) Undergraduate Advisors' (checked). Below the options are three blue buttons: 'You must answer the question before continuing.', 'Incorrect - Click anywhere or press 'Y' to continue.', and 'Correct - Click anywhere or press 'Y' to continue.'. To the right of these buttons is a grey button labeled 'Check my answer!'. At the bottom left, there is a 'UF myUFL' logo. At the bottom right, there are navigation arrows. On the far right edge, there is a vertical orange bar with icons for close, back, and forward.

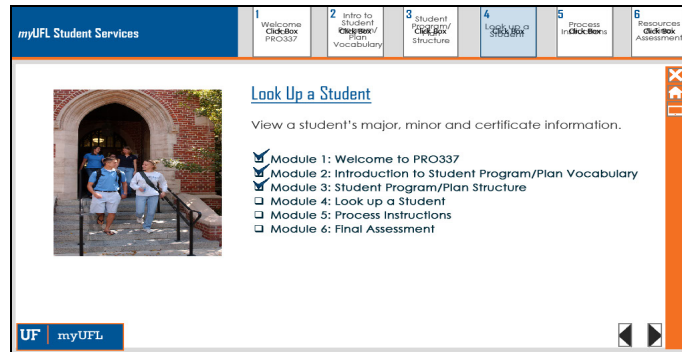
Select all staff members that are allowed to make the requested change.

3. Who can add a major in a different college?

A) Office of the University Registrar

B) Graduate Coordinators

C) Undergraduate Advisors



Look up a Student

View a student's major, minor and certificate information.

CHECK MARK Module 1: Welcome to PRO337

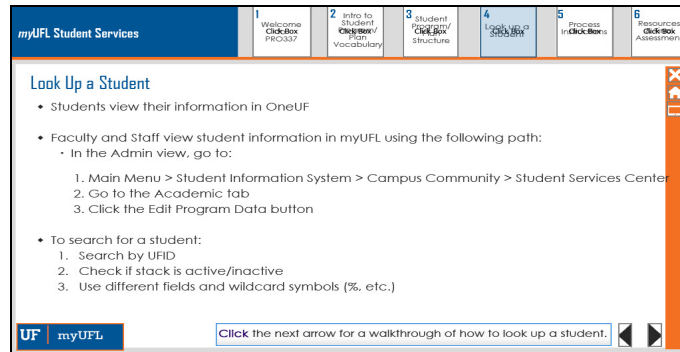
CHECK MARK Module 2: Introduction to Student Program/Plan Vocabulary

CHECK MARK Module 3: Student Program/Plan Structure

Module 4: Look up a Student

Module 5: Process Instructions

Module 6: Final Assessment



Look Up a Student

- Students view their information in OneUF
- Faculty and Staff view student information in myUFL using the following path:
 - o In the Admin view, go to:
 1. Main Menu > Student Information System > Campus Community > Student Services Center
 2. Go to the Academic tab
 3. Click the Edit Program Data button
- To search for a student:
 1. Search by UFID
 2. Check if stack is active/inactive
 3. Use different fields and wildcard symbols (% , etc.)

myUFL Student Services

1

Welcome ClickBox PRO337

2

Intro to Student ClickBox/ Plan Vocabulary

3

Student Program/ Click Box Structure

4

Look up a Student

5

Process Instructions

6

Resources ClickBox Assessment

Look Up a Student

To begin this process, navigate to:

Student Information System
> Campus Community >
Student Services Center

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

UF

myUFL

Look Up a Student Walkthrough

To begin this process, navigate to: **Student Information System > Campus Community > Student Services Center**

myUFL Student Services

1WelcomeClick BoxPRO337

2Intro to StudentClick BoxPlan Vocabulary

3Student Program/Click BoxStructure

4Look up a studentClick Box

5Process InClick Boxs

6ResourcesClick BoxAssessment

Look Up a Student

Enter the student's UF ID. Then, 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

SearchClearBasic SearchSave Search Criteria

UFmyUFL

Enter the student's **UF ID**. Then, click **Search**.

myUFL Student Services

1 Welcome Click Box PRO337

2 Intro to Student Click Box Plan Vocabulary

3 Student Program/ Click Box Structure

4 Look up a Student Click Box

5 Process In Click Box

6 Resources Click Box Assessment

Alberta Alligator

ID SR10000

Student Center

General Info

Admissions

Transfer Credit

Academics

Alberta's Student Center

Academics

My Class Schedule

Shopping Cart

other academic...

⌵

ⓧ

Finances

ⓘ

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

Personal Information

Demographic Data

Emergency Contact

Contact Information

Permanent Address

None

Billing Address

None

Primary Phone

None

Home E-mail

None

Admissions

UF myUFL

⏪

⏩

Click the **Academics** tab.

Page 49 of 81

myUFL Student Services

1 Welcome ClickBox PRO337

2 Intro to Student ClickBox Plan Vocabulary

3 Student Program/ ClickBox Structure

4 Look up a ClickBox student

5 Process ClickBox InClickBoxes

6 Resources ClickBox Assessment

Alberta Alligator

ID SR10000

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

Program UNBUS Business

Student Career Nbr 1

Status Active in Program as of 08/01/2017

Admit Term 2178 Fall 2017

Expected Graduation

Approved Load Full-Time

Load Determination Base On Units

Level Determination Base On Units

Plan BUS_UCGT Business Admin Ugrad Cert

Requirement Term 2178 Fall 2017

Sub-Plan BUS_UC101 Retailing

Requirement Term 2178 Fall 2017

Term Summary

UFLOR - University of Florida

UGRD - Undergraduate

2178 - Fall 2017

Fall 2017

Eligible to Enroll Yes

Primary Program UGLAS Liberal Arts and Sciences

UF myUFL

The student's stack information displays.

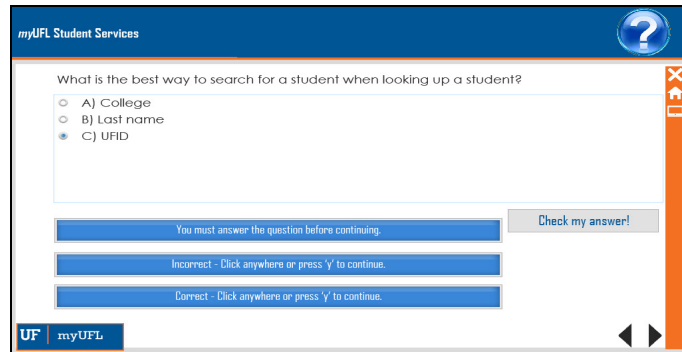
The gray text indicates what you are viewing on the right side of the screen.

Click on a different program or college to get different details for each stack.

The student's stack information displays.

Click on a different program or college to get different details for each stack.

The gray text indicates what you are viewing on the right side of the screen.



The image shows a screenshot of a quiz interface titled "myUFL Student Services". The question is "What is the best way to search for a student when looking up a student?". There are three radio button options: A) College, B) Last name, and C) UFID. Option C is selected. Below the options are three blue buttons: "You must answer the question before continuing.", "Incorrect - Click anywhere or press 'Y' to continue.", and "Correct - Click anywhere or press 'Y' to continue.". To the right of these buttons is a grey button labeled "Check my answer!". The interface includes a help icon (question mark) in the top right, a close icon (X) in the top right corner of the quiz area, and a navigation bar at the bottom with the UF logo and "myUFL" text.

myUFL Student Services

What is the best way to search for a student when looking up a student?

☐ A) College

☐ B) Last name

☒ C) UFID

You must answer the question before continuing.

Check my answer!

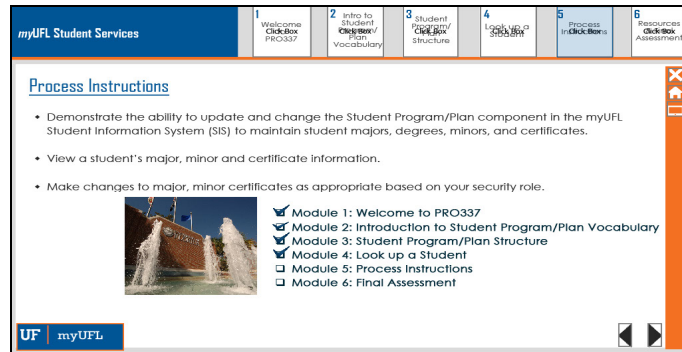
Incorrect - Click anywhere or press 'Y' to continue.

Correct - Click anywhere or press 'Y' to continue.

UF myUFL

What is the best way to search for a student when looking up a student?

- A) College
- B) Last name
- C) UFID



Process Instructions

- Demonstrate the ability to update and change the Student Program/Plan component in the myUFL Student Information System (SIS) to maintain student majors, degrees, minors, and certificates.
- View a student's major, minor and certificate information.
- Make changes to major, minor certificates as appropriate based on your security role.

CHECK MARK Module 1: Welcome to PRO337

CHECK MARK Module 2: Introduction to Student Program/Plan Vocabulary

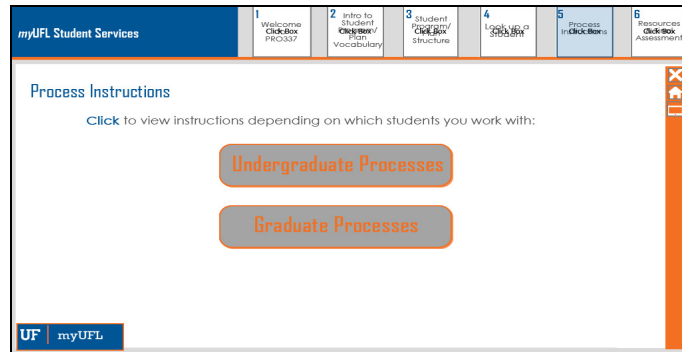
CHECK MARK Module 3: Student Program/Plan Structure

CHECK MARK Module 4: Look up a Student

Module 5: Process Instructions

Module 6: Final Assessment

Image Caption: UF Sign

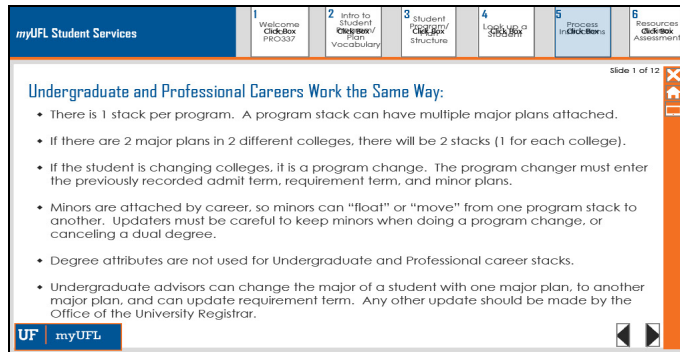


Process Instructions

Click to view instructions depending on which students you work with:

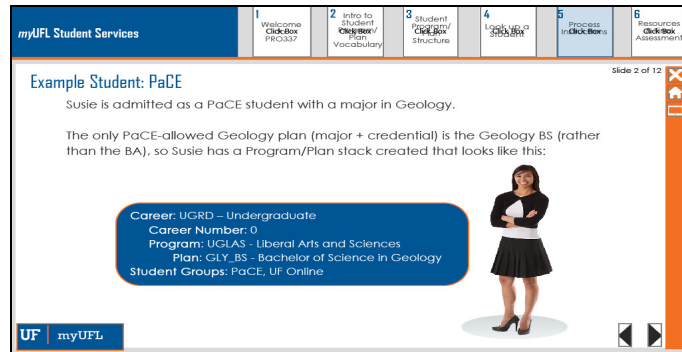
Undergraduate Processes

Graduate Processes



Undergraduate and Professional Careers Work the Same Way:

- There is 1 stack per program. A program stack can have multiple major plans attached.
- If there are 2 major plans in 2 different colleges, there will be 2 stacks (1 for each college).
- If the student is changing colleges, it is a program change. The program changer must enter the previously recorded admit term, requirement term, and minor plans.
- Minors are attached by career, so minors can “float” or “move” from one program stack to another. Updaters must be careful to keep minors when doing a program change, or canceling a dual degree.
- Degree attributes are not used for Undergraduate and Professional career stacks.
- Undergraduate advisors can change the major of a student with one major plan, to another major plan, and can update requirement term. Any other update should be made by the Office of the University Registrar.



Example Student: PaCE

Susie is admitted as a PaCE student with a major in Geology.

The only PaCE-allowed Geology plan (major + credential) is the Geology BS (rather than the BA), so Susie has a Program/Plan stack created that looks like this:

Image of a young woman, Susie, next to the following:

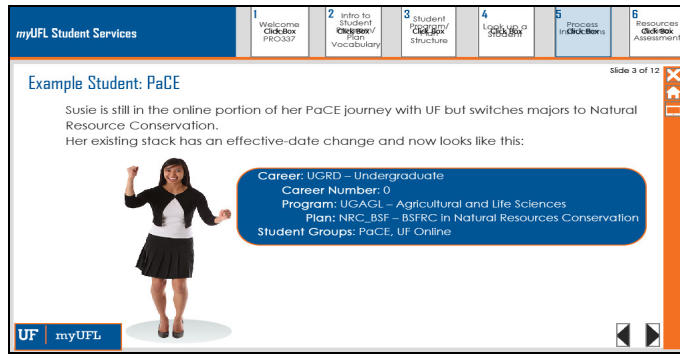
Career: UGRD – Undergraduate

Career Number: 0

Program: UGLAS - Liberal Arts and Sciences

Plan: GLY_BS - Bachelor of Science in Geology

Student Groups: PaCE, UF Online



Example Student: PaCE

Susie is still in the online portion of her PaCE journey with UF but switches majors to Natural Resource Conservation.

Her existing stack has an effective-date change and now looks like this:

Image of Susie cheering next to:

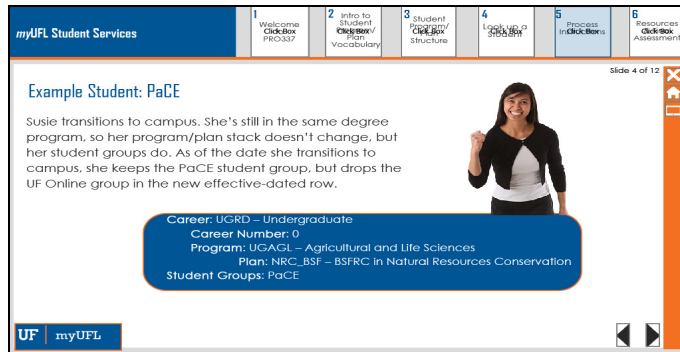
Career: UGRD – Undergraduate

Career Number: 0

Program: UGAGL – Agricultural and Life Sciences

Plan: NRC_BSF – BSFRC in Natural Resources Conservation

Student Groups: PaCE, UF Online



Example Student: PaCE

Susie transitions to campus. She's still in the same degree program, so her program/plan stack doesn't change, but her student groups do. As of the date she transitions to campus, she keeps the PaCE student group, but drops the UF Online group in the new effective-dated row.

Image of Susie cheering next to:

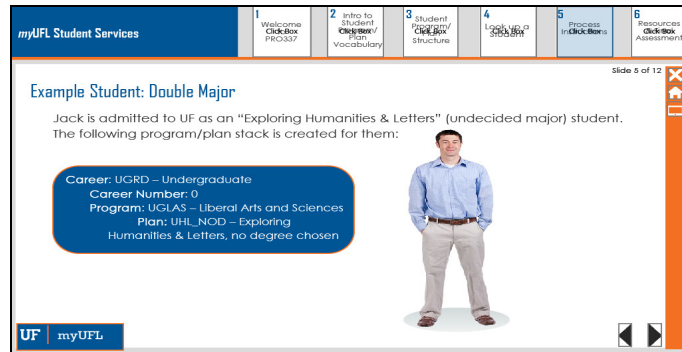
Career: UGRD – Undergraduate

Career Number: 0

Program: UGAGL – Agricultural and Life Sciences

Plan: NRC_BSF – BSFRC in Natural Resources Conservation

Student Groups: PaCE



Example Student: Double Major

Jack is admitted to UF as an “Exploring Humanities & Letters” (undecided major) student. The following program/plan stack is created for them:

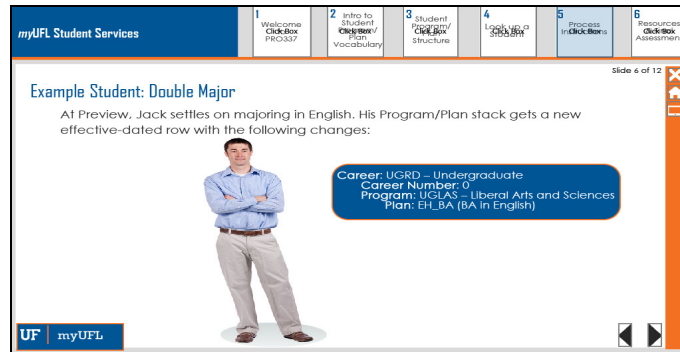
Image of a man named Jack standing next to:

Career: UGRD – Undergraduate

Career Number: 0

Program: UGLAS – Liberal Arts and Sciences

Plan: UHL_NOD – Exploring Humanities & Letters, no degree chosen



Example Student: Double Major

At Preview, Jack settles on majoring in English. His Program/Plan stack gets a new effective-dated row with the following changes:

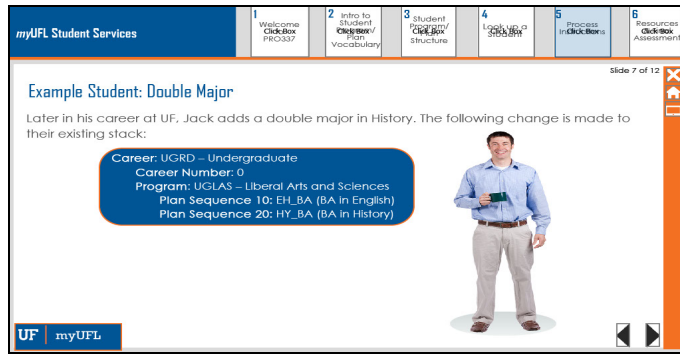
Image of Jack with arms crossed standing next to:

Career: UGRD – Undergraduate

Career Number: 0

Program: UGLAS – Liberal Arts and Sciences

Plan: EH_BA (BA in English)



Example Student: Double Major

Later in his career at UF, Jack adds a double major in History. The following change is made to their existing stack:

Image of Jack smiling, standing next to:

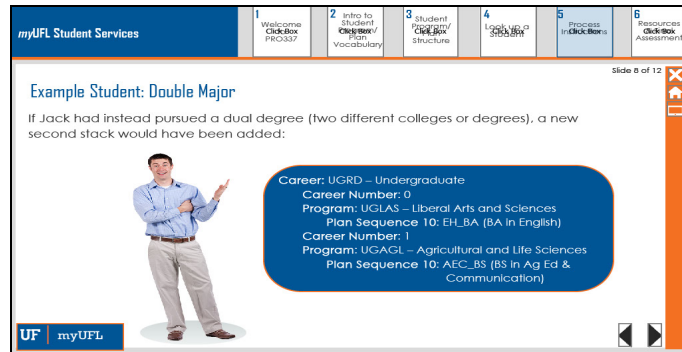
Career: UGRD – Undergraduate

Career Number: 0

Program: UGLAS – Liberal Arts and Sciences

Plan Sequence 10: EH_BA (BA in English)

Plan Sequence 20: HY_BA (BA in History)



Example Student: Double Major

If Jack had instead pursued a dual degree (two different colleges or degrees), a new second stack would have been added:

Image of Jack pointing to:

Career: UGRD – Undergraduate

Career Number: 0

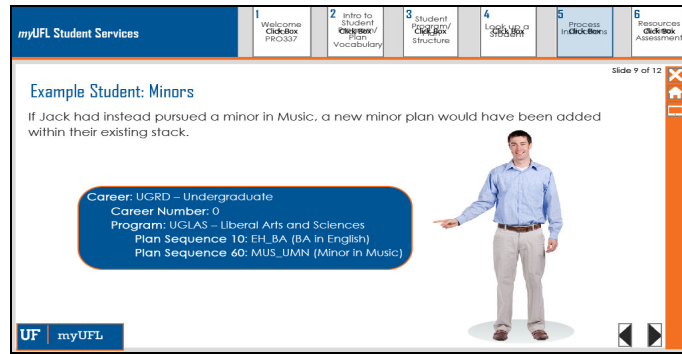
Program: UGLAS – Liberal Arts and Sciences

Plan Sequence 10: EH_BA (BA in English)

Career Number: 1

Program: UGAGL – Agricultural and Life Sciences

Plan Sequence 10: AEC_BS (BS in Ag Ed & Communication)



Example Student: Minors

If Jack had instead pursued a minor in Music, a new minor plan would have been added within their existing stack.

Image of Jack pointing to:

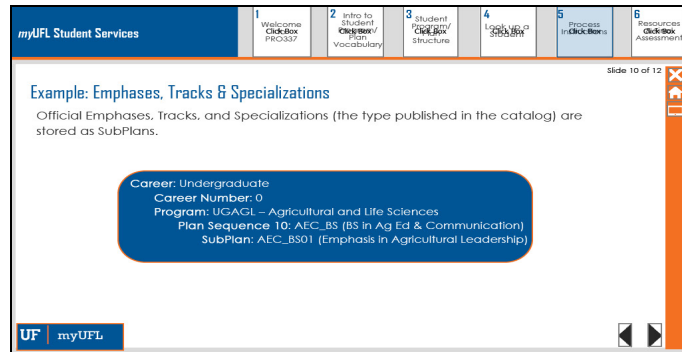
Career: UGRD – Undergraduate

Career Number: 0

Program: UGLAS – Liberal Arts and Sciences

Plan Sequence 10: EH_BA (BA in English)

Plan Sequence 60: MUS_UMN (Minor in Music)



Example: Emphases, Tracks & Specializations

Official Emphases, Tracks, and Specializations (the type published in the catalog) are stored as SubPlans.

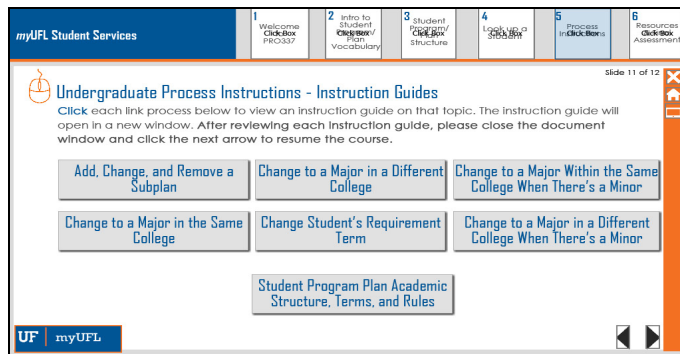
Career: Undergraduate

Career Number: 0

Program: UGAGL – Agricultural and Life Sciences

AEC_BS (BS in Ag Ed & Communication)

SubPlan: AEC_BS01 (Emphasis in Agricultural Leadership)



Undergraduate Process Instructions - Instruction Guides

Click each link process below to view an instruction guide on that topic. The instruction guide will open in a new window. After reviewing each instruction guide, please close the document window and click the next arrow to resume the course.

Add, Change, and Remove a Subplan

http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_add_change_remove_subplan.pdf

Change to a Major in a Different College

http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_change_major_different_college.pdf

Change to a Major Within the Same College When There's a Minor

http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_major_same_minor.pdf

Change to a Major in the Same College

http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_change_major_same_college.pdf

Change Student's Requirement Term

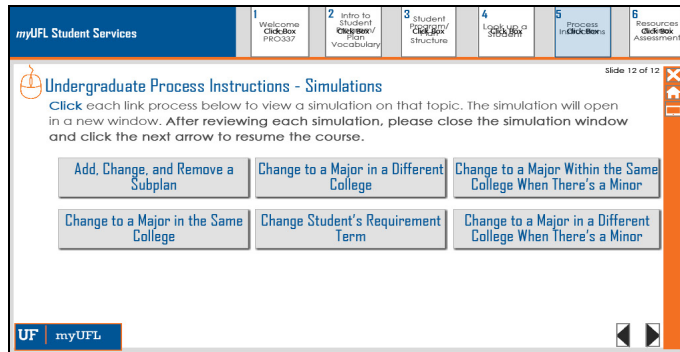
http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_change_students_requirement_term.pdf

Change to a Major in a Different College When There's a Minor

http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_major_different_minor.pdf

Student Program Plan Academic Structure, Terms, and Rules

http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_student_program_plan_terminology.pdf



Undergraduate Process Instructions - Simulations

Click each link process below to view a simulation on that topic. The simulation will open in a new window. After reviewing each simulation, please close the simulation window and click the next arrow to resume the course.

Add, Change, and Remove a Subplan

<http://training.hr.ufl.edu/resources/compass/spp/subplan/index.html>

Change to a Major in a Different College

http://training.hr.ufl.edu/resources/compass/spp/major_different/index.html

Change to a Major Within the Same College When There's a Minor

http://training.hr.ufl.edu/resources/compass/spp/major_same_minor/index.html

Change to a Major in the Same College

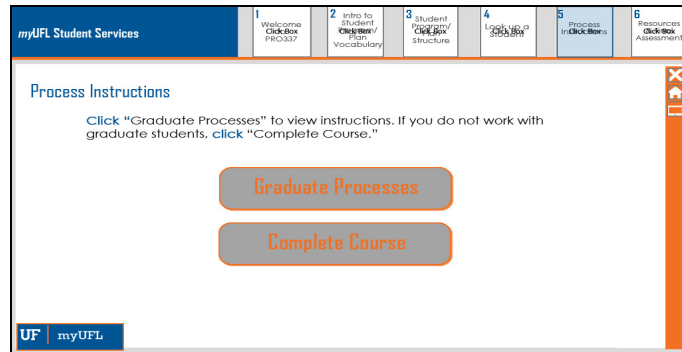
http://training.hr.ufl.edu/resources/compass/spp/major_same/index.html

Change Student's Requirement Term

<http://training.hr.ufl.edu/resources/compass/spp/requirement/index.html>

Change to a Major in a Different College When There's a Minor

http://training.hr.ufl.edu/resources/compass/spp/major_different_minor/index.html

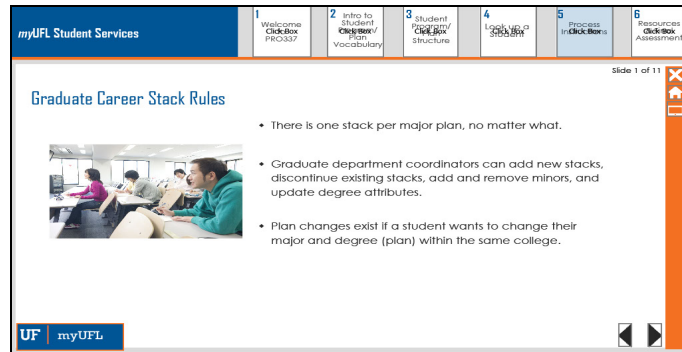


Process Instructions

Graduate Processes

Click “Graduate Processes” to view instructions. If you do not work with graduate students, click “Complete Course.”

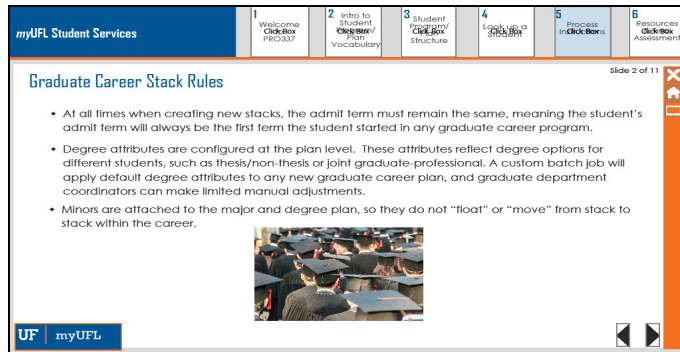
Complete Course



Graduate Career Stack Rules

- There is one stack per major plan, no matter what.
- Graduate department coordinators can add new stacks, discontinue existing stacks, add and remove minors, and update degree attributes.
- Plan changes exist if a student wants to change their major and degree (plan) within the same college.

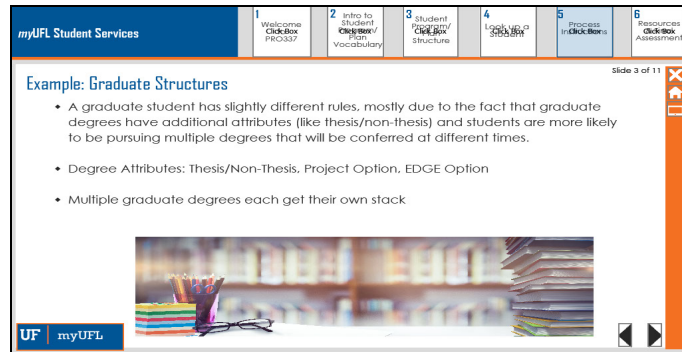
Image caption: Students in a classroom



Graduate Career Stack Rules

- At all times when creating new stacks, the admit term must remain the same, meaning the student's admit term will always be the first term the student started in any graduate career program.
- Degree attributes are configured at the plan level. These attributes reflect degree options for different students, such as thesis/non-thesis or joint graduate-professional. A custom batch job will apply default degree attributes to any new graduate career plan, and graduate department coordinators can make limited manual adjustments.
- Minors are attached to the major and degree plan, so they do not "float" or "move" from stack to stack within the career.

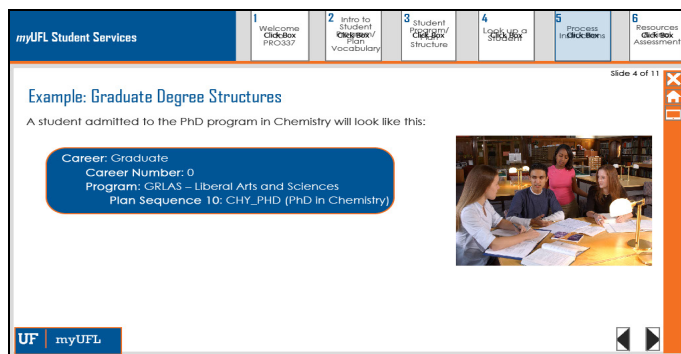
Image caption: Students graduating in caps and gowns



Example: Graduate Structures

- A graduate student has slightly different rules, mostly due to the fact that graduate degrees have additional attributes (like thesis/non-thesis) and students are more likely to be pursuing multiple degrees that will be conferred at different times.
- Degree Attributes: Thesis/Non-Thesis, Project Option, EDGE Option
- Multiple graduate degrees each get their own stack

Image caption: Stacks of books and note-taking supplies in a library



Example: Graduate Degree Structures

A student admitted to the PhD program in Chemistry will look like this:

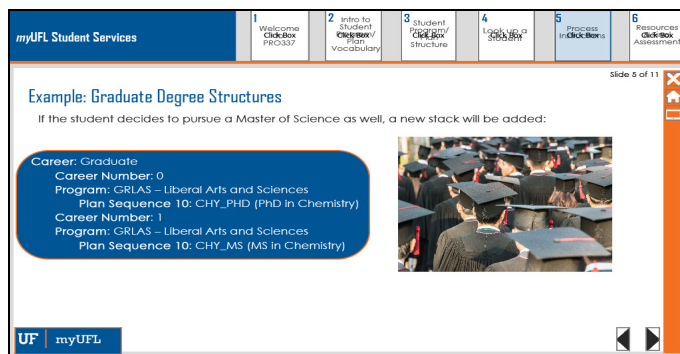
Career: Graduate

Career Number: 0

Program: GRLAS – Liberal Arts and Sciences

Plan Sequence 10: CHY_PHD (PhD in Chemistry)

Image caption: Students talking in a library



Example: Graduate Degree Structures

If the student decides to pursue a Master of Science as well, a new stack will be added:

Career: Graduate

Career Number: 0

Program: GRLAS – Liberal Arts and Sciences

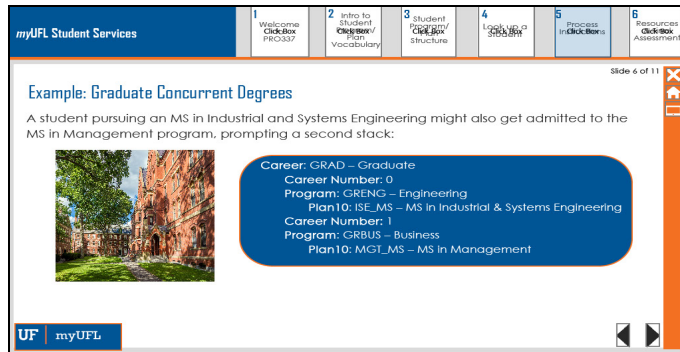
Plan Sequence 10: CHY_PHD (PhD in Chemistry)

Career Number: 1

Program: GRLAS – Liberal Arts and Sciences

Plan Sequence 10: CHY_MS (MS in Chemistry)

Image caption: Students graduating in caps and gowns



Example: Graduate Concurrent Degrees

A student pursuing an MS in Industrial and Systems Engineering might also get admitted to the MS in Management program, prompting a second stack:

Career: GRAD – Graduate

Career Number: 0

Program: GRENG – Engineering

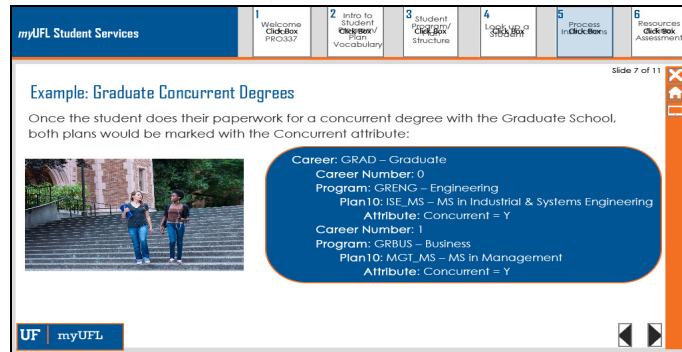
Plan10: ISE_MS – MS in Industrial & Systems Engineering

Career Number: 1

Program: GRBUS – Business

Plan10: MGT_MS – MS in Management

Image caption: UF Campus picture



Example: Graduate Concurrent Degrees

Once the student does their paperwork for a concurrent degree with the Graduate School, both plans would be marked with the Concurrent attribute:

Career: GRAD – Graduate

Career Number: 0

Program: GRENG – Engineering

Plan10: ISE_MS – MS in Industrial & Systems Engineering

Attribute: Concurrent = Y

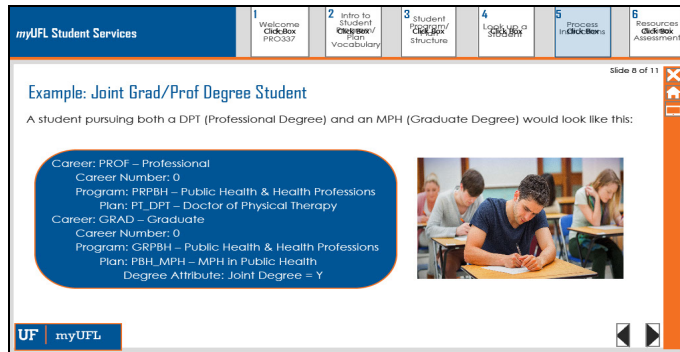
Career Number: 1

Program: GRBUS – Business

Plan10: MGT_MS – MS in Management

Attribute: Concurrent = Y

Image caption: Students walking down stairs outside, talking to each other



Example: Joint Grad/Prof Degree Student

A student pursuing both a DPT (Professional Degree) and an MPH (Graduate Degree) would look like this:

Career: PROF – Professional

Career Number: 0

Program: PRPBH – Public Health & Health Professions

Plan: PT_DPT – Doctor of Physical Therapy

Career: GRAD – Graduate

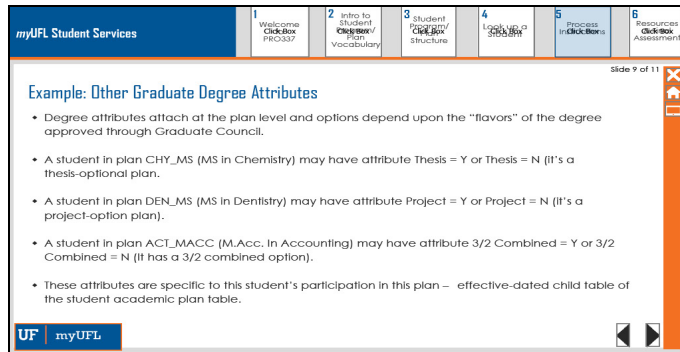
Career Number: 0

Program: GRPBH – Public Health & Health Professions

Plan: PBH_MPH – MPH in Public Health

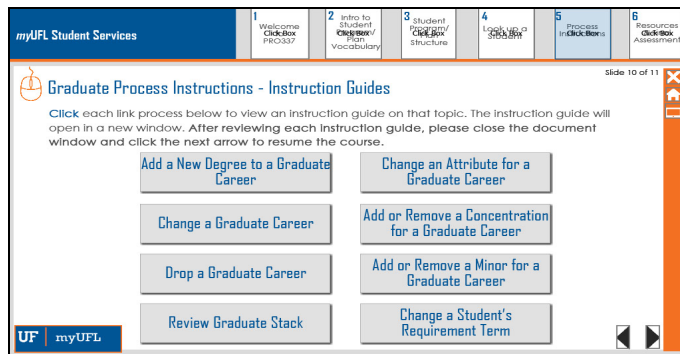
Degree Attribute: Joint Degree = Y

Image caption: Students in class



Example: Other Graduate Degree Attributes

- Degree attributes attach at the plan level and options depend upon the “flavors” of the degree approved through Graduate Council.
- A student in plan CHY_MS (MS in Chemistry) may have attribute Thesis = Y or Thesis = N (it’s a thesis-optional plan).
- A student in plan DEN_MS (MS in Dentistry) may have attribute Project = Y or Project = N (it’s a project-option plan).
- A student in plan ACT_MACC (M.Acc. In Accounting) may have attribute 3/2 Combined = Y or 3/2 Combined = N (It has a 3/2 combined option).
- These attributes are specific to this student’s participation in this plan – effective-dated child table of the student academic plan table.



Graduate Process Instructions - Instruction Guides

Click each link process below to view an instruction guide on that topic. The instruction guide will open in a new window. After reviewing each instruction guide, please close the document window and click the next arrow to resume the course.

Add a New Degree to a Graduate Career

http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_add_new_degree.pdf

Change an Attribute for a Graduate Career

http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_change_attribute.pdf

Change a Graduate Career

http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_change_grad_career.pdf

Add or Remove a Concentration for a Graduate Career

http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_add_remove_concentration.pdf

Drop a Graduate Career

http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_drop_career.pdf

Add or Remove a Minor for a Graduate Career

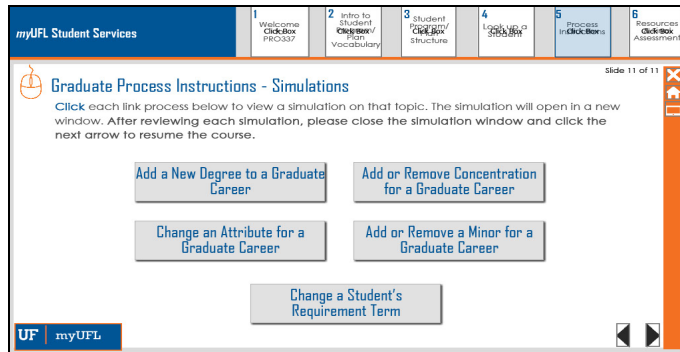
http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_add_remove_minor.pdf

Review Graduate Stack

http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_review_graduate_stack.pdf

Change a Student's Requirement Term

http://training.hr.ufl.edu/instructionguides/student_program_plan/grad_change_students_requirement_term.pdf



Graduate Process Instructions - Simulations

Click each link process below to view a simulation on that topic. The simulation will open in a new window. After reviewing each simulation, please close the simulation window and click the next arrow to resume the course.

Add a New Degree to a Graduate Career

<http://training.hr.ufl.edu/resources/compass/spp/grad/major/index.html>

Add or Remove Concentration for a Graduate Career

<http://training.hr.ufl.edu/resources/compass/spp/grad/concentration/index.html>

Change an Attribute for a Graduate Career

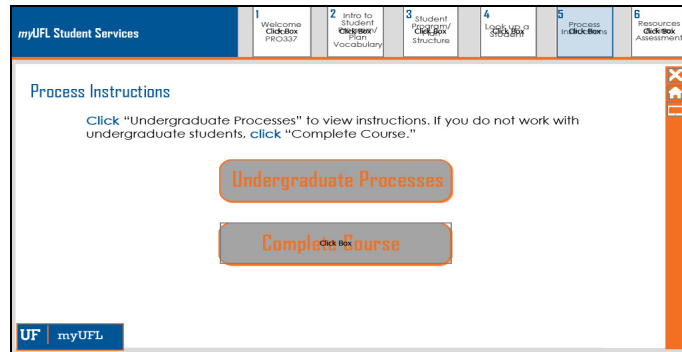
<http://training.hr.ufl.edu/resources/compass/spp/grad/attribute/index.html>

Add or Remove a Minor for a Graduate Career

<http://training.hr.ufl.edu/resources/compass/spp/grad/minor/index.html>

Change a Student's Requirement Term

<http://training.hr.ufl.edu/resources/compass/spp/requirement/index.html>

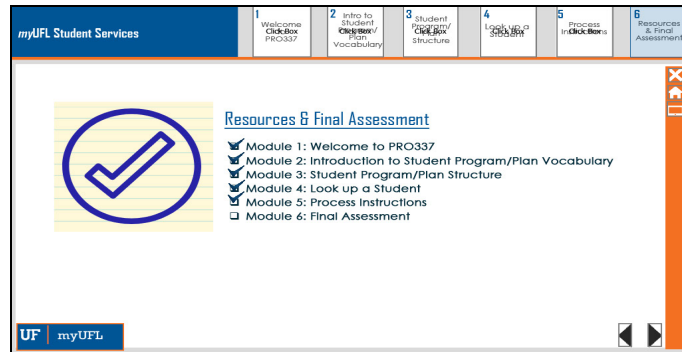


Process Instructions

Click "Undergraduate Processes" to view instructions. If you do not work with undergraduate students, click "Complete Course."

Complete Course

Undergraduate Processes



Resources & Final Assessment

CHECK MARK Module 1: Welcome to PRO337

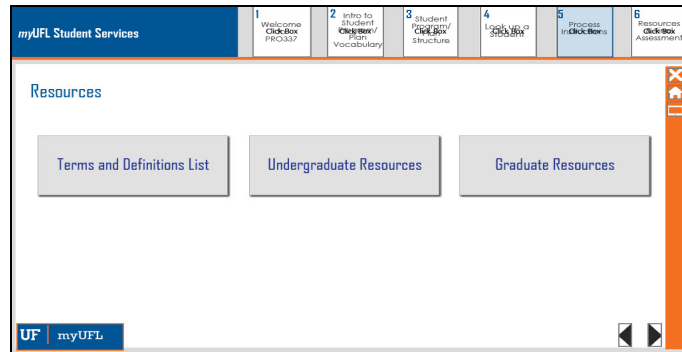
CHECK MARK Module 2: Introduction to Student Program/Plan Vocabulary

CHECK MARK Module 3: Student Program/Plan Structure

CHECK MARK Module 4: Look up a Student

CHECK MARK Module 5: Process Instructions

Module 6: Final Assessment



Resources

Terms and Definitions List

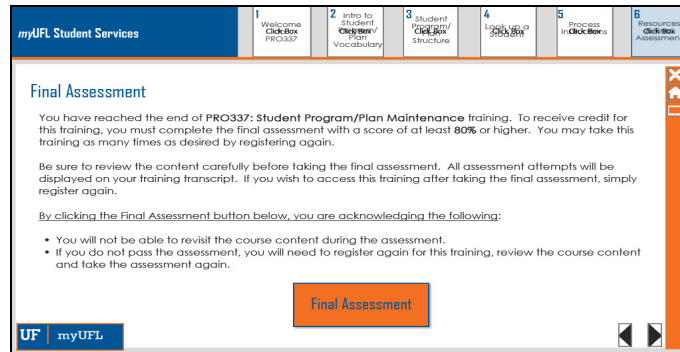
http://training.hr.ufl.edu/instructionguides/student_program_plan/ugrd_student_program_plan_terminology.pdf

Undergraduate Resources

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

Graduate Resources

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



Final Assessment

You have reached the end of **PRO337: Student Program/Plan Maintenance** training. To receive credit for this training, you must complete the final assessment with a score of at least **80%** or higher. You may take this training as many times as desired by registering again.

Be sure to review the content carefully before taking the final assessment. All assessment attempts will be displayed on your training transcript. If you wish to access this training after taking the final assessment, simply register again.

By clicking the Final Assessment button below, you are acknowledging the following:

- You will not be able to revisit the course content during the assessment.
- If you do not pass the assessment, you will need to register again for this training, review the course content and take the assessment again.

PLEASE NOTE: To receive credit for this course, you will need to navigate to the end of the slides in your web browser and complete the final assessment with a score of 80% or higher.