Graduate Student Records in myUFL Student Information System

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New SIS and GIMS Data Transfers

**SIS** (New UF Student Information System)
- **Student Careers created, added and updated**
- **Student Milestones (qualifying exam, final exam, IDP) entered**

**GIMS** (Graduate Information Management System)
- **Student Committees entered** (includes committee member for Minor)
- **Joint Degree Applications**
- **Credit Transfer Applications**
New Student Information System (SIS) in MyUFL

- **STUDENT SERVICES CENTER:**
  Navigation: NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

- **ADVISEE STUDENT CENTER:**
  Navigation: NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

- **STUDENT PROGRAM/PLAN:**
  Navigation: Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
New SIS in myUFL - Functionality

When are changes made to a Graduate Career Program/Plan (CPP)?

When a student wants to change their Major or Degree in your College

- Ex. MS Biomedical Engineering  ➔  ME Biomedical Eng.
- Ex. PhD Chemistry  ➔  MS Chemistry
- Ex. PhD Political Science  ➔  PhD Economics

Who makes the change?
Well, that Depends.
New SIS in myUFL - Functionality

Does the Department Require the Student to Apply for the new Degree through the UF Office of Admissions?

IF YES
A new CPP stack will be added automatically by the Registrar when the student is admitted to the program. The old CPP stack will need to be Discontinued.

IF NO
Departmental Staff can make the update to the CPP for the student in the same College.
What other changes can be made to a current “Active in Program” Graduate Career Program/Plan (CPP)?

- Add or Remove a Subplan (concentration)
- Add or Remove a Minor Plan (check GIMS)
- Add or Change Degree Attributes (thesis, distance learning, project)
- Change Requirement Term (Catalog year)
- Student wants to Drop the Degree
New SIS in myUFL - Functionality

When are new Graduate Career Program/Plans (CPP) added on behalf of a student?

When a student wants to earn an **Additional Degree in your College**.
Example: A PhD student wants to earn a Master Degree in the same major
Example: A Master student wants to earn a SECOND Master Degree (concurrent)

Who adds the new Plan?

Well, that Depends
New SIS in myUFL - Functionality

Does the new Department Require the Student to Apply for the Degree through the UF Office of Admissions?

IF YES
A new CPP stack will be added automatically by the Registrar when the student is admitted to the program

IF NO
Departmental Staff can add the CPP for the student in the same college
<table>
<thead>
<tr>
<th>Program Action</th>
<th>Action Reason</th>
<th>When should I use this combination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTV (Activate)</td>
<td>AMAJ (Add Major)</td>
<td>The Graduate student is adding a major or degree</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>AMIN (Add Minor)</td>
<td>The Graduate student is adding a Minor</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>RMIN (Remove Minor)</td>
<td>The Graduate student wants to remove a Minor</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>CMAJ (Change Major)</td>
<td>The Graduate student is changing a Major or degree in your College</td>
</tr>
<tr>
<td>PLNC (Plan Change)</td>
<td>CSUB (Change Subplan)</td>
<td>The Graduate student is adding or removing a Sub-Plan (concentration)</td>
</tr>
<tr>
<td>DATA (Data Change)</td>
<td>RQTC (Requirement Term Change)</td>
<td>An academic advisor needs to make an exception and set the requirement term (catalog year)</td>
</tr>
<tr>
<td>DATA (Data Change)</td>
<td>Choose from a list of codes that start with “IN”</td>
<td>The Graduate Student wants to drop a degree program</td>
</tr>
<tr>
<td>PRGC (Program Change)</td>
<td>CMAJ (Change Major)</td>
<td>The Graduate student is changing to a Major or degree outside your College</td>
</tr>
</tbody>
</table>
“Discontinue” versus “Drop”

Graduate Staff and Coordinators can no longer “Discontinue” a Graduate CPP and then add a new CPP.

- Orphaned Record
- Enrollment Attachment
- Graduate Application
- Tuition Calculation Consequences
- Joint Degrees

Graduate Staff and Coordinators now enter “Drop Codes”
## Program Actions and Reasons

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Action Reason</th>
<th>Drop Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA</td>
<td>INJP</td>
<td>Student Dropped Out of the Joint Program</td>
</tr>
<tr>
<td>DATA</td>
<td>INAP</td>
<td>Insufficient Academic Progress</td>
</tr>
<tr>
<td>DATA</td>
<td>INSF</td>
<td>Lack of Student Funding</td>
</tr>
<tr>
<td>DATA</td>
<td>INPH</td>
<td>Student Awarded Master degree &amp; left PhD Program</td>
</tr>
<tr>
<td>DATA</td>
<td>INAC</td>
<td>Student Left UF to Attend another University</td>
</tr>
<tr>
<td>DATA</td>
<td>INLF</td>
<td>Student Left UF to Pursue Career</td>
</tr>
<tr>
<td>DATA</td>
<td>INAA</td>
<td>Student Cannot Find an Advisor or Chair</td>
</tr>
<tr>
<td>DATA</td>
<td>INVI</td>
<td>Visa was not renewed</td>
</tr>
<tr>
<td>DATA</td>
<td>INOT</td>
<td>Student did not Indicate Drop Reason</td>
</tr>
</tbody>
</table>

Data change will lead to Registrar updating Career with ‘DISC’ at end of semester

Data Change will update right away in GIMS (“Drop” the Segment)
A Career (Career Program/Plan Stack) can have only one major plan.

Minors are Plans (example: MSC_GMN) that are attached to the Career Major/Degree Plan.

Admit term does not change when new Careers are added unless a student is Re-Admitted.

The Registrar will add a new graduate CPP for a student when they are Re-Admitted to a graduate degree program.

Career Status will automatically change to Discontinued (DISC) by the Registrar when a student has not enrolled for 3 consecutive terms (not including summers).

Maximum Program Effective Date (3 weeks into a term)
**SIS** (New UF Student Information System)

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**GIMS** (Graduate Information Management System)

- **Student Committees entered** (includes committee member for Minor)
- **Joint Degree Applications**
Functionality Remaining In GIMS

- *View* Archived I-20 Requests
- View Graduate Student Degree Information (Programs & Progress)
- Email Notifications from the Graduate School
- Submit and Print Forms
- Job Placement Tracking
- Department Reports (Helpful Info & “Rubs”)
Functionality Remaining in GIMS

- Student Submission of Thesis & Dissertations
- Graduate Faculty Appointment Process
- GSTP (Graduate Student Tracking Program)
- Commencement Escort
- Enter and Update Supervisory Committee Information
Further Training

- Online instruction guides and simulations for each process are available on the [Student Program/Plan](#) toolkit via the [Student Information System](#) section of the [Toolkit Resource Center](#).

- Go to [mytraining.hr.ufl.edu](http://mytraining.hr.ufl.edu) to register for online courses PRO337: Student Program Plan Maintenance. Need Security role called UF_SR_GRAD_STAFF_USER.

- Go to [mytraining.hr.ufl.edu](http://mytraining.hr.ufl.edu) and search for “Graduate Committees and Milestones”, an online training module.

UF HR Website (Human Resources website) All Web Simulations and Instruction Guides: [http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems](http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems)
REMINDER: You must submit the following forms to the Graduate School on behalf of any graduate student:

http://graduateschool.ufl.edu/faculty--staff/forms/

Download from Graduate School Website
- Concurrent Degree Form (2 Master Degrees)
- Non-Traditional Degree (Doctoral/Master in different majors)

Located in GIMS on Student’s Segment
- Joint Degree Form (Graduate and Professional Degree)
- Credit Transfer Form
- Special Appointment Form
A Few Thoughts About Degree Program Validity
The Graduate School
Malcolm: You see? The tyrannosaur doesn’t obey set patterns or park schedules. The essence of Chaos.

Ellie: I’m still not clear on Chaos.

Malcolm: It simply deals with unpredictability in complex systems. The shorthand is the Butterfly Effect. A butterfly can flap its wings in Peking and in Central Park you get rain instead of sunshine.

- Jurassic Park (1993)
Student Program Plan Stacks

Just because you can, doesn’t mean you should
Student program plan stacks in SIS need to reflect valid Graduate Degree Combinations and Attributes
What elements make up a graduate degree combination?

1. Degree
2. College
3. Major
4. Concentration
5. Additional Concentration
What elements make up a degree attribute?

1. Flavors
2. Multiple Degree Program Participation
3. Delivery Model
Specific Degree Program Flavors

- Dissertation (Ph.D./Ed.D only)
- Thesis
- Project-in-lieu-of-thesis
- Non-thesis
Multiple Degree Program Participation

- Combined (Undergraduate/Graduate)
- Concurrent (Master’s/Master’s)
- Non-Traditional (PhD/Master’s different field)
- Joint (Graduate/Professional)
Specific Program Delivery Models

- Distance Learning Option
Look up **valid** Graduate Degree Combinations and Attributes offered by a College or by an Academic Unit in GIMS

Check for **minor eligibility** in GIMS

Student program plan stack entered in SIS must match a valid degree program row in GIMS
Department Data >> Reports >> Degree Programs
Select Criteria to Generate List

Graduate Council Approved Programs

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<thead>
<tr>
<th>Degree</th>
<th>Type</th>
<th>Attributes</th>
<th>College</th>
<th>Department</th>
<th>Major</th>
<th>Concentration</th>
<th>Program</th>
<th>Plan</th>
<th>SubPlan</th>
<th>Additional Concentrations</th>
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<td>M</td>
<td>Non-Thesis</td>
<td>Liberal Arts and Sciences</td>
<td>Biology</td>
<td>Botany</td>
<td>Tropical Conservation and Development</td>
<td>GRLAS</td>
<td>BOT_MST</td>
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<tr>
<td>Doctor of Philosophy (Ph.D.)</td>
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</table>
Whew, we made it.

Thank you !!
Distance Learning

Is the Distance Learning Option degree attribute automatically set for my distance learning students in the Additional Information Tab in the Student Program Plan Stack?

- Yes if all three of the following conditions are met:
  1. The degree program offers a distance learning option
  2. The graduate application specifies distance learning
  3. The academic unit has entered the student into the distance learning student group
Can I manually set the Distance Learning Option degree attribute to ‘Yes” in the Additional Information Tab in the Student Program Plan Stack?

Yes if both of the following conditions are met:
1. The degree program offers a distance learning option
2. The academic unit has entered the student into the distance learning student group
Distance Learning

Will setting the Distance Learning Option degree attribute to “Yes” in the Additional Information Tab in the Student Program Plan Stack undo or cancel an Immunization Waiver?

- UF’s Health Compliance Office uses Student Groups to determine exemptions for the requisite proof of immunizations.

- Please visit https://healthcompliance.shcc.ufl.edu/health-compliance-overview/ for additional details and helpful contact information.