ACADEMIC ADVISING: REQUIREMENT CHANGE

- A Requirement Change is used to change the minimum or maximum characteristics of a Requirement or Requirement Line.
- Most of the time, this type of exception is processed at the Requirement Line Level.
- If a Requirement does not have minimum or maximum values, adding values will impose additional Requirement parameters for the student.
- Requirement Change can be used to modify required units (credits) and number of courses.

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

Student Services Center:

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

ENTER A REQUIREMENT CHANGE

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click **Search**.

2. Click on the **student's name** to view their degree audit.

Advisee's Student 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 ▾] [ALLIGATOR   ] ✕
First Name: [begins with ▾] [   ]
☐ Case Sensitive

[Search] [Clear]   Basic Search 🗗 Save Search Criteria

Search Results

View All   First ◀ 1-2 of 2 ▶ Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
55551212	Alligator,Albert	Unknown	**/**/****	(blank)	*********	USA	SSN	ALLIGATOR	ALBERT

3. From the dropdown menu, select **Academic Requirement**. Then, click the **arrow icon**.

Albert Alligator   ID   55551212   ★

Student Center	General Info	Admissions	Transfer Credit	Academics	Finances	Financial Aid

Albert's Student Center

Academic Requirements
Advising Notes
Assignments
Course History
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
What-if Report
other academic...

📅 Deadlines   📖 URL   ✅ Gradebook

This Week's Schedule

	Class	Schedule	Units
📖	CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00

4. The Degree Audit loads. Select **Collapse All**.

5. Scroll down and select the **Requirement Group**.

6. Select the **Requirement Line**.

7. Review **Units**.

8. Select **Create Exception drop-down menu**.

9. Select **Requirement Change**.

10. Click **arrow**.

11. Enter **Long Description**.

12. Enter **Minimum Units**.

13. Select **Save and Return**.

14. Return to the Degree Audit. Review **Units** and make sure **Requirement Change** is correct.

ADDITIONAL HELP

Further resources are available at https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Academic Advising, contact Tobin Shorey, tshorey@ufl.edu.