ACADEMIC ADVISING: REQUIREMENT OVERRIDE

- A Requirement Override is used to change a Requirement to another one. The alternate Requirement must be set up with the "student" type in advance for this to work.
- Requirement Overrides are used for Journalism and Heavener School of Business "outside concentrations" to replace the generic requirements that exist on their audits.

NAVIGATION

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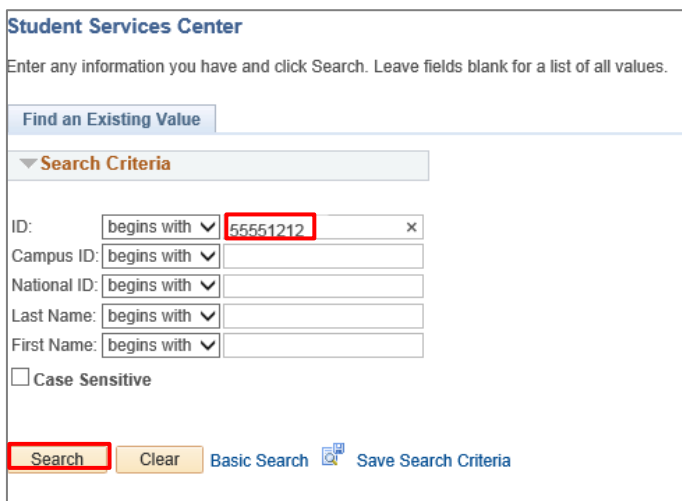
Advisee Student Center:

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 OVERRIDE

1. Search for the student by UFID or first and last name that needs the requirement waiver. 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 ☑ 55551212 ×
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

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

3. From the dropdown menu, select **Academic Requirement**. Then, click the **arrow icon**.
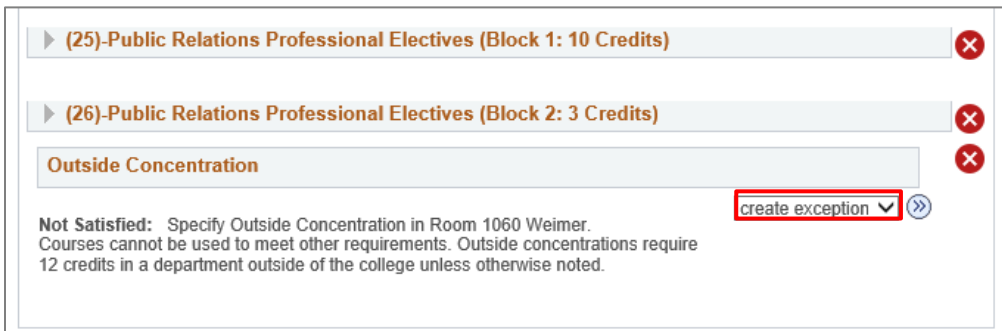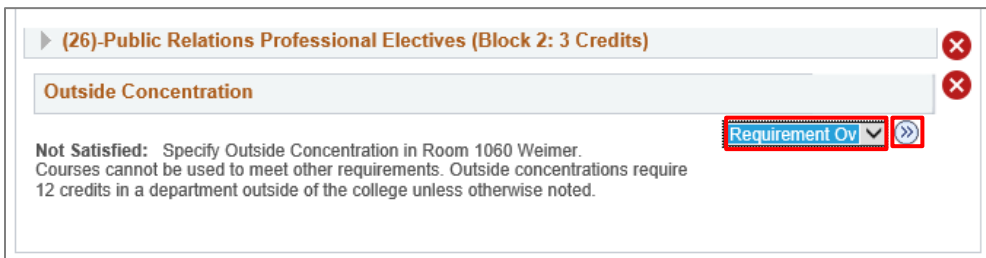
4. The degree audit loads. Scroll down and select the **Requirement Group**.

> ▶ Public Relations Major Catalog Link for Catalog Year 2017
> ▶ Public Relations - Critical Tracking ⊙
> ▶ Public Relations - College Requirements ✖
> ▶ Public Relations - Core Requirements ✖
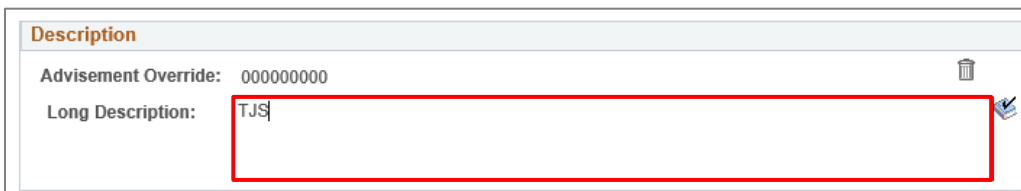
5. Select the **Create Exception drop-down menu** from the Outside Concentration Requirement.

> ▶ (25)-Public Relations Professional Electives (Block 1: 10 Credits) ✖
>
> ▶ (26)-Public Relations Professional Electives (Block 2: 3 Credits) ✖
>
> Outside Concentration ✖
>
> create exception ▾ »
>
> **Not Satisfied:** Specify Outside Concentration in Room 1060 Weimer.
> Courses cannot be used to meet other requirements. Outside concentrations require
> 12 credits in a department outside of the college unless otherwise noted.

6. Select **Requirement Override**.
7. Click the **arrow**.

> ▶ (26)-Public Relations Professional Electives (Block 2: 3 Credits) ✖
>
> Outside Concentration ✖
>
> Requirement Ov ▾ »
>
> **Not Satisfied:** Specify Outside Concentration in Room 1060 Weimer.
> Courses cannot be used to meet other requirements. Outside concentrations require
> 12 credits in a department outside of the college unless otherwise noted.

8. Enter a **Long Description**.

> **Description**
>
> Advisement Override: 000000000 🗑
>
> Long Description: TJS

9. Select the **magnifying glass** beside Requirement to search.

New Values

Requirement Group

Requirement 🔍

Save and Return   Cancel

10. Enter **Description**. In this example, we will enter **JM-MIN**.

11. Select **Look Up**.

Description

Advisement Override: 000000000

Long Description: TJS

Look Up Requirement

Academic Institution: UFLOR
Academic Requirement: begins with ▾
Academic Career: begins with ▾
Academic Program: begins with ▾
Academic Plan: begins with ▾
Academic Sub-Plan: begins with ▾
Description: begins with ▾ JM-MIN

Requirement to Override

Requirement Group: 503721   PR C

Requirement: 000503874   Outsi

New Values

Requirement Group

Requirement 🔍

Save and Return   Cancel

Look Up   Clear   Cancel   Basic Lookup

12. Click on the **Academic Requirement**.

000503577	UGRD	(blank)	(blank)	(blank)	JM-MINBU2
000503422	UGRD	(blank)	(blank)	(blank)	JM-MINBUS
000503567	UGRD	(blank)	(blank)	(blank)	JM-MINCCJ
000505174	UGRD	(blank)	(blank)	(blank)	JM-MINCHM
000503914	UGRD	(blank)	(blank)	(blank)	JM-MINCIS

13. Select **Save and Return**.

14. Return to the audit to make sure the override appears, and the new Requirement appears.

▸ **(26)-Public Relations Professional Electives (Block 2: 3 Credits)** ❌

Criminology Concentration ❌

Not Satisfied: *Req Override ▾ ≫

▸ **(27)-Minimum 12 hours required (limit of 3 hours below 3000 level)** ❌

▸ **(28)-9 hours must be 3000 level or higher (unless pre-requirement)** ❌

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.