**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**.

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**.

![Image of Requirement Groups]

5. Select the **Create Exception drop-down menu** from the Outside Concentration Requirement.

![Image of Create Exception Menu]

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

![Image of Requirement Override]

8. Enter a **Long Description**.

![Image of Long Description]

9. Select the **magnifying glass** beside Requirement to search.
10. Enter **Description**. In this example, we will enter **JM-MIN**.

11. Select **Look Up**.

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

13. Select **Save and Return**.

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