

ACADEMIC ADVISING: REQUIREMENT WAIVER

- Used to waive a Requirement or Requirement Line.
- Drops all courses already in the area out and cause the area to not be checked when the Degree Audit runs.
- Should NOT be used unless it is necessary. It is preferable to use Course Directives and Requirement Changes to close out an item on the audit if the Requirement and/or Requirement Line has used courses.
- Common use includes waiving non-course requirements or GPA requirements.

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 WAIVER

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:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

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

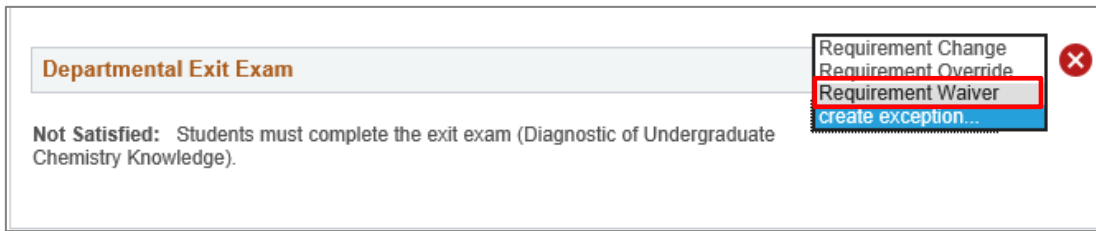
This Week's Schedule

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

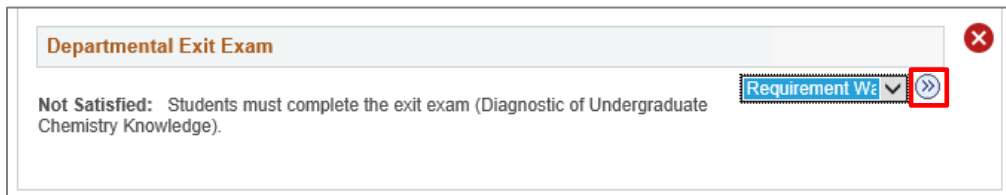
4. The Degree Audit loads. You may need to click on the **Requirement Group** and **Requirement Line** to expand the view and locate the course you want to waive.

Note: If the audit is already in the "expanded view," you can just scroll down to the course.

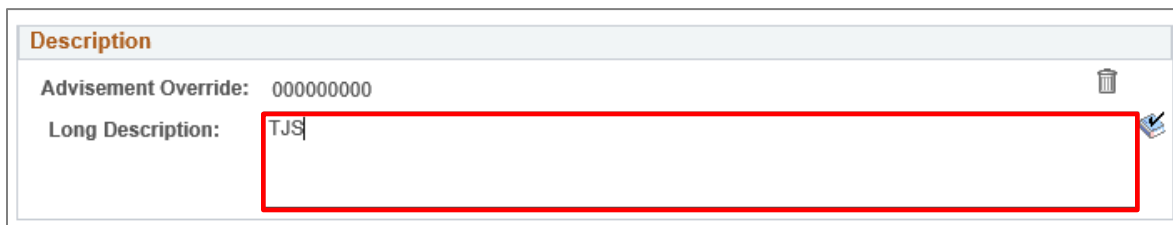
5. Select the **Create Exception drop-down menu** and select **Requirement Waiver** for the course you want to waive.



6. Click the **arrow**.

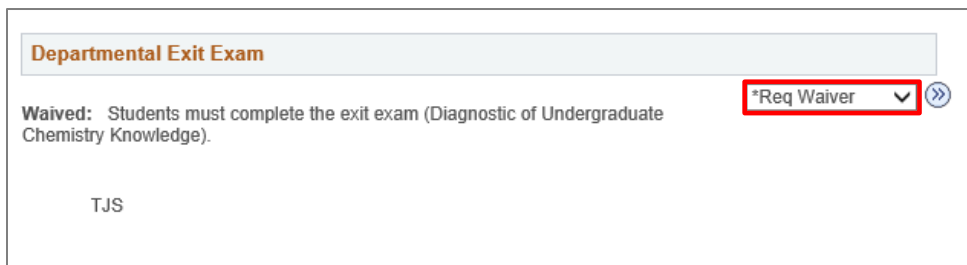


7. Enter **Long Description**.



8. Select **Save and Return**.

9. Return to the Degree Audit to make sure the waiver 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.