DEGREE CERTIFICATION – PRELIMINARY PREPARATION (PRELIM PREP)

NAVIGATION
1. Log into myUFL, then navigate to:

   Nav Bar > Main Menu > Student Information System > Records and Enrollment > Graduation > Degree Certification > Degree Certification Main Search

PRELIM PREP

- There are four parameters you select to get a list of your credentials. Always fill them in from top to bottom.

1. Your certifier level should default for you. Select the credential type you want to review.
   In this example, the Degree credential type is selected.

2. Enter the term you wish to review.


4. Select your calendar.
5. Click **Search/Refresh**.
6. If you need to add an application for a student, click **Add Degree/Minor Application**.

7. Enter the **Student ID number**.
8. Select the student’s program/plan. Multiple rows can be selected if the student has a double major or minor(s). Then, click Ok.

9. Enter the student’s name. If special characters are needed for the name, click the keyboard icon. Copy and paste the special character from the keyboard into the name field.
10. From the Commencement Program Consent drop down menu, select whether the student consents to have their name printed in the commencement program. Then, click **ok**.

11. The communication agreement message loads. After reading it, click **Ok**.

12. Click **Search/Refresh**.
13. To review a list of students who have applied for a credential, click the *credential* you want to review. In this example, click the degree “Bachelor of Science.”

14. A list of students with active applications will appear. To inactivate a student’s application, click *Inactivate*.

15. Add an *optional note* for why the student was inactivated. Then, click *ok*. 
16. Click Save.

17. To view a list of applications that are inactive, click the Inactive List button. Click Inactive List.

18. A list of your inactive student applications appears. During advance registration, if a student is removed from the active list, they will be assigned a registration appointment within two days for future terms. To re-activate a student’s application, click Activate.
19. Add an **optional note**. Then, click **ok**.
20. Click **Save**.
21. To go back to your list of active student applications, click **Active List**.
22. To see a history of changes made on an individual student’s application, click **View Log**.

23. The log will show you all updates made for a student’s application within the degree certification page(s). To go back to your list, click **Return**.
24. To go back to your list of credentials, click **Return to Search**.
   - When returning to the list of credentials, always click Search/Refresh to see updates to your lists.
25. If you want an Excel spreadsheet of all your applications, click **Excel**.
ADDITIONAL HELP

UF Computing Help Desk
352-392-HELP

Office of the University Registrar
352-392-1374