ONE.UF: STUDENT VIEW OF EXCESS HOURS

This instruction guide will walk you through the process a student goes through to view Excess Hours in ONE.UF when they have one major.

NAVIGATION

Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click LOG IN
3. Click Log in with GatorLink
4. Enter GatorLink Username and Password
5. Click the LOG IN button

PROCESS

Students will use the following steps to view excess hours:

1. Scroll to locate the Excess Hours card in ONE.UF
2. Review
   a. Hours Required for Major
   b. Excess Hours Limit
   c. Total Accumulated Toward Limit
   d. Remaining Hours
3. Click on the Question Mark icon to view helpful resources
4. Click the CLOSE button to close the Excess Hours Links pop-up window
5. Click the VIEW DETAILS link for more information about the Excess Hours
6. Here you can see a listing all of:
   a. Term
   b. Course
   c. Hours
   d. Type
   e. College
   f. Major

7. Click the Back to Student Workspace link to return to the main ONE.UF page
DUAL MAJOR

If the student has dual majors, a toggle will appear on the Excess Hours card

1. Click the **Toggle** to show dual major hours

2. Click the **Question Mark** icon next to the toggle to view the following information

Dual Major

For students seeking a Dual Degree or Double Major, the excess hours limit will be applied to the first degree/major. The courses required to complete the second degree/major and are not also required to complete the first degree/major will be exempt. These courses and any excess surcharge associated with them will be temporarily deferred until you graduate with the dual major/degree and will be permanently exempted at that time.

If you fail to complete your second major/degree you will be retroactively assessed the excess hour surcharge for all previously exempted second major/degree courses. Non-payment of this surcharge will prevent the release of your diploma and transcript.
**EXAMPLE**

With The Dual toggle **inactivated** (the toggle appears gray), it displays the following courses for the student:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Hours</th>
<th>Type</th>
<th>College</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>MAC2311</td>
<td>4.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>MAC2312</td>
<td>4.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>MAC2313</td>
<td>4.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>CHM2045</td>
<td>3.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>ART 201</td>
<td>3.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>CHM2046L</td>
<td>1.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>CHM2046</td>
<td>3.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>LIT2001</td>
<td>1.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>ENC1102</td>
<td>3.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>HUM2021</td>
<td>3.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>CHM2045L</td>
<td>1.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>PHY2048L</td>
<td>1.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>PHY2048</td>
<td>3.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2017</td>
<td>CHM1025</td>
<td>2.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2017</td>
<td>ENC1101</td>
<td>3.0</td>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXAMPLE

With the toggle activated (toggle appears blue), it shows the following:

1. Total Accumulated Toward Limit decreases if there is courses that don’t apply once toggle is on
2. The Remaining Hours doesn’t change
3. The whited out courses indicate courses that don’t apply once toggle is switched on

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu