

## 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](https://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

The image shows two screenshots. The left screenshot is the 'Excess Hours' card. It features a progress bar with a blue segment up to 120.00, a yellow segment up to 132.00, and a red segment up to 159.00. Below the bar, a table lists the following data:

Hours Required for Major	120.00	(i)
Excess Hours Limit	132.00	(i)
Total Accumulated Toward Limit	159.00	(i)
Remaining Hours	-27.00	(i)

At the bottom of the card, there is a toggle switch for 'Show Dual Major Hours' and a 'VIEW DETAILS' link. A red box highlights a question mark icon in the top right corner of the card, with a red arrow pointing to the right screenshot.

The right screenshot is the 'Excess Hours Help' pop-up window. It contains the following links:

- What is this surcharge? (i)
- Appeals and Deadlines (i)
- Frequently Asked Questions (i)
- Contact an Advisor (i)

Below the links is a paragraph of text explaining the surcharge: 'You will have to pay an Excess Hours Surcharge if you take more credit hours than the "Excess Hours Limit". Compare your "Hours Remaining Until Excess Hours Surcharge" to the credit hours needed to complete your degree requirements as detailed in your degree audit. If your credit hours needed are greater than your "Hours Remaining Until Excess Hours Surcharge", then you are likely to incur such a surcharge.' A 'CLOSE' button is located in the bottom right corner.

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

**Excess Hours Summary**

Please review your degree audit to determine the number of hours you have left to complete your degree. If you have any questions, please review with your academic advisor.

Hours Required for Major: 120.00  
 Excess Hours Limit: 132.00  
 Total Accumulated Toward Limit: 159.00  
 Remaining Hours: -27.00

Show Dual Major Hours

**Helpful Links**

- [What is this surcharge?](#)
- [Appeals and Deadlines](#)
- [Frequently Asked Questions](#)
- [Contact an Advisor](#)

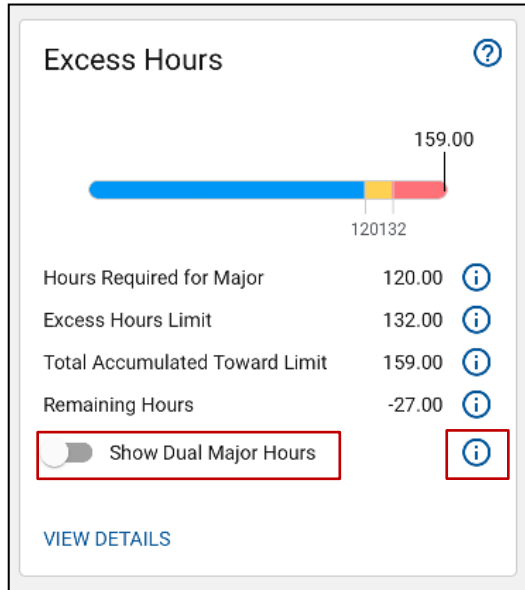
**Courses Included in Excess Hours Total**

Term	Course	Hours	Type	College	Major
Fall 2013	ARH2051	3.0	UF	UGART	DAR_BADA
Fall 2013	MAC2312	4.0	UF	UGART	DAR_BADA
Fall 2013	CHM1025	2.0	UF	UGART	DAR_BADA
Fall 2013	COP3502	3.0	UF	UGART	DAR_BADA

## 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.

[CLOSE](#)

**EXAMPLE**

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

<input type="checkbox"/> Show Dual Major Hours					
Courses Included in Excess Hours Total					
Term	Course	Hours	Type	College	Major
Fall 2013	ARH2051	3.0	UF	UGART	DAR_BADA
Fall 2013	MAC2312	4.0	UF	UGART	DAR_BADA
Fall 2013	CHM1025	2.0	UF	UGART	DAR_BADA
Fall 2013	COP3502	3.0	UF	UGART	DAR_BADA
Fall 2013	ART2936C	3.0	UF	UGART	DAR_BADA
Spring 2014	FOS2001	3.0	UF	UGART	DAR_BADA
Spring 2014	MAC2313	4.0	UF	UGART	DAR_BADA
Spring 2014	PHY2048	3.0	UF	UGART	DAR_BADA
Spring 2014	COP3503	3.0	UF	UGART	DAR_BADA
Spring 2014	IDS1161	3.0	UF	UGART	DAR_BADA
Fall 2014	JPN1130	5.0	UF	UGART	DAR_BADA

**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

120 132

[Appeals and Deadlines](#)
  
[Frequently Asked Questions](#)
  
[Contact an Advisor](#)

Hours Required for Major	120.00
Excess Hours Limit	132.00
Total Accumulated Toward Limit	93.00
Remaining Hours	39.00

Show Dual Major Hours

Courses Included in Excess Hours Total

Term	Course	Hours	Type	College	Major
Fall 2013	ARH2051	3.0	UF	UGART	DAR_BADA
Fall 2013	MAC2312	4.0	UF	UGART	DAR_BADA
Fall 2013	CHM1025	2.0	UF	UGART	DAR_BADA
Fall 2013	COP3502	3.0	UF	UGART	DAR_BADA
Fall 2013	ART2936C	3.0	UF	UGART	DAR_BADA
Spring 2014	FOS2001	3.0	UF	UGART	DAR_BADA
Spring 2014	MAC2313	4.0	UF	UGART	DAR_BADA
Spring 2014	PHY2048	3.0	UF	UGART	DAR_BADA
Spring 2014	COP3503	3.0	UF	UGART	DAR_BADA
Spring 2014	IDS1161	3.0	UF	UGART	DAR_BADA
Fall 2014	JPN1130	5.0	UF	UGART	DAR_BADA

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)