CHANGE THE REQUIREMENT TERM IN A GRADUATE CAREER

This instruction guide will cover how to change a student's requirement term, which is the catalog year. Requirement term is very important in running a correct audit. This process is completed by Undergraduate Advisors in the various colleges with the **UF_SR_UGRD_ADV_UPD** role or Graduate Coordinators and Staff in the various colleges with the **UF_SR_GRAD_STAFF_USER** role. The program action will be DATA for Data Change and the action reason is RQTC for Requirement Term Change. You will make the requirement term change first for the Program and then for the Plan.

STEP 1: NAVIGATE TO STUDENT PROGRAM/PLAN PAGE

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Campus Community > Student Services Center**.

    Alternatively, you can do this from the Advisee Student Center. To do this, use the following Navigation:
    NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

STEP 2: SEARCH FOR STUDENT

1. Enter the student's **UFID**, if known, or enter the student's **last** and **first name**.
2. Click **Search.**

3. Select the **Academics** tab.

STEP 3: VERIFY STUDENT INFORMATION

1. Verify the student's **name** and **UFID number**.
2. Verify the student is in the expected **career** (Undergraduate or Graduate).
3. Verify the student is in the expected **Academic Program**.
4. Verify the student is in the expected **Academic Plan**.
5. Verify the student is in **Active** status. The Status should state "**Active in Program**."

Note: If the student is not in Active Status, the student should be referred to Admissions or the Registrar's Office for further action.

STEP 4: EDIT MODE

1. Select the **Academic Program** from the student's stack.
2. Select **Edit Program Data**.

STEP 5: COMPLETE THE FOLLOWING FIELDS

1. Make a note of the **Admit Term** and the **Requirement Term**.
2. Select the **plus (+) sign** to add a new row.
3. Allow the **Effective Date** field to default to today's date.
4. Update the **Program Action** to **DATA.**
5. Update the **Action Reason** to **RQTC** for Requirement Term Change.

6. Allow the **Academic Institution** to default to **UFLOR**.
7. Leave the **Academic Program** as displayed. It should be the student's current college.

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8. Allow the **Admit Term** to default to the student's admit term in the career.
9. Select the look up icon to update the **Requirement Term** to reflect the student's new catalog year.
10. If you receive the following error message click "OK"

11. Click on the new Requirement Term.

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12. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.

Note: This will be populated by the graduation processing process.

13. Allow the **Effective Sequence** to default to 1. If another action is inserted on the same effective date, the effective Sequence will increment to 2.

14. Allow the **Action Date** to default to today's date.

STEP 6: UPDATE REQUIREMENT TERM FOR ACADEMIC PLAN

1. Click on the **Student Plan** tab.
2. Select the look up icon to change the **Requirement Term** for the Academic Plan so that it is the same as the requirement term that was updated on the student program page.

Note: If the student has a second major or minor, the requirement term should be changed for these plans as well.

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STEP 7: UPDATE REQUIREMENT TERM FOR SUB-PLANS

1. Click on the **Student Sub-Plan** tab.
2. If the student has a sub-plan (or multiple sub-plans), update the **Requirement Term** so that it is the same as the student's program and plan.

STEP 8: SAVE AND REVIEW YOUR WORK

1. When you have completed updating the requirement term for all of the student plan(s), subplan(s) and minor(s), select **Apply** and **OK**.

2. Click on the student's **Academic Program** from the stack.
3. Verify the correct **Requirement Term** displays.

4. Click the **Student Plan** and the **Student Sub Plan** tabs and verify the data on those pages as well.

ADDITIONAL HELP

Further resources are available at:
https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/.

Technical Help	**Processes and Policies**
UF Computing Help Desk	Graduate School Data Management
352-392-HELP	graddata@ufl.edu
helpdesk@ufl.edu	