CHANGE STUDENT’S REQUIREMENT TERM-UNDERGRADUATE

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.

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.

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.

![Image of Student Information System interface]

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.

![Image of Student Information System interface]

6. Allow the Academic Institution to default to UFLOR.
7. Leave the Academic Program as displayed. It should be the student’s current college.
8. Allow the Admit Term to default to the student’s admit term in the career.
9. Select the lookup icon to update the **Requirement Term** to reflect the student’s new catalog year.

10. Leave the **Expected Grad Term**. This will be populated by the Registrar’s Office.

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

11. 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.

12. Allow the **Action Date** to default to today’s date.
**Note:** UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

**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.

![Image of Student Information System](image-url)
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 7: SAVE AND REVIEW YOUR WORK

1. Select 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:
http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to adding, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or registrarhelp-l@lists.ufl.edu. You can also visit https://registrar.ufl.edu/contacts.