

## 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**

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**.

**Student Services Center**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

ID: begins with [dropdown] [text input]

Campus ID: begins with [dropdown] [text input]

National ID: begins with [dropdown] [text input]

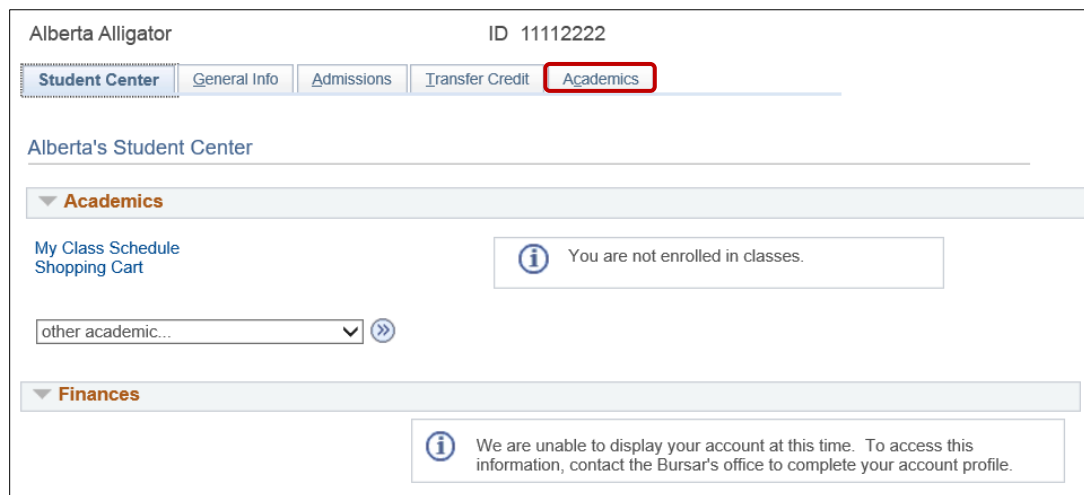
Last Name: begins with [dropdown] [text input]

First Name: begins with [dropdown] [text input]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

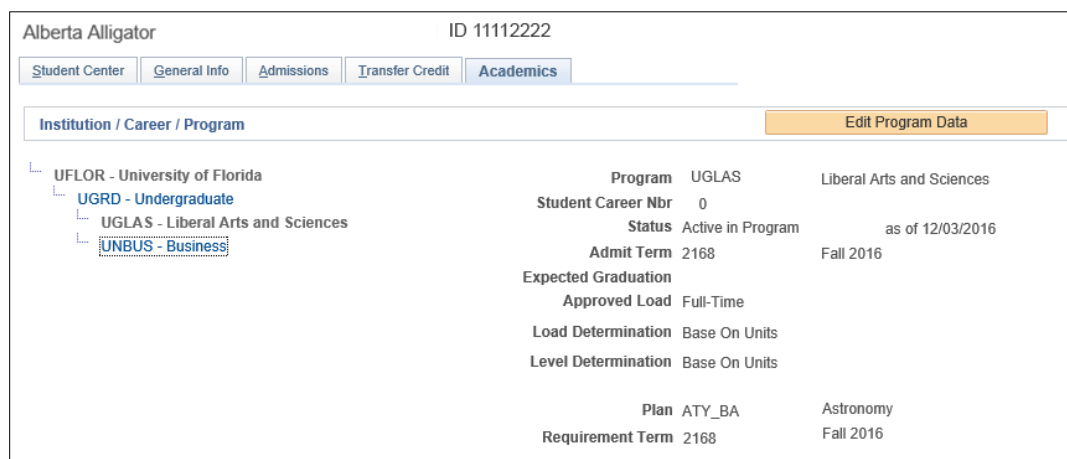
3. Select the **Academics** tab.



**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.



|  |  |  |
|--|--|--|
| <b>Institution / Career / Program</b> <span style="float: right;">Edit Program Data</span>   |  |  |
| <ul style="list-style-type: none"> <li>UFOR - University of Florida           <ul style="list-style-type: none"> <li>UGRD - Undergraduate               <ul style="list-style-type: none"> <li>UGLAS - Liberal Arts and Sciences                   <ul style="list-style-type: none"> <li><b>UNBUS - Business</b></li> </ul> </li> </ul> </li> </ul> </li> </ul> | <b>Program</b> UGLAS Liberal Arts and Sciences<br><b>Student Career Nbr</b> 0<br><b>Status</b> Active in Program as of 12/03/2016<br><b>Admit Term</b> 2168 Fall 2016<br><b>Expected Graduation</b><br><b>Approved Load</b> Full-Time<br><b>Load Determination</b> Base On Units<br><b>Level Determination</b> Base On Units<br><br><b>Plan</b> ATY_BA Astronomy<br><b>Requirement Term</b> 2168 Fall 2016 |  |

**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.
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.

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Degrees  
 Alberta Alligator 11112222  
 Academic Career: Undergraduate Career Requirement Term Student Career Nbr 0  
 Find | View All First 1 of 2 Last  
 Status: Active in Program  
 \*Effective Date 11/15/2017 Effective Sequence 1  
 \*Program Action DATA Data Change Action Date 11/15/2017  
 Action Reason RQTC Requirement Term Change Joint Prog Appr:  
 \*Academic Institution UFLOR University of Florida  
 \*Academic Program UGLAS Liberal Arts and Sciences  
 \*Admit Term 2168 Fall 2016  
 Requirement Term 2178 Fall 2016  
 Expected Grad Term:  
 Last Updated On 11/15/2017 8:41:44AM  
 Admissions  
 From Application Application Nbr  
 Application Program Nbr 0  
 \*Campus MAIN Main  
 \*Academic Load Full-Time

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Degrees  
 Alberta Alligator 11112222  
 Academic Career: Undergraduate Career Requirement Term  
 Status: Active in Program  
 \*Effective Date 11/15/2017  
 \*Program Action DATA Data Change  
 Action Reason RQTC Requirement Term Change  
 \*Academic Institution UFLOR University of Florida  
 \*Academic Program UGLAS Liberal Arts and Sciences  
 \*Admit Term 2168 Fall 2016  
 Requirement Term 2178 Fall 2016  
 Expected Grad Term:  
 Last Updated On 11/15/2017 8:41:44AM  
 OK Cancel Apply  
 Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Degrees

**Look Up Requirement Term**  
 Academic Institution: UFLOR  
 Academic Career: UGRD  
 Term: begins with 2178  
 Description: begins with  
 Short Description: begins with  
 Term Begin Date: =  
 Look Up Clear Cancel Basic Lookup  
 Search Results  
 View 100 First 1 of 1 Last  

| Term | Description | Short Description | Term Begin Date |
|------|-------------|-------------------|-----------------|
| 2178 | Fall 2017   | Fall 2017         | 08/21/2017      |

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.

Student Program | **Student Plan** | Student Sub-Plan | Additional Information | Student Degrees

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr 0 Car Req Term: Fall 2016

Status: Active in Program Admit Term: Fall 2016  
 Effective Date 11/15/2017 Effective Sequence 1  
 Program Action: Data Change Action Date 11/15/2017  
 Action Reason: Requirement Term Change Requirement Term: Fall 2017  
 Academic Program: LibArt Sci

\*Academic Plan ATY\_BA Astronomy Major  
 \*Plan Sequence 10 Degree: BA  
 \*Declare Date 12/03/2016 Degree Checkout Stat:  
 \*Requirement Term **2178** Fall 2016 Student Degree Nbr  
 \*Advisement Status Include Completion Term:

Student Program | **Student Plan** | Student Sub-Plan | Additional Information | Student Degrees

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr

Status: Active in Program Admit Term:  
 Effective Date 11/15/2017 Effective Sequ  
 Program Action: Data Change Action  
 Action Reason: Requirement Term Change Requirement Term:  
 Academic Program: LibArt Sci

\*Academic Plan ATY\_BA Astronomy  
 \*Plan Sequence 10 Degree:  
 \*Declare Date 12/03/2016 Degree Checkout St  
 \*Requirement Term 2178 Fall 2016 Student Degree  
 \*Advisement Status Include Completion Term:

**1** Look Up Clear Cancel Basic Lookup

Search Results

| Term        | Description | Short Description | Term Begin Date |
|-------------|-------------|-------------------|-----------------|
| <b>2178</b> | Fall 2017   | Fall 2017         | 08/21/2017      |

**2**

OK Cancel Apply

**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.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**

The UF Computing Help Desk

352-392-HELP

[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Processes and Policies**

Office of the University Registrar

[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)

352-392-1374

[registrar.ufl.edu](http://registrar.ufl.edu)