

ACADEMIC ADVISING: REQUIREMENT CHANGE

- A Requirement Change is used to change the minimum or maximum characteristics of a Requirement or Requirement Line.
- Most of the time, this type of exception is processed at the Requirement Line Level.
- If a Requirement does not have minimum or maximum values, adding values will impose additional Requirement parameters for the student.
- Requirement Change can be used to modify required units (credits) and number of courses.

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

Student Services Center:

NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

ENTER A REQUIREMENT CHANGE

1. Search for the student by UFID or first and last name that needs the requirement waiver. 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 55551212 x

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Click on the **student's name** to view their degree audit.

Advisee's Student 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 []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with [ALLIGATOR]

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
55551212	Alligator, Albert	Unknown	**/**/****	(blank)	*****	USA	SSN			ALLIGATOR	ALBERT

3. From the dropdown menu, select **Academic Requirement**. Then, click the **arrow icon**.

Albert Alligator ID 55551212

Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid

Albert's Student Center


- Academic Requirements
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Deadlines URL Gradebook

This Week's Schedule

Class	Schedule	Units
CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00




4. The Degree Audit loads. Select **Collapse All**.







Albert Alligator ID 55551212 




University of Florida | Undergraduate

This report last generated on 07/09/2018 10:57AM

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 Completed at UF
  In Progress
  Planned









 2-Year Transfer
  4-Year Transfer
  Exam or Test
  Internal Transfer
  Other Transfer
  Other Course

 Requirement Satisfied
  Requirement Satisfied-IP Course
  Requirement Not Satisfied

▶ **BACHELOR OF SCIENCE WITH A MAJOR IN BIOLOGY - PREPROFESSIONAL**

▶ [Biology Major Catalog Link for Catalog Year 2016](#)

5. Scroll down and select the **Requirement Group**.

- ▶ **Biology - Preprofessional - College Requirements** 
- ▶ **Biology - Preprofessional Core & Elective Requirements** 
- ▶ **UF Quest and State Core Gen Ed** 
- ▶ **CLAS Basic Distribution Requirements** 
- ▶ **General Education International and Diversity Requirement** 
- ▶ **University Writing Requirement** 
- ▶ **Biology - Criteria for Graduation with Honors**
- ▶ **Biology - Common Prerequisites for Transfer Admission** 
- ▶ **University Requirements** 

6. Select the **Requirement Line**.

General Education International and Diversity Requirement

Not Satisfied:

International/Diversity Requirement

Not Satisfied: General Education International & Diversity Focus

(51)-International Focus - 3 Credits

(52)-Diversity Focus - 3 Credits

7. Review **Units**.
8. Select **Create Exception drop-down menu**.
9. Select **Requirement Change**.
10. Click **arrow**.

CLAS Basic Distribution Requirements

General Education International and Diversity Requirement

Not Satisfied:

International/Diversity Requirement

Not Satisfied: General Education International & Diversity Focus

(51)-International Focus - 3 Credits

(52)-Diversity Focus - 3 Credits

Not Satisfied: Diversity Focus - 3 Credits

Units: 3.00 required, 0.00 taken, 3.00 needed

11. Enter **Long Description**.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description:

Requirement Line to Change

Requirement Group: 501212 BIO PRO GE-I

Requirement: 000500043 International/Diversity

Line Nbr: 0030 Diversity Focus

New Values

Minimum Units Maximum Units Allowed

Minimum Courses Maximum Courses Allowed

Save and Return Cancel

12. Enter **Minimum Units**.

13. Select **Save and Return**.

New Values

Minimum Units Maximum Units Allowed

Minimum Courses Maximum Courses Allowed

Save and Return Cancel

14. Return to the Degree Audit. Review **Units** and make sure **Requirement Change** is correct.

General Education International and Diversity Requirement

Not Satisfied:

International/Diversity Requirement ❌

Not Satisfied: General Education International & Diversity Focus ⌵ ⏪

▶ **(51)-International Focus - 3 Credits** ✅

❑ **(52)-Diversity Focus - 3 Credits** ❌

Not Satisfied: Diversity Focus - 3 Credits *Req Change ⌵ ⏪

Note 02: Required units or courses have been changed.

- Units: 2.00 required, 0.00 taken, 2.00 needed

ADDITIONAL HELP

Further resources are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>.

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

For assistance with processes or policies related to Academic Advising, contact Tobin Shorey, tshorey@ufl.edu.