

DEGREE CERTIFICATION – FINAL CERTIFICATION (FINAL CERT)

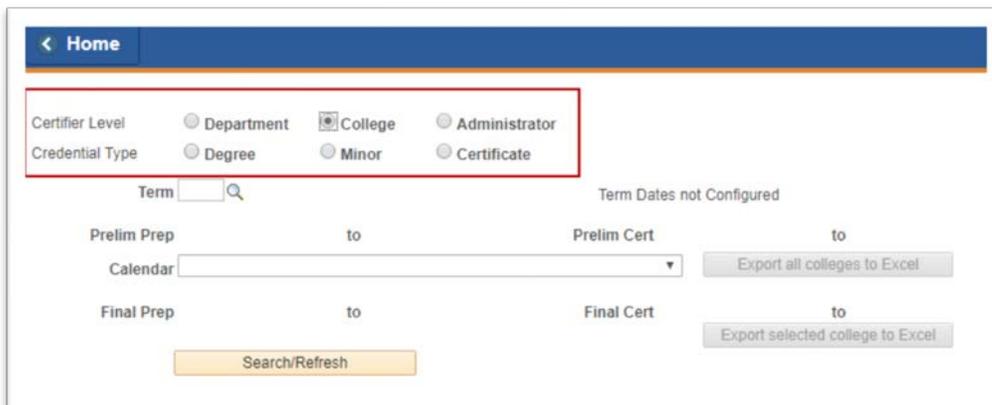
NAVIGATION

1. Log into myUFL, then navigate to:

Nav Bar > Main Menu > Student Information System > Records and Enrollment > Graduation > Degree Certification > Degree Certification Main Search

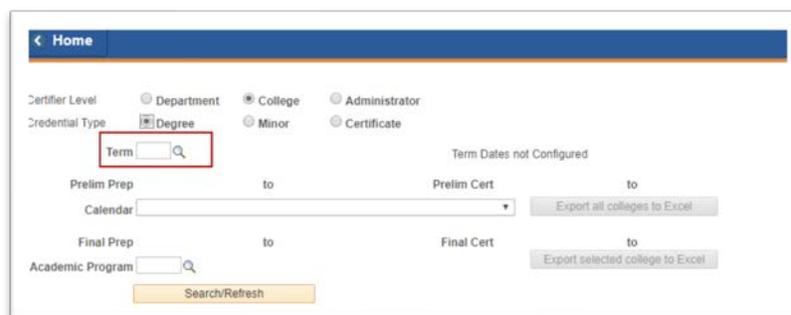
FINAL CERTIFICATION

- There are four parameters you select to get a list of your credentials. Always fill them in from top to bottom.
1. Your certifier level should default for you. Select the **credential type** you want to review.
In this example, the Degree credential type is selected.



The screenshot shows the 'Degree Certification Main Search' form. At the top, there is a blue header with a back arrow and the word 'Home'. Below the header, there are two rows of radio button options. The first row is for 'Certifier Level' with options: Department, College (selected), and Administrator. The second row is for 'Credential Type' with options: Degree, Minor, and Certificate. Below these options is a 'Term' input field with a search icon. To the right of the 'Term' field, it says 'Term Dates not Configured'. Below the 'Term' field, there are two rows of date selection: 'Prelim Prep Calendar' and 'Final Prep Calendar', each followed by a 'to' label and a 'Prelim Cert' or 'Final Cert' label. Below the 'Prelim Prep' row, there is a dropdown menu for 'Calendar' and a button 'Export all colleges to Excel'. Below the 'Final Prep' row, there is a button 'Export selected college to Excel'. At the bottom of the form, there is a yellow 'Search/Refresh' button.

2. Enter the **term** you wish to review or use the search icon to search for the term.



The screenshot shows the 'Degree Certification Main Search' form. The 'Certifier Level' options are the same as in the previous screenshot. However, the 'Credential Type' options are now: Degree (selected), Minor, and Certificate. The 'Term' input field is now highlighted with a red box. Below the 'Term' field, there is a search icon. Below the 'Term' field, there are two rows of date selection: 'Prelim Prep Calendar' and 'Final Prep Calendar', each followed by a 'to' label and a 'Prelim Cert' or 'Final Cert' label. Below the 'Prelim Prep' row, there is a dropdown menu for 'Calendar' and a button 'Export all colleges to Excel'. Below the 'Final Prep' row, there is a button 'Export selected college to Excel'. At the bottom of the form, there is a yellow 'Search/Refresh' button.

3. Press **tab**. The calendar information populates.
4. Select your **calendar**.

Home

Certifier Level: Department College Administrator
 Credential Type: Degree Minor Certificate

Term: 2188 Fall 2018

Prelim Prep: 08/01/2018 8:00AM to 08/02/2018 5:00PM Prelim Cert: 08/03/2018 8:00AM to 08/04/2018 12:00PM

Calendar: Graduate School Degrees

Final Prep: Academic Program: Search/Refresh

- Click **Search/Refresh**.
- You will see a list of credentials that you have access to. Click the **credential** that you want to certify.

Home

FINAL CERTIFICATION period now open

Certifier Level: Department College Administrator
 Credential Type: Degree Minor Certificate

Term: 2188 Fall 2018

Prelim Prep: 08/01/2018 8:00AM to 08/02/2018 5:00PM Prelim Cert: 08/03/2018 8:00AM to 08/04/2018 12:00PM

Calendar: Graduate School Degrees

Final Prep: 08/05/2018 8:00AM to 08/13/2018 12:00PM Final Cert: 08/14/2018 8:00AM to 12/18/2018 12:00PM

Academic Program: Search/Refresh Add Degree/Minor Application

	Dept Decision	Dept Finalized	Col Decision	Col Decision F	Grad Decision
Master of Arts GRLAS Liberal Arts	0 / 1 = 0.00%	0 / 1 = 0.00%	0 / 1 = 0.00%	0 / 1 = 0.00%	0 / 1 = 0.00%
Master of Arts in Teaching GRLAS Liberal Arts and Sciences	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%

- You will see a list of students with active applications for the degree. To populate answers quickly, use the **default buttons** at the top of the list. Do this before entering any decisions.

Home

Active Inactive List Return to Search

Degree: (MA) Master of Arts - (GRAD:GRLAS) Graduate - Liberal Arts and Sciences

Search by Last Name or UFID: View at: for major: Save Default to Audit Default to YES Finalize

Student UFID	Name	Audit Decision	Department Final	College Final	Graduate School Final	Major/Track
02062530	Alberta Alligator	No Audit				Anthropology, Historic Preservation

Active

Degree: (MA) Master of Arts - (GRAD:GRLAS) Graduate - Liberal Arts and Sciences

Search by Last Name or UFID: View at: for major

Student UFID	Name	Audit Decision	Department Final	College Final	Graduate School Final	Major/Track
02062630	Alberta Alligator	PENDING SAVE	No Audit	No		Anthropology, Historic Preservation

- If you use the default decision buttons, the decision populates with “yes” or “no” depending on your selection. A status of “Pending Save” also appears. Click Save.
- As needed, manually change your decision for a student by clicking the drop down and **select a new decision**.

Active

Degree: (MA) Master of Arts - (GRAD:GRLAS) Graduate - Liberal Arts and Sciences

Search by Last Name or UFID: View at: for major

Student UFID	Name	Audit Decision	Department Final	College Final	Graduate School Final	Major/Track
02062630	Alberta Alligator	No Audit	No			Anthropology, Historic Preservation

- Your updated decision is now pending. Click **Save**.
- When you are done making and saving decisions, click **Finalize** to certify the list.

Active Inactive List Return to Search

Degree: (MA) Master of Arts - (GRAD:GRLAS) Graduate - Liberal Arts and Sciences

Search by Last Name or UFID: View at: for major Sea

Save Default to Audit Default to YES Finalize

Student UFID	Name	Audit Decision	Department Final	College Final	Graduate School Final	Major/Track	Personaliz
02062630	Alberta Alligator	No Audit	Yes			Anthropology, Historic Preservation	

12. If you get the error message, “Not all students have decisions” you are missing decisions and cannot finalize yet. Click **Ok** on the error message and return to the list. You must add and save decisions for all students on the list before you can finalize your list.
13. When “Finalizing” is successful, your decision drop down menus will disappear, and you will not be able to change your decisions on the list. Click the Return to Search button to go to your list of credentials to be certified.

Active Inactive List Return to Search

Degree: (MA) Master of Arts - (GRAD:GRLAS) Graduate - Liberal Arts and Sciences

Search by Last Name or UFID: View at: for major Sea

Save Default to Audit Default to YES Finalize

Student UFID	Name	Audit Decision	Department Final	College Final	Graduate School Final	Major/Track	Personaliz
02062630	Alberta Alligator	No Audit	Yes			Anthropology, Historic Preservation	

14. When returning to this page, always click **Search/Refresh** to get new statuses on your credentials.

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 Calendar: Graduate School Degrees | Export all colleges to Excel

Final Prep: 08/05/2018 8:00AM to 08/13/2018 12:00PM | Final Cert: 08/14/2018 8:00AM to 12/18/2018 12:00PM
 Academic Program: | Export selected college to Excel

Search/Refresh | Add Degree/Minor Application

	Dept Decision		Dept Finalized		Col Decision		Col Decision F		Grad Decision	
Master of Arts GRLAS Liberal Arts and Sciences	0 /	1 = 0.00%	0 /	1 = 0.00%	0 /	1 = 0.00%	0 /	1 = 0.00%	0 /	1 = 0.00%
Master of Arts in Teaching GRLAS Liberal Arts and Sciences	0 /	0 = 0.00%	0 /	0 = 0.00%	0 /	0 = 0.00%	0 /	0 = 0.00%	0 /	0 = 0.00%
Master of Fine Arts										

15. Once a list is finalized, confirm by verifying that your finalized status shows 100%.

Home

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Search/Refresh | Add Degree/Minor Application

	Dept Decision		Dept Finalized		Col Decision		Col Decision F		Grad Decision	
Master of Arts GRLAS Liberal Arts and Sciences	1 /	1 = 100.00%	1 /	1 = 100.00%	0 /	1 = 0.00%	0 /	1 = 0.00%	0 /	1 = 0.00%

ADDITIONAL HELP

UF Computing Help Desk
352-392-HELP

Office of the University Registrar
352-392-1374