

DEGREE CERTIFICATION – PRELIMINARY PREPARATION (PRELIM PREP)

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

PRELIM PREP

- 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. A red box highlights the 'Certifier Level' and 'Credential Type' sections. In 'Certifier Level', the 'College' radio button is selected. In 'Credential Type', the 'Degree' radio button is selected. Below these, there are fields for 'Term', 'Prelim Prep', 'Prelim Cert', 'Final Prep', and 'Final Cert', each followed by a 'to' label and a search icon. There are also 'Export all colleges to Excel' and 'Export selected college to Excel' buttons. A 'Search/Refresh' button is at the bottom.

2. Enter the **term** you wish to review.

This screenshot is similar to the previous one, but the 'Term' field is now highlighted with a red box, indicating it is the field to be entered. The 'College' and 'Degree' options remain selected.

3. Press **tab**. The Preliminary Preparation information loads.
4. Select your **calendar**.

The screenshot shows the search filters section of the Student Information System. The 'Academic Program' dropdown menu is open, displaying a list of programs including Dental - DMD, Graduate School Degrees, Law - JD and SJD, Law - LLMC, Law - LLME, Law - LLMI, Law - LLMT, Medical - MD, Pharmacy - PharmD, Physician Assistant - MPAS, Professional DBA, DOT and AUD, and Veterinary Medicine - DVM. The 'Preliminary PREP period now open' message is visible in green text.

5. Click **Search/Refresh**.
6. If you need to add an application for a student, click **Add Degree/Minor Application**.

The screenshot shows the search results section of the Student Information System. The 'Search/Refresh' button is highlighted in orange. Below the buttons, there is a table with the following data:

Associate of Arts	Dept Decision	Dept Finalized	Col Decision	Col Decision F
UGLAS Liberal Arts and Sciences	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%
Bachelor of Arts	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%
UGLAS Liberal Arts and Sciences				

7. Enter the **Student ID number**.

< Degree Cert Lists

Add A Degree or Minor Application

Term: 2188 Fall 2018

Select Student and Program

Students eligible for graduate this term will be available.

Empl ID: 02062630

Look up Empl ID (Alt+S)

Select	Career	Car Nbr	Effective Date	Seq	Program Status	Action Reason	Program	Institution	Academic Plan	Plan Description	Academic Sub-Plan	Sub Plan Description
<input type="checkbox"/>		0		0								

OK Cancel

8. Select the student's **program/plan**. Multiple rows can be selected if the student has a double major or minor(s). Then, click **Ok**.

< Degree Cert Lists

Add A Degree or Minor Application

Term: 2188 Fall 2018

Select Student and Program

Students eligible for graduate this term will be available.

Empl ID: 02062630 Alberta Alligator

Current and Future Program/Plans

Select	Career	Car Nbr	Effective Date	Seq	Program Status	Action Reason	Program	Institution	Academic Plan	Plan Description	Academic Sub-Plan	Sub Plan Description
<input type="checkbox"/>	GRAD	1	07/02/2018	3	Active	ELIG	GRLAS	UFOR	ATY_MS	Astronomy		
<input type="checkbox"/>	GRAD	1	07/02/2018	3	Active	ELIG	GRLAS	UFOR	APY_GMN	Anthropology		
<input checked="" type="checkbox"/>	UGRD	0	08/13/2018	1	Active	ELIG	UGLAS	UFOR	IDS_BS	Interdisciplinary Studies	IDS_BS36	Genetics
<input checked="" type="checkbox"/>	UGRD	0	08/13/2018	1	Active	ELIG	UGLAS	UFOR	APY_UMN	Anthropology		

OK Cancel

9. Enter the **student's name**. If special characters are needed for the name, click the keyboard icon. Copy and paste the special character from the keyboard into the name field.

< Degree Cert Lists

Empl ID: 02062630 Alberta Alligator

Current and Future Program/Plans

Select	Career	Car Nbr	Effective Date	Seq	Program Status	Action Reason	Program	Institution	Academic Plan	Plan Description	Academic Sub-Plan	Sub Plan Description
<input checked="" type="checkbox"/>	UGRD	0	08/13/2018	1	Active	ELIG	UGLAS	UFOR	IDS_BS	Interdisciplinary Studies	IDS_BS36	Genetics
<input checked="" type="checkbox"/>	UGRD	0	08/13/2018	1	Active	ELIG	UGLAS	UFOR	APY_UMN	Anthropology		

Additional Data Required

Name to appear on Credential

Instructions

- Enter the student name exactly as you want it to appear on the diploma.
- Please indicate capital and lower-case letters. Do NOT use all upper or all lower-case letters.
- Use only hyphen or period punctuation. No other punctuation will be accepted.
- Click 'available characters' below for a list of available characters. Copy diacritical marks from the popup and paste into name fields as needed.
- If you are unable to represent the special characters in your name, please contact the Registrar's Office at (352) 392-1374.

The student must complete the mandatory graduation survey and will be unable to get a transcript or proof of graduation until the survey has been completed.

First Name: Alberta

Middle Name: B

Last Name: Alligator

Suffix: ▼

Available Characters:

À	Á	Â	Ã	Ä	Å	Æ	Ç
È	É	Ê	Ë	Ì	Í	Î	Ï
Ì	Î	Ñ	Ò	Ó	Ô	Õ	Ö
Ø	Ù	Ú	Û	Ü	Ý	ß	à
á	â	ã	ä	å	æ	ç	è

10. From the Commencement Program Consent drop down menu, select whether the student consents to have their name printed in the commencement program. Then, click **ok**.

< Degree Cert Lists

Additional Data Required

Name to appear on Credential

Instructions

- Enter the student name exactly as you want it to appear on the diploma.
- Please indicate capital and lower-case letters. Do NOT use all upper or all lower-case letters.
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First Name

Middle Name

Last Name

Suffix

Commencement Program Consent

OK Cancel

11. The communication agreement message loads. After reading it, click **Ok**.
12. Click **Search/Refresh**.

< Degree Cert Lists

Certifier Level ☐ Department ☒ College ☐ Administrator

Credential Type ☒ Degree ☐ Minor ☐ Certificate

Term Fall 2018

Prelim Prep 08/01/2018 8:00AM to 10/01/2018 5:00PM Prelim Cert 10/02/2018 8:00AM to 10/04/2018 12:00PM

Calendar Certificates and Undergraduate Degrees

Final Prep 10/07/2018 8:00AM to 12/17/2018 12:00PM Final Cert 12/18/2018 8:00AM to 12/18/2018 12:00PM

Academic Program

	Dept Decision	Dept Finalized	Col Decision	Col Decision F	Grad Decision
Associate of Arts					
UGLAS	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%
Liberal Arts and Sciences					
Bachelor of Arts					
UGLAS	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%
Liberal Arts and Sciences					
Bachelor of Science					
UGLAS	0 / 1 = 0.00%	0 / 1 = 0.00%	0 / 1 = 0.00%	0 / 1 = 0.00%	0 / 1 = 0.00%
Liberal Arts and Sciences					

13. To review a list of students who have applied for a credential, click the **credential** you want to review. In this example, click the degree “Bachelor of Science.”

< Degree Cert Lists

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

Term: 2188 Fall 2018

Prelim Prep: 08/01/2018 8:00AM to 10/01/2018 5:00PM Prelim Cert: 10/02/2018 8:00AM to 10/04/2018 12:00PM
 Calendar: Certificates and Undergraduate Degrees Export all colleges to Excel

Final Prep: 10/07/2018 8:00AM to 12/17/2018 12:00PM Final Cert: 12/18/2018 8:00AM to 12/18/2018 12:00PM
 Academic Program: Export selected college to Excel

Search/Refresh Add Degree/Minor Application Add Associates Degree

	Dept Decision	Dept Finalized	Col Decision	Col Decision F	Grad Decision
Associate of Arts					
UGLAS	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%
Liberal Arts and Sciences					
Bachelor of Arts					
UGLAS	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%
Liberal Arts and Sciences					
Bachelor of Science					
	0 / 2 = 0.00%	0 / 2 = 0.00%	0 / 2 = 0.00%	0 / 2 = 0.00%	0 / 2 = 0.00%

14. A list of students with active applications will appear. To inactivate a student’s application, click **Inactivate**.

< Degree Cert Lists

Active Inactive List Return to Search

Degree: (BS) Bachelor of Science - (UGRD:UGLAS) Undergraduate - Liberal Arts and Sciences

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

Save

Active Graduation Applicants Personalize Find

Student UFID	Name	Major/Track	Action
02062630	Alberta Alligator	Interdisciplinary Studies, Genetics	Inactivate

15. Add an **optional note** for why the student was inactivated. Then, click **ok**.

< Degree Cert Lists

Inactivate Notes

Please add any important notes for this action for
Alberta Alligator

Notes

16. Click **Save**.

< Degree Cert Lists

Active

Degree: (BS) Bachelor of Science - (UGRD:UGLAS) Undergraduate - Liberal Arts and Sciences

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

Student UFID	Name	Major/Track	Action
02062630	Alberta Alligator	Interdisciplinary Studies, Genetics	<input type="button" value="Inactivate"/>

17. To view a list of applications that are inactive, click the **Inactive List** button. Click **Inactive List**.

< Degree Cert Lists

Active

Degree: (BS) Bachelor of Science - (UGRD:UGLAS) Undergraduate - Liberal Arts and Sciences

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

Student UFID	Name	Major/Track	Action
02062630	Alberta Alligator	Biology, Pre-P	<input type="button" value="Inactivate"/>

18. A list of your inactive student applications appears. During advance registration, if a student is removed from the active list, they will be assigned a registration appointment within two days for future terms. To re-activate a student's application, click **Activate**.


< Degree Cert Lists

nactive Active List Return to Search

Degree: (BS) Bachelor of Science - (UGRD:UGLAS) Undergraduate - Liberal Arts and Sciences


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

Save

Active Graduation Applicants Personalize Find |  |

Student UFID	Name	Major/Track	Action
12062630	Alberta Alligator	Interdisciplinary Studies, Genetics	Activate

19. Add an **optional note**. Then, click **ok**.
20. Click **Save**.
21. To go back to your list of active student applications, click **Active List**.
22. To see a history of changes made on an individual student's application, click **View Log**.

Active Graduation Applicants			Personalize	Find 	First
Student UFID	Name	Major/Track	Action	View Log	
02062630	Alberta Alligator	Interdisciplinary Studies, Genetics	Inactivate	View Log	

23. The log will show you all updates made for a student's application within the degree certification page(s). To go back to your list, click **Return**.
24. To go back to your list of credentials, click **Return to Search**.
 - When returning to the list of credentials, always click Search/Refresh to see updates to your lists.
25. If you want an Excel spreadsheet of all your applications, click **Excel**.

< Degree Cert Lists

Certifier Level ☐ Department ☒ College ☐ Administrator PRELIMINARY PREP period now open

Credential Type ☒ Degree ☐ Minor ☐ Certificate

Term Fall 2018

Prelim Prep 08/01/2018 8:00AM to 10/01/2018 5:00PM Prelim Cert 10/02/2018 8:00AM to 10/04/2018 12:00PM

Calendar Certificates and Undergraduate Degrees Export all colleges to Excel

Final Prep 10/07/2018 8:00AM to 12/17/2018 12:00PM Final Cert 12/18/2018 8:00AM to 12/18/2018 12:00PM

Academic Program Export selected colleges to Excel

Search/Refresh Add Degree/Minor Application Add Associates Degree

	Dept Decision	Dept Finalized	Col Decision	Col Decision F	Grad Decision
Associate of Arts	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0
UGLAS					
Liberal Arts and Sciences					
Bachelor of Arts	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4
UGLAS					
Liberal Arts and Sciences					
Bachelor of Science	0 / 2 = 0.00%	0 / 2 = 0.00%	0 / 2 = 0.00%	0 / 2 = 0.00%	Excel
UGLAS					
Liberal Arts and Sciences					More Info

ADDITIONAL HELP

UF Computing Help Desk
352-392-HELP

Office of the University Registrar
352-392-1374