## **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.

K) Home				_	
Certifier Level Credential Type	<ul> <li>Department</li> <li>Degree</li> </ul>	College	<ul> <li>Administrator</li> <li>Certificate</li> </ul>		
Term	Q			Term Dates not	t Configured
Prelim Prep		to		Prelim Cert	to
Calendar				Ψ	Export all colleges to Excel
Final Prep		to		Final Cert	to
					Export selected college to Excel
	Search/R	lefresh			

2. Enter the term you wish to review.

ertifier Level	Department	College	Administrator		
credential Type	Degree	Minor	Certificate		
Term				Term Dates not	Configured
Prelim Pre	p	to		Prelim Cert	to
Calenda	r			٣	Export all colleges to Excel
Final Pre	D	to		Final Cert	to
	n				Export selected college to Excel

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

Certifier Level	O Department   College   Administra	tor PRELIMINARY PREP period now open
Credential Type	Degree     Minor     Certificate	
Term	2188 Q 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		<ul> <li>Export all colleges to Excel</li> </ul>
	Certificates and Undergraduate Degrees	
Final Prep	Dental - DMD	to
Academic Program	Graduate School Degrees	Export selected college to Excel
	Law - JD and SJD	
	Law - LLMC	
	Law - LLME Law - LLMI	
	Law - LLMI	
	Medical - MD	
	Pharmacy - PharmD	
	Physician Assistant - MPAS	
	Professional DBA, DOT and AUD	
	Veterinary Medicine - DVM	

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

	Department Degree		Certificate	pr P	RELIMIN	ARY PR	EP period	now ope	n
Term 21	88 🔍 🛛 Fall 20	018							
Prelim Prep 0	8/01/2018 8:00AM	to 10/01/20	18 5:00PM	Prelim Cert	t 10/02/2018	8:00AM	to 10/04/2018	12:00PM	
Calendar C	ertificates and Unde	rgraduate Deg	rees		• E	Export all coll	eges to Excel		
Final Prep 1 cademic Program	0/07/2018 8:00AM	to 12/17/20	18 12:00PM	Final Cer			to 12/18/2018 college to Excel	12:00PM	
	Search/Refre	sh	Add Degree/Mi	inor Application	Add As	ociates Deg	ree		
Associate of Arts		Dept Deci	sion	Dept Finalized	d	Col Decisi	on	Col Decisi	on F
Associate of Arts UGLAS Liberal Arts and Scien	ICES	Dept Deci 0 /					on 0 = 0.00%		on F 0 =
UGLAS	ICES								

7. Enter the Student ID number.



	ree Cert		ci									
dd A De	gree or w	linor Applica	auon									
erm 2188	Fall 2018	3										
Select St	udent and	l Program										
		ure Pro Look up		) (Alt+5)						Personalize   Find	a   🖪	First 3 1 of 1
				Program Status	Action Reason	Program	Institution	Academic Plan	Plan Description	Personalize   Find   Academic Sub-Plan		First 🚯 1 of 1 🖗 Sub Plan Description
Curren	t and Futu	Car Effective		Program Status	Action Reason	Program	Institution			Academic	0	Sub Plan

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.

			plicatio	n									
m 2188	Fall 2018												
elect Stu	udent and	Program	m										
Dhudaata	aliaible fee	and sale if	in terms of										
	eligible for	graduate th	this term w	vill be	e available.								
Empl ID	02062630	Q	Alberta	Allig	ator								
		Q are Progra		-	ator						Personalize   Find	21	First ④ 1-4 of 4
			ram/Plan	-		Action Reason	Program	Institution	Academic Plan	Plan Description	Personalize   Find   Academic Sub-Plan	a	First ③ 1-4 of 4 Sub Plan Description
Current	t and Futu	Car Effect	ram/Plan	Seq		Action Reason ELIG	Program	Institution	Plan	Plan	Academic		Sub Plan
Current	t and Futu Career	Car Effect Nbr Date 1 07/0	ram/Plan ective le	Seq 3	Program Status	Reason		UFLOR	Plan ATY_MS	Plan Description	Academic	21	Sub Plan
Current Select	Career GRAD	Car Effect Nbr Date 1 07/0 1 07/0	ram/Plan ective e 02/2018	Seq 3	Program Status Active	Reason ELIG ELIG	GRLAS	UFLOR UFLOR	Plan ATY_MS	Plan Description Astronomy	Academic	Genetics	Sub Plan

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.

Empl ID			Q Alberta													
Curren	nt and Fut	ure P	rogram/Pla	ns									Pe	sonalize   Find	21	First 🕚 1-2 0
Select	Career	Car	Effective Date	Seq	Program Status	Action Reason	Program	Institution	Academic Plan		D	Plan	n	Academic Sub-Plan		Sub Plan Description
	UGRD	0	08/13/2018	1	1 Active	ELIG	UGLAS	UFLOR	IDS_BS	Interd	isciplina	y Studi	IS	IDS_BS36	Genetics	
	UGRD	0	08/13/2018	1	Active	ELIG	UGLAS	UFLOR	APY_UMN	Anthr	opology					
Addition	nal Data Re	quire	10													
Name t	to appear or	Cred	iential													
		I CIEU	rential													
Instruct	tions															
		udent	name exactly	as v	ou want it to	appear o	n the diplor	na								
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÷	Enter the st Please india Use only hy	phen	apital and low or period pun	er-ca ctuati	se letters. D	o NOT us	e all upper tion will be	or all lower								
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The stu	Enter the st Please indic Use only hy Click 'availa into name fi If you are un 392-1374.	cate ca phen ble ch elds a nable	apital and low or period pun haracters' belo is needed. to represent t	er-ca ctuati ow for he sp	se letters. E ion. No othe r a list of ava lecial chara	to NOT us r punctual allable cha cters in yo	e all upper ion will be a racters. Co ur name, pl	or all lower accepted. py diacritic ease conta	al marks from	ar's O	ffice at (	352)				
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Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611

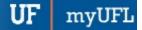


10. From the Commencement Program Consent drop down menu, select whether the student consents to have their name printed in the commencement program. Then, click **ok**.

dditional 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 low     Use only hyphen or period punctuation. No other punctuation will be accepted     Click available characters' below for a list of available characters. Copy diacri     Into name fields as needed.     If you are unable to represent the special characters in your name, please cor     392-1374.	d. itical marks fron	the					
The student must complete the mandatory graduation survey and will be unable to ge until the survey has been completed.	et a transcript or	proc	fof	gradu	atio	1	
First Name Alberta	À	Á	Â	Ã	A A	Æ	ç
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- 11. The communication agreement message loads. After reading it, click Ok.
- 12. Click Search/Refresh.

Credential Type		<ul> <li>Administra</li> <li>Certificate</li> </ul>	tor PR	ELIMI	NARY PR	EP period	now ope	en		
Term 2188 Q										
Prelim Prep 08/01/201			Prelim Cert	10/02/201			12:00PM			
Calendar Certificate	es and Undergraduate D	egrees		•	Export all colle	eges to Excel				
Final Prep 10/07/201	8 8:00AM to 12/17	2018 12:00PM	Final Cert	12/18/201	8 8:00AM	to 12/18/2018	12:00PM			
Academic Program						college to Excel				
	Search/Refresh	Add Degrae	Ainor Application	Add A	ssociates Degr	10.0				
	Search I	[ Add Degreen	ninor Application	AUG A	ssociales Degi	66				
Associate of Arts	Dept D		Dept Finalized		Col Decisio		Col Decis		Grad Deci	
UGLAS	0 /	0 = 0.00%	0/ 0	- 0.00%	0/	0 = 0.00%	0 /	0 = 0.00%	0 /	0 = 0
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
Liberal Arts and Sciences										
Bachelor of Science										
Decretor of Science	0 /	1 = 0.00%	0/ 1	- 0.00%	0 /	1 = 0.00%	0 /	1 = 0.00%	0/	1 = (
UGLAS										



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."

ertifier Level Opepartmen redential Type Opegree		PRELIW	INARY PREP period	i now open	
	Fall 2018 8:00AM to 10/01/2018 5:00PM Id Undergraduate Degrees	Prelim Cert 10/02/20	18 8:00AM to 10/04/2018 Export all colleges to Excel	12:00PM	
Final Prep 10/07/2018 8 Academic Program	8:00AM to 12/17/2018 12:00PM		18 8:00AM to 12/18/2018 Export selected college to Exce		
Associate of Arts	Dept Decision	Dept Finalized	Col Decision	Col Decision F	Grad Decision
UGLAS	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0 / 0 = 0.00%	0/ 0
Liberal Arts and Sciences Bachelor of Arts UGLAS Liberal Arts and Sciences	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 = 0.00%	0 / 4 =

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

	rt Lists			
Active				Inactive List Return to Se
Degree: (BS) Bach	elor of Science - (UGRD:UGLAS) Und	dergraduate - Liberal Arts and Scie	ences	
Search by La	st Name or UFID:	View	▼ at:	▼ for major
Save				
Save Active Graduation	on Applicants			Personalize   Find   🔄
	n Applicants Name		Major/Track	Personalize   Find

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

ree Cert Lists	
Notes	
any important notes for this action for	
igator	
dent dropped required class will graduate next term.	<i>i</i>
	e Notes I any important notes for this action for ligator udent dropped required class will graduate next term.

## 16. Click Save.

Active			Inactive List	Return to Search
legree: (BS) Bach	elor of Science - (UGRD:UGLAS) Undergraduate	Liberal Arts and Sciences		
Search by L	ast Name or UFID: View		at: T	or major
Save				
Save 8				
Save				Personalize   Find   [2]   Action

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

C Degree Cert	Lists				
Active			C	Inactive List	Return to Sea
Degree: (BS) Bache	lor of Science - (UGRD:UGLA	S) Undergraduate - Liberal Art	s and Sciences		
Search by Las	t Name or UFID:	View	▼ at:	▼ for	major
Save		View	۲) at:	101	
		View	, us	101	Personalize   Find   [코]
Save		View	▼ ) at:	101	

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.

nactive				Active List Return to Se
)egree: (BS) Bache	lor of Science - (UGRD:U	GLAS) Undergraduate - Liberal Art	s and Sciences	
Search by Las	t Name or UFID:	View	v at:	• for major
Save	n Applicants			Personalize   Find
Save Active Graduatio	n Applicants		Major/Track	Personalize   Find   @ Action

- 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.

1	Active Graduation Ap	plicants		Pe	rsonalize   Find   💷   🔣	First
	Student UFID	Name		Major/Track	Action	View Log
	02062630	Alberta Alligator		Interdisciplinary Studies, Genetics	Inactivate	View Log
			-9-			

- 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.

Certifier Level   Department Credential Type  Term  Department  Department  Term  Department  Departme	Minor 0	Administrat	or P	RELIMI	IARY PR	EP period	now ope	en.		
Prelim Prep 08/01/2018 8:0			Prelim Cert			to 10/04/2018	12:00PM			
Calendar Certificates and	Undergraduate Degree	IS		*	Export all coll	eges to Excel				
Final Prep 10/07/2018 8:0	00AM to 12/17/2018	12:00PM	Final Cert			to 12/18/2018 college to Excel	12:00PM			
Search	Refresh Dept Decisio		linor Application		col Decisio		Col Decis	ion F	Grad De	:is
L	Dept Decisio		Dept Finalized	1	-	on			Grad De	cis
Associate of Arts UGLAS	Dept Decisio 0 /	m	Dept Finalized	d 0 = 0.00%	Col Decision	on		0 = 0.00%	0.0000	cis



ADDITIONAL HELP

UF myUFL

UF Computing Help Desk 352-392-HELP

Office of the University Registrar 352-392-1374