CHANGE THE REQUIREMENT TERM IN A GRADUATE CAREER

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. You will make the requirement term change first for the Program and then for the Plan.

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.

Find an E	cisting Value			
Search	Criteria			
ID:	begins with 🗸			
Campus ID:	begins with 🗸			
National ID:	begins with 🗸			
Last Name:	begins with 🗸			
First Name:	begins with 🗸			
Case Se	nsitive			



3. Select the Academics tab.

Alberta Alligator	ID 11112222
Student Center General Info Admissions	Iransfer Credit Academics
Alberta's Student Center	
Academics	
My Class Schedule Shopping Cart	You are not enrolled in classes.
other academic V	
▼ Finances	
	(i) We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

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."

<u>Note</u>: If the student is not in Active Status, the student should be referred to Admissions or the Registrar's Office for further action.

Alberta Alligat	or		ID	11112222			
Student Center	General Info	Admissions	Transfer Credit	Academics			
Institution / Ca	reer / Program						Edit Program Data
UFLOR - Un	versity of Flori	da			Program	UGLAS	Liberal Arts and Sciences
	S - Liberal Arts	and Sciences	ũ.	Stud	ent Career Nbr Status	0 Active in Program	as of 12/03/2016
UNDC	S - Dusiness			Expect	Admit Term	2168	Fall 2016
				A	Approved Load	Full-Time	
				Load	Determination	Base On Units	
				Level	Determination	Base On Units	
				Req	Plan uirement Term	ATY_BA 2168	Astronomy Fall 2016



STEP 4: EDIT MODE

- 1. Select the Academic Program from the student's stack.
- 2. Select Edit Program Data.

Iberta Alligate	or		IC	11112222		
Student Center	General Info	Admissions	Transfer Credit	Academics		
Institution / Ca	reer / Program				2 🗖	Edit Program Data
UFLOR - Uni	versity of Flori	da		Program	UGLAS	Liberal Arts and Sciences
UGRD - U	Indergraduate		_	Student Career Nbr	0	
1 UGLA	S - Liberal Arts	and Sciences		Status	Active in Program	as of 12/03/2016
L UNBU	S - Business			Admit Term	2168	Fall 2016
				Expected Graduation		
				Approved Load	Full-Time	
				Load Determination	Base On Units	
				Level Determination	Base On Units	
				Plan	ATY_BA	Astronomy
				Requirement Term	2168	Fall 2016

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.

Student Program Studen	t Plan Student Sub-Plan	Additional Information Stu	dent <u>D</u> egrees	_
Alberta Alligator		11112222	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find View All First 🕚 1 of 2	🕑 Last
Status: *Effective Da *Program Actio Action Reaso *Academic Institutio *Academic Progra *Admit Ter	Active in Program te 11/15/2017 2 DATA Q Data Char M ROTC Q Requirem ON UFLOR Q University M UGLAS Q Liberal Ar	nge ent Term Change of Florida ts and Sciences	Leffective Sequence 1 Action Date 11/15/2017 Joint Prog Appr:	+=
Requirement Ter Expected Grad Term:	m 2168 Fall 2016		Application Nbr Application Program Nbr 0 *Campus MAIN Main *Academic Load [Full Time_bd]	
Last Updated C	On 11/15/2017 8:41:44AM			

- 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.
- 10. If you receive the following error message click "OK"

dent Program Stude	ent Plan Student Sub-Pl	an Additional Information Stu	udent Degrees	
Alberta Alligator		11112222	1	
ademic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0	
			Find <mark> </mark> View All First 🕚 1 o	f 2 🕑 La
tatus:	Active in Program			+ -
*Effective D	ate 11/15/2017		Effective Sequence 1	
*Program Act	ion DATA Q Data	Change	Action Date 11/15/2017	
Action Reas	son RQTC Requ	irement Term Change	Joint Prog Appr:	
*Academic Institut	ion UFLOR Q Unive	ersity of Florida		
*Academic Progr	am UGLAS 🔍 Liber	al Arts and Sciences	Admissions	
*Admit Te	erm 2168 Fall 2	2016	From Application Application Nbr	
Requirement Te	erm 2178 🔍 Fall 2	2016	Application Program Nbr 0	
xpected Grad Term:			*Campus MAIN Mai	in
Last Updated	On 11/15/2017 8-41-44A	И	*Academic Load Full-Time 🗸	

Message
The Degree Checkout Status is set to Eligible. Verify that this is the correct value for the field (14600,276)
The value of the Degree Checkout Status was not changed. Review and change it to the appropriate value if necessary.
OK

11. Click on the new Requirement Term.

Alberta Aligator		11112222	- <u>- M</u> 🖻 Θ	
Academic Career:	Undergraduate	Career Requirement Tern	m Look Up Requirement Term	×
Status: *Effectiv *Program Action f *Academic Ins *Academic P *Academic P *Adm Requirement Expected Grad Term Last Upda	Active in Program re Date 11/15/2017 Action DATA Q Data Reason RQTC Q Ret titution UFLOR Q Uni rogram UGLAS Q Lib it Term 2168 Fal at Term 2178 Q Fal : Endon 11/15/2017 8:41:44	ta Change quirement Term Change versity of Florida 1 eral Arts and Sciences 1 2016 1 2016 2 AM	Academic Institution: UFLOR Academic Career: UGRD Term: begins with ♥ 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 2173 all 2017]]] Ħ

12. Leave the **Expected Grad Term**. This will be populated by the Registrar's Office.

<u>Note</u>: This will be populated by the graduation processing process.

- 13. 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.
- 14. Allow the Action Date to default to today's date.

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.

<u>Note</u>: If the student has a second major or minor, the requirement term should be changed for these plans as well.

Student Information System

Student Program Student Pla	an Student Sub-Plan	Additional Information S	Student Degrees		
Alberta Alligator		11112222			
Academic Career:	Undergraduate	Student Career Nbr	0 Car Req Term	1: Fall 2016	
			Find View All	First 🕚 1 o	f 2 🕑 Las
Status:	Active in Program	Admit Term:	Fall 2016		
Effective Date	11/15/2017	Effective Seq	uence 1		
Program Action:	Data Change	Action	n Date 11/15/2017		
Action Reason:	Requirement Term Change	Requirement Term:	Fall 2017		
Academic Program:	LibArt Sci				
			Find View All	First 🕚 1 of	1 🕑 Las
*Academic Pla	n ATY_BA 🔍 Astrono	my	Major		+ -
*Plan Sequence	e 10	Degree:	BA		
*Declare Date	e 12/03/2016	Degree Checkout S	tat:		
*Requirement Term	n 2178 Q Fall 2016	Student Dear	ee Nbr		
*Advisement Statu	s Include V	Completion Term:			

Alberta Alligator		11112222			
Anadamia Canan			Look Up Require	ement lerm	
Academic Career:	Undergraduate	Student Career Nbr	Academic Institution	UFLOR	
		and second	Academic Career:	UGRD	
Status:	Active in Program	Admit Term:	Term:	begins with 🗸 2178	×
Effective Date	11/15/2017	Effective Sequ	Description:	begins with 🗸	
Program Action:	Data Change	Action	Short Description:	begins with 🗸	
Action Reason:	Requirement Term Change	Requirement i erm:	Term Begin Date:	= ~	31
*Academic Plan *Plan Sequence *Declare Date	ATY_BA Q Astronomy 10 12/03/2016	Degree: Degree Checkout Sta	Look Up C Search Results View 100 Term Description Sho	First	
*Requirement Tern	1 2178 K Fall 2016	Student Degree	2178 Fall 2017 Fal	08/21/2017	
*Advisement Statu	s Include 🗸	Completion Term:			
OK Cancel Aj Ident Program Student Plan S	uply tudent Sub-Plan Additional Infor	rmation Student Degree			

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 8: SAVE AND REVIEW YOUR WORK

1. When you have completed updating the requirement term for all of the student plan(s), subplan(s) and minor(s), select **Apply** and **OK**.

Student Program Student P	an Student Sub-Plan	Additional Information Stude	nt <u>D</u> egrees		
Alberta Alligator		11112222			
Academic Career:	Undergraduate	Student Career Nbr	0		
			Find View All	First 🕚	1 of 2 🕑 Last
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				
Academic Program:	Liberal Arts and Sciences	University of Florida			
			Find View All	First 🕚	1 of 1 🕑 Last
Academic Plan:	Astronomy	Major			
Requirement Term:	Fall 2017				
			Find View All	First 🕚	1 of 1 🕑 Last
*Academic Sub-Pla	anQ				+ -
Academic Sub-Plan Type:					
*Declare Da	te 12/03/2016				
Save component and return (En	ter)				
OK Cancel /	Apply				



- 2. Click on the student's Academic Program from the stack.
- 3. Verify the correct **Requirement Term** displays.

Alberta Alligat	or		ID	11112222			
Student Center	General Info	Admissions	Transfer Credit	Academics			
Institution / Ca	areer / Program						Edit Program Data
UFLOR - Un	iversity of Flori Undergraduate AS - Liberal Arts JS - Business	da s and Sciences	5	Stud	Program ent Career Nbr Status Admit Term ted Graduation	UGLAS 0 Active in Program 2168	Liberal Arts and Sciences as of 11/15/2017 Fall 2016
				A Load Level	Approved Load Determination Determination	Full-Time Base On Units Base On Units	
				Req	Plan uirement Term	ATY_BA 2178	Astronomy Fall 2017

4. Click the **Student Plan** and the **Student Sub Plan** tabs and verify the data on those pages as well.

ADDITIONAL HELP

Further resources are available at: https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/.

Technical Help UF Computing Help Desk 352-392-HELP helpdesk@ufl.edu **Processes and Policies**

Graduate School Data Management graddata@ufl.edu