

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**.

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 []

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

3. Select the **Academics** tab.

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**."

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

Institution / Career / Program			Edit Program Data
UFLOR - University of Florida	Program	UGLAS	Liberal Arts and Sciences
UGRD - Undergraduate	Student Career Nbr	0	
UGLAS - Liberal Arts and Sciences	Status	Active in Program	as of 12/03/2016
UNBUS - 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 4: EDIT MODE

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

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.

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"

Student Program		Student Plan	Student Sub-Plan	Additional Information	Student Degrees
Alberta Alligator		11112222			
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr 0		
		Find View All		First	1 of 2
				Last	
Status:	Active in Program + -				
*Effective Date	11/15/2017	Effective Sequence	1		
*Program Action	DATA	Data Change	Action Date	11/15/2017	
Action Reason	RQTC	Requirement Term Change	Joint Prog Appr:	<input type="checkbox"/>	
*Academic Institution	UFOR	University of Florida	Admissions <input type="checkbox"/> From Application Application Nbr Application Program Nbr 0		
*Academic Program	UGLAS	Liberal Arts and Sciences	*Campus	MAIN Main	
*Admit Term	2168	Fall 2016	*Academic Load	Full-Time	
Requirement Term	2178	Fall 2016			
Expected Grad Term:					
Last Updated On	11/15/2017 8:41:44AM				

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.

The screenshot shows the 'Look Up Requirement Term' dialog box. The search criteria are: Academic Institution: UFLOR, Academic Career: UGRD, Term: begins with 2178, Description: begins with, Short Description: begins with, and Term Begin Date: =. The search results table is as follows:

Term	Description	Short Description	Term Begin Date
2178	Fall 2017	Fall 2017	08/21/2017

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

Note: 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.

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

Student Program | **Student Plan** | Student Sub-Plan | Additional Information | Student Degrees

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr 0 Car Req Term: Fall 2016

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 Requirement Term: Fall 2017
 Academic Program: LibArt Sci

*Academic Plan ATY_BA Astronomy Major
 *Plan Sequence 10 Degree: BA
 *Declare Date 12/03/2016 Degree Checkout Stat:
 *Requirement Term 2178 Fall 2016 Student Degree Nbr
 *Advisement Status Include Completion Term:

Student Program | **Student Plan** | Student Sub-Plan | Additional Information | Student Degrees

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr

Status: Active in Program Admit Term:
 Effective Date 11/15/2017 Effective Sequ
 Program Action: Data Change Action
 Action Reason: Requirement Term Change Requirement Term:
 Academic Program: LibArt Sci

*Academic Plan ATY_BA Astronomy
 *Plan Sequence 10 Degree:
 *Declare Date 12/03/2016 Degree Checkout St
 *Requirement Term 2178 Fall 2016 Student D
 *Advisement Status Include Completion Term:

1

2

OK Cancel Apply

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Degree

Look Up Requirement Term

Academic Institution: UFLOR
 Academic Career: UGRD
 Term: begins with 2178
 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
2178	Fall 2017	Fall 2017	08/21/2017

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 Plan	Student Sub-Plan	Additional Information	Student Degrees
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-Plan <input type="text"/>				+ -
Academic Sub-Plan Type:				
*Declare Date 12/03/2016				
Save component and return (Enter) <input type="text"/>				
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/>				

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

Alberta Alligator ID 11112222

Student Center
General Info
Admissions
Transfer Credit
Academics

Institution / Career / Program Edit Program Data

<ul style="list-style-type: none"> UFLOR - University of Florida UGRD - Undergraduate UGLAS - Liberal Arts and Sciences UNBUS - Business 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Program</td> <td>UGLAS</td> <td>Liberal Arts and Sciences</td> </tr> <tr> <td>Student Career Nbr</td> <td>0</td> <td></td> </tr> <tr> <td>Status</td> <td>Active in Program</td> <td>as of 11/15/2017</td> </tr> <tr> <td>Admit Term</td> <td>2168</td> <td>Fall 2016</td> </tr> <tr> <td>Expected Graduation</td> <td colspan="2"></td> </tr> <tr> <td>Approved Load</td> <td colspan="2">Full-Time</td> </tr> <tr> <td>Load Determination</td> <td colspan="2">Base On Units</td> </tr> <tr> <td>Level Determination</td> <td colspan="2">Base On Units</td> </tr> <tr> <td>Plan</td> <td>ATY_BA</td> <td>Astronomy</td> </tr> <tr> <td style="border: 2px solid red;">Requirement Term</td> <td style="border: 2px solid red;">2178</td> <td style="border: 2px solid red;">Fall 2017</td> </tr> </table>	Program	UGLAS	Liberal Arts and Sciences	Student Career Nbr	0		Status	Active in Program	as of 11/15/2017	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	2178	Fall 2017
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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