

## CHANGE STUDENT'S REQUIREMENT TERM-UNDERGRADUATE

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.

### 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 [dropdown] [text input]

Campus ID: begins with [dropdown] [text input]

National ID: begins with [dropdown] [text input]

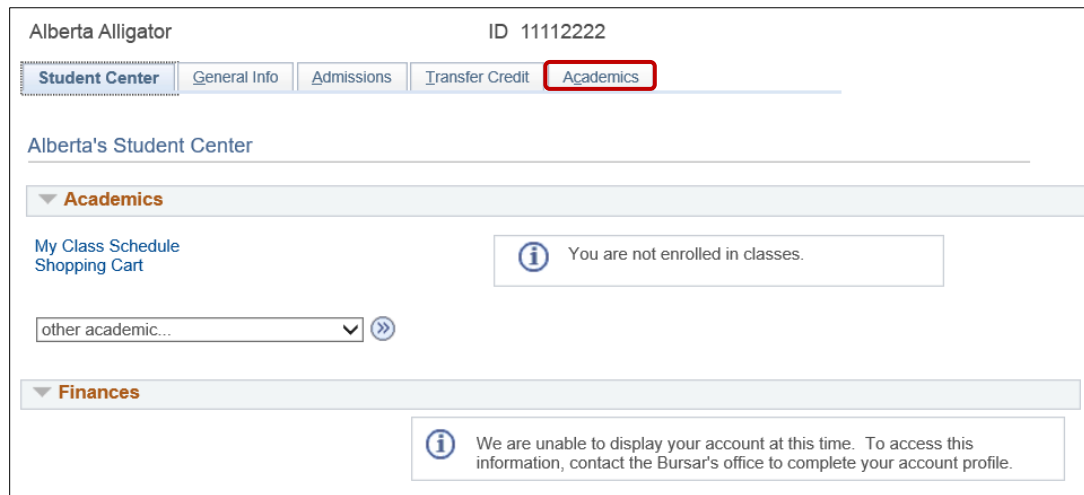
Last Name: begins with [dropdown] [text input]

First Name: begins with [dropdown] [text input]

Case Sensitive

**Search** **Clear** Basic Search Save Search Criteria

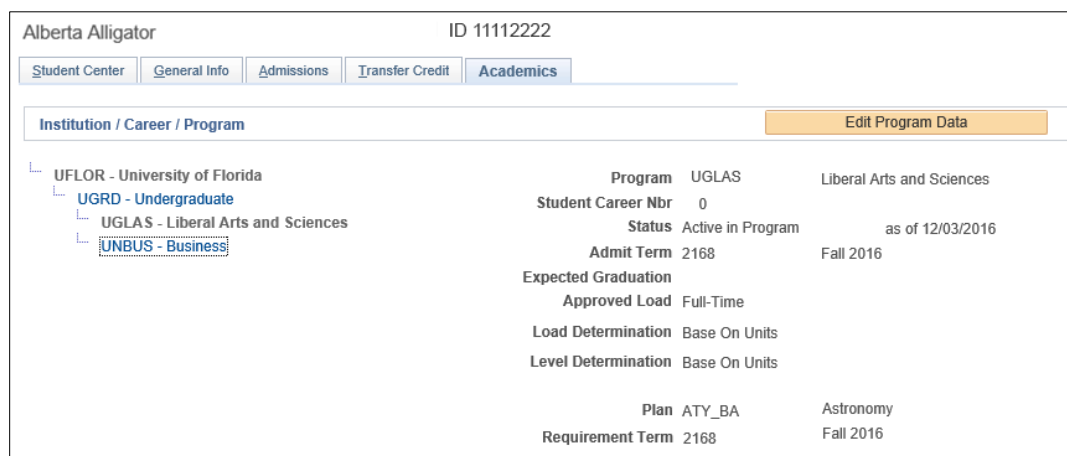
3. Select the **Academics** tab.



**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.



<b>Institution / Career / Program</b>		<a href="#">Edit Program Data</a>	
<ul style="list-style-type: none"> <li>UFOR - University of Florida               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li>UGLAS - Liberal Arts and Sciences                       <ul style="list-style-type: none"> <li><b>UNBUS - Business</b></li> </ul> </li> </ul> </li> </ul> </li> </ul>	<b>Program</b> UGLAS <b>Student Career Nbr</b> 0 <b>Status</b> Active in Program <b>Admit Term</b> 2168 <b>Expected Graduation</b> <b>Approved Load</b> Full-Time <b>Load Determination</b> Base On Units <b>Level Determination</b> Base On Units	Liberal Arts and Sciences as of 12/03/2016 Fall 2016 Astronomy Fall 2016	
	<b>Plan</b> ATY_BA <b>Requirement Term</b> 2168		

**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.

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

Alberta Alligator 11112222

Academic Career: Undergraduate Career Requirement Term Student Career Nbr 0

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:

\*Academic Institution UFLOR University of Florida

\*Academic Program UGLAS Liberal Arts and Sciences

\*Admit Term 2168 Fall 2016

Requirement Term 2178   Fall 2016

Expected Grad Term:

Last Updated On 11/15/2017 8:41:44AM

\*Campus MAIN Main

\*Academic Load Full-Time

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

Alberta Alligator 11112222

Academic Career: Undergraduate Career Requirement Term

Status: Active in Program

\*Effective Date 11/15/2017

\*Program Action DATA Data Change

Action Reason RQTC Requirement Term Change

\*Academic Institution UFLOR University of Florida

\*Academic Program UGLAS Liberal Arts and Sciences

\*Admit Term 2168 Fall 2016

Requirement Term 2178   Fall 2016

Expected Grad Term:

Last Updated On 11/15/2017 8:41:44AM

OK Cancel Apply

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

**Look Up Requirement Term**

Academic Institution: UFLOR

Academic Career: UGRD

Term:  2178

Description:

Short Description:

Term Begin Date:

[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

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

**Note:** This will be populated by the graduation processing process.

11. 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.

12. Allow the **Action Date** to default to today's date.

**Note:** UF will not use Joint Prog Appr or Dual Academic Program fields on this page.

**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.

The screenshot shows the 'Student Plan' tab for student Alberta Alligator (ID 11112222). The academic career is Undergraduate. The requirement term is currently 'Fall 2016'. The \*Requirement Term field is highlighted with a red box, and a red number '1' is placed next to it.

The screenshot shows the same Student Plan page with a 'Look Up Requirement Term' dialog box open. The dialog box has 'Term' set to 'begins with 2178'. The search results table shows one result: '2178 Fall 2017' with a 'Term Begin Date' of '08/21/2017'. A red box highlights the '2178' in the results, and a red number '2' is placed next to it. The 'Look Up' button is also highlighted with a red box.

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 7: SAVE AND REVIEW YOUR WORK**

1. Select **OK**.

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

Alberta Alligator 11112222

Academic Career: Undergraduate Student Career Nbr 0

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

Academic Plan: Astronomy Major  
Requirement Term: Fall 2017

\*Academic Sub-Plan

Academic Sub-Plan Type:  
\*Declare Date 12/03/2016

Save component and return (Enter)

**OK** Cancel 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

UFLOR - University of Florida  
UGRD - Undergraduate  
UGLAS - Liberal Arts and Sciences  
UNBUS - Business

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**

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

FOR ADDITIONAL ASSISTANCE

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Processes and Policies**

Office of the University Registrar  
[ourdegreeteam-l@lists.ufl.edu](mailto:ourdegreeteam-l@lists.ufl.edu)  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)