



PeopleSoft Training How to Change Requirement Terms

What are the three Requirement Terms? Career, Program, and Plan

<u>Why are Requirement Terms Important</u>? The requirement terms control the Catalog Requirements that have been programmed into PeopleSoft, since catalogs change an incorrect requirement term results in a student seeing incorrect programming.

Why are there three Requirement Terms? Each of the Requirement Terms controls a different section of the Advisement Report.

Important
If the Career Requirement Term, Program
Requirement Term, and Plan Requirement Term do
not match, the Advisement Report will <u>not</u> be
accurate.
More Important Still
Advisors never change the Admit Term .

- 1) Log into PeopleSoft with your username and password.
- 2) Navigate to "Self Service"—"Advisor Center"—"My Advisees."







3) Select "View Student Detail" (blue circle) for a student assigned to you, OR select "View Data for Other Students" (green circle) for a student not assigned to you.

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4) For students not assigned to you, enter the Student ID in the ID field and click "Search."

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5) In the Student Center, select the "Academics" tab.







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6) Select "edit program data."

Student Test			
*Change Advisee Test,Student	▼ ct	hange	Ļ
Institution / Career / edit program	n data		
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7) Change the Career Requirement term.

Select Career Requirement Term:

Student Program	Student Plan Student Sub-Plan	Student <u>A</u> ttributes Student <u>D</u> egrees	
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Academic Career:	Undergraduate	Career Requirement Term Stude	ent Career Nbr: 0
			Find View All 🛛 First 🚺 1 of 51 🕨 Last

Change the Career Requirement Term and select OK:

est Artsand Sciences	1823426	⊘ ★
Academic Career: Undergraduate		
Career Requirement Term: 4138 C Fall 2013		

8) To Change the Program and Plan Requirement Terms:

Start on the Student Program Tab:

- Click the plus (+) icon to add a new row.
- Enter PLNC into Program Action or select the magnifying glass and click on PLNC.
- Enter either APPR or ONLC into Action Reason (ONLC is On-Line Plan Change), or select the magnifying glass and click on either APPR or ONLC.
- Change the Requirement Term to match the student's new Catalog.
- Remember DO NOT change the admit term!
- DO NOT click on OK at this point.





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Plan Requirement Term:

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- Select the Student Plan Tab.

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- Change the Plan Requirement Term to match the Program Requirement Term.
- Click OK this will save the changes you have made to all of the Requirement Terms.

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Academic Career:	Undergraduate	Student Career Nbr: () Car Req Tern	1: Fall 2012
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Status:	Active in Program	Admit Term:	Fall 2012	
Effective Date:	01/27/2015	Effective Sequence:	1	
Program Action:	Plan Change	Action Date:	01/27/2015	
Action Reason:	Approved Major	Requirement Term:	Fall 2013	
Academic Program:	AS Degree			
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*Academic Plan:	POLSBA Q Political	Science Ma	ajor	+
*Plan Sequence:	10	Degree:	5BA	
*Declare Date:	01/22/2015	Degree Checkout Stat:		
*Requirement Term:	4138 Q Fall 2012	Student Degree Nbr:		
*Advisement Status:	Include 🔻	Completion Term:		
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If you have any additional questions please contact the UAP staff contact information can be found at: put our contact information on the advising tech guides page.