
**University of Florida
Student Academic Support System
Coordinator's Guide**

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APPENDICES

1. PRINT CODES

A. SASS WEB SIGN ON

To begin the sign on process, access the UF home page at WWW.UFL.EDU from your Internet Browser. In most cases it will either be Internet Explorer or Mozilla. Once the UF home page is displayed, click on the 'MyUFL' link.

University of Florida - Windows Internet Explorer provided by IT Support Services

http://www.ufl.edu/

File Edit View Favorites Tools Help

University of Florida

University of Florida UF Web with Google Search

- **About UF**
Administration, Maps, Tours, Facts, Giving, Jobs, News, Spotlights, ...
- **Academics**
Colleges, Courses, Libraries, ISIS, Advising, Continuing, Distance, ...
- **Admissions**
Undergrad, Graduate, Transfer, International, Financial Aid, ...
- **Campus Life**
Arts, Community Service, Athletics, Housing, Student Involvement, ...
- **Research**
Centers & Institutes, Fellowships, Programs, Undergrad Research, ...
- **Services**
Goods & Shopping, Health & Safety, Computing, Transportation, ...

Research News *Breakthroughs & discoveries*

- UF researchers suspect bacterial changes in mouth promote oral disease in people with HIV. [more...](#)
- UF study: College students often miss mark when reporting 'normal' hearing. [more...](#)

InsideUF *Your campus news source*

- Bob Graham Center hosts renowned political philosopher. [more...](#)
- New Asian art wing to open next spring at Harn Museum. [more...](#)

Gator Nation Video

Campus Photos

- Video/Photos
- Spotlights
- Calendar
- Web Sites
- Directory
- Map
- MyUFL
- WebMail
- ISIS
- Ask UF (FAQ)
- Students
- Faculty & Staff
- Alumni, Donors & Friends
- Parents, Patients & Visitors

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FLORIDA
TOMORROW | THE CAMPAIGN FOR THE UNIVERSITY OF FLORIDA

feedback

1 - NERDC (nermvs... My Overview - Win... Inbox - Microsoft O... Document1 - Micro... University of Florida...

Trusted sites | Protected Mode: Off 100% 2:39 PM

MyUFL ACCESS

To continue, click the 'Access myUFL' button.

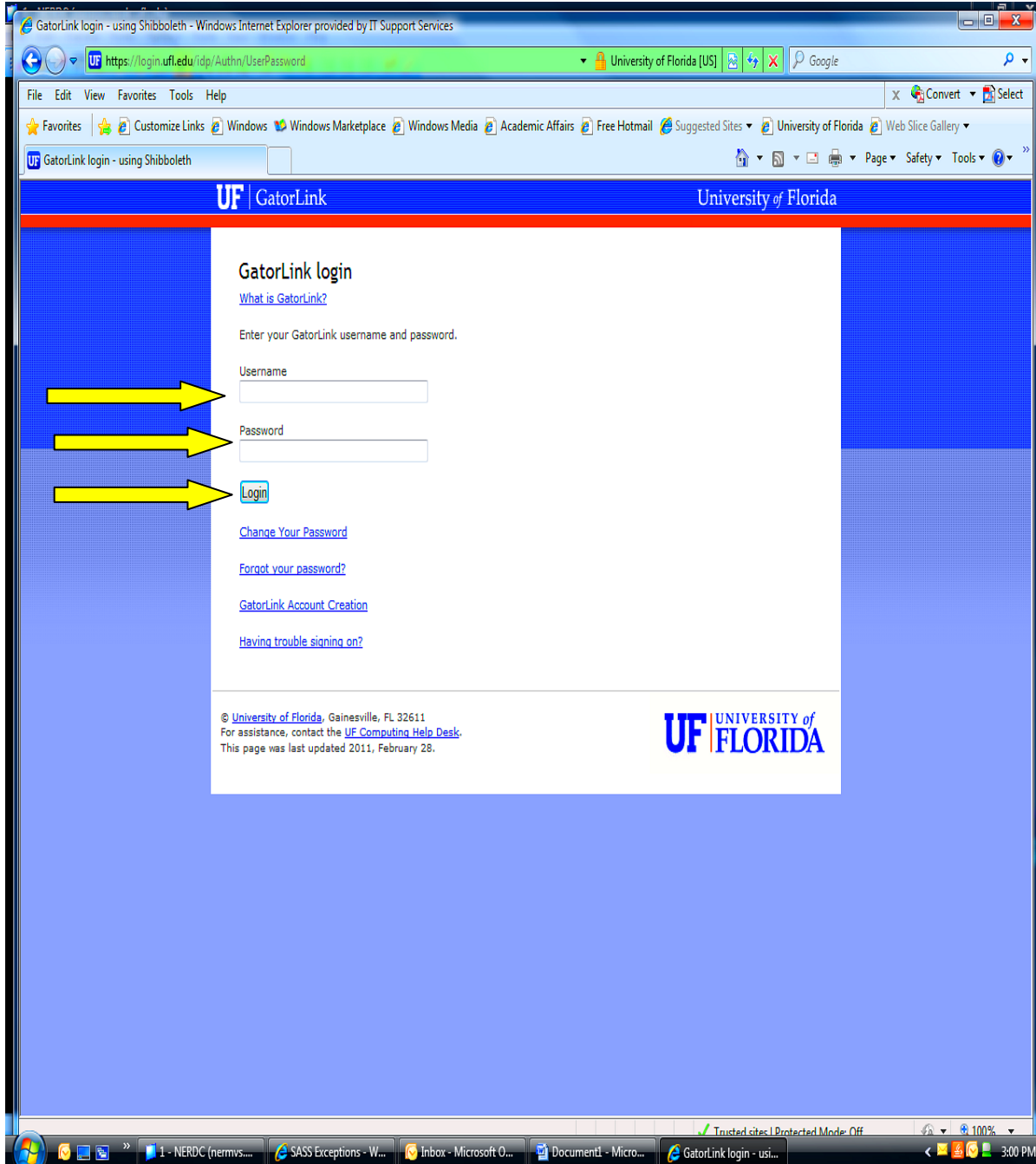
The screenshot shows a Windows Internet Explorer browser window displaying the myUFL website. The address bar shows the URL <https://my.ufl.edu/ps/signon.html>. The page features a blue header with the 'UF myUFL' logo. A yellow arrow points to the 'Access myUFL' button in the 'Login' section. The left sidebar contains a navigation menu with the following items:

- > Login
 - Access myUFL
- > Department Directory
 - Human Resources
 - Finance and Accounting
 - Contracts and Grants
 - Division of Sponsored Research
 - Student Financial Services
 - Bridges
- > Student Resources
 - ISIS
 - Student Financial Services
- > Helpful Resources
 - myUFL System, Compliance, and Other UF Training
 - Ask the Help Desk
- > Protecting UF Information
 - UF Privacy
 - Information Security and Compliance
- > About myUFL
 - Browser Requirements
 - myUFL Financial Systems Upgrade
- > Alert Notices
 - View Alert Notices

The main content area features a banner for the 'UNIVERSITY OF FLORIDA FACULTY STAFF CAMPAIGN' with the 'ORANGE, BLUE and YOU' logo. The text reads: 'Orange, Blue and You Faculty/Staff Campaign Begins March 14'. Below this, it states: 'Orange, Blue and You is the annual faculty/staff campaign aimed at raising funds to support UF. Your gifts made to the University of Florida can go on to support a number of different areas. The choice is yours! Choose from research, scholarships (such as the Florida Opportunity Scholars program), faculty support, and much more. By participating in this year's OB&Y campaign, you can help your university accomplish goals and continue to shape the future of things that matter to you. Visit our Web site to learn how you can participate in this year's Orange, Blue and You Campaign!' A 'DONATE TODAY!' button is visible. At the bottom, there is a 'UF FLORIDA' logo and a small box with the text: 'Have you checked out the online training available for the myUFL Financial Systems Upgrade "go-live"?' The taskbar at the bottom shows several open applications, including '1 - NERDC (nemv...', 'SASS Degree Audit...', 'Inbox - Microsoft O...', 'Document2 - Micro...', and 'myUFL - Windows I...'. The system clock shows 2:48 PM.

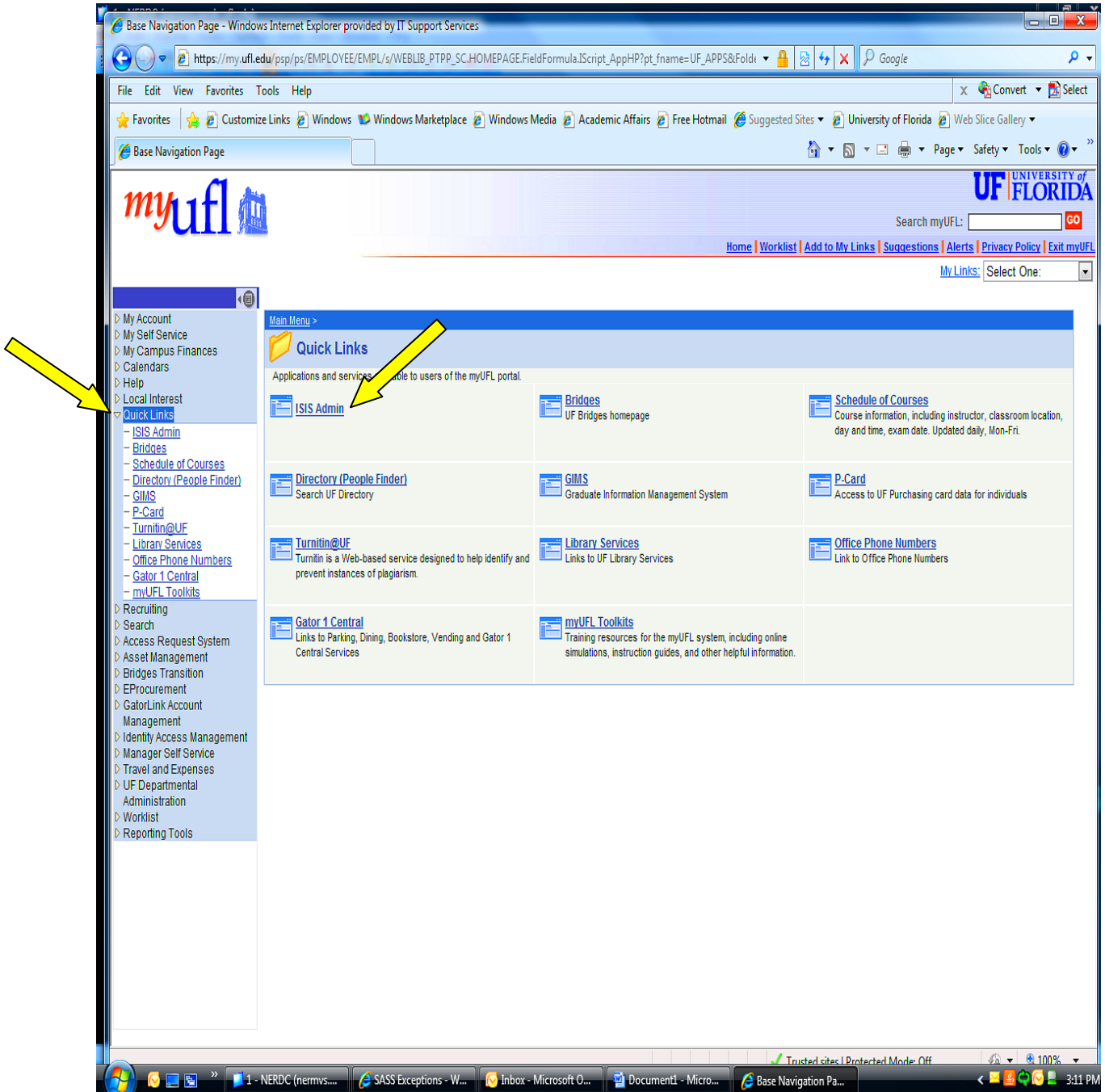
GATORLINK SIGN ON

To continue the sign on process, enter your Gatorlink ID (Username) and password. Then click the 'Login' button.



MyUFL Menu

Continue the sign on process by selecting 'ISIS Admin' under 'Quick Links' from your myUFL Menu.



This will display your access to the ISIS Admin system. The menu items listed on the left will vary depending on your security access.

Welcome to ISISAdmin - Windows Internet Explorer provided by IT Support Services

https://www.isis.ufl.edu/cgi-bin/eaglec

File Edit View Favorites Tools Help

Jump

Administrative Applicant My Tab Student

BARNETT,ROXANNE is logged on. Logout

Welcome to ISISAdmin

[Help](#)

[Contact Us](#)

ISISAdmin is available 7:00am - 4:30am EST, Monday - Saturday; 10:00am - 4:30am Sunday.

Spring 2011

- January 5: Classes begin; classes end April 20
- March 5-12: Spring Break
- April 28-30 and May 1: Commencements
- Spring dates and deadlines: [Undergraduate](#) and [Graduate](#)

Summer 2011

- Classes begin: May 9 (Summer A/C) and June 27 (Summer B)
- Classes end: June 17 (Summer A) and August 5 (Summer B/C)
- Summer Break: June 20-24
- Commencement: August 6
- Summer dates and deadlines: Undergraduate [Summer A/C](#) and [Summer B](#); and [Graduate](#)

Fall 2010

- December 17-18: [Commencements](#)
- December 8: Classes ended; fall classes began August 23
- [Schedule of courses](#)
- Fall dates and deadlines: [Undergraduate](#) and [Graduate](#)

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1 - NERDC (nermvs... SASS Exceptions - ... Inbox - Microsoft O... Document1 - Micro... Base Navigation Pa... Welcome to ISISAd... 3:17 PM

B. INTRODUCTION

This document was created to help guide you through the various screen of the Student Academic Advisement System (SASS) using the web. If you have any questions or comments, please feel free to email them to SASSWEB-L@lists.ufl.edu.

The Student Academic Advisement System (SASS) is an automated system, which evaluates a student's academic record (transcript) in reference to the completion of the requirements of a particular degree program. The result of this evaluation is an audit, which may be viewed on-line or in a printed report.

In order for SASS to produce audits three primary files must be created and maintained by each individual College. The files are as follows:

I. REQUIREMENT DEFINITION files serve two functions:

- 1) They control what courses and conditions are necessary to satisfy the requirements of a degree program.
- 2) They determine the format in which the audit will be displayed or printed.

II. DEGREE PROGRAM DEFINITION file contain all of the requirements used to produce the audit. This file determines the order in which requirements will appear on the audit and if courses are allowed to satisfy only one requirement or multiple requirements.

III. STUDENT PROGRAM EXCEPTION file provide the College the flexibility to allow curriculum exceptions for an individual student for a particular degree program.

The Data Processing department within the Registrar's Office maintains the following files:

I. GRADES/CONDITION CODES file, which controls the quality points, associated with each grade and the condition codes that identify transfer course work and work taken at UF before and after earning 60 hours. Refer to the Requirement Definition section for more information on the use of condition codes.

II. COURSE EQUIVALENCY files which contains a list of course prefix and numbering changes.

Training on the creation, use, and maintenance of the Requirement Definition file, Degree Program file, and Student Exception file will be provided to each individual College by the SASS Coordinator.

C. UNDERSTANDING THE STUDENT AUDIT

A student audit is an evaluation of the student's transcript in reference to the requirements of a particular major and degree. The results may be viewed on-line or in a printed report called an audit. The audit begins with general information, including:

UFID

Student's name

Catalog year

Degree program

Following this general information are numerous groupings of course work known as REQUIREMENTS. A horizontal line separates each grouping. The individual College determines the content and order of these groupings, as well as, the amount of information displayed or printed following standardized formatting guidelines established by the Office of Undergraduate Affairs. Courses do not necessarily appear in chronological order, but appear grouped according to the sub-categories listed in each requirement.

To read the SASS audit, it is important to understand the indicators used on the audit to denote the status of a particular requirement. Indicators are listed below and denoted within quotation marks.

‘✗’ indicates the student has NOT SATISFIED all of the elements of a requirement.

‘✓’ indicates the student has satisfied all of the elements of a requirement.

‘IP’ indicates the student is currently registered for the last class necessary to satisfy all of the elements of a requirement.

‘AA’ indicates the student was awarded an Associate of Arts degree, which satisfies all of the elements of a requirement.

‘+’ indicates this particular sub requirement (sub-category) of the requirement has been satisfied.

‘-’ indicates this particular sub requirement (sub-category) has not been satisfied.

‘RG’ in the grade field which appears after the credit hours of the course means the student is currently registered for the course.

‘P’ in the grade field means the student was awarded AP, IB or CLEP credit for the course.

‘T’ following the actual grade means the course was taken at another 4 year institution.

'J' following the actual grade indicates the course was taken at a junior college (some now known as State Colleges).

'_' (underscore) following the actual grade indicates the course was taken at UF prior to earning 60 credit hours.

' '(blank) following the actual grade indicates the course was taken at UF after earning 60 credit hours.

'EARNED: 30.00 HOURS 3.450 GPA' indicates the total number of hours used to satisfy the requirement. The total GPA for the courses used is 3.450.

'NEEDS: 1 SUB-REQ' indicates the number of sub requirements not satisfied.

9608 ENC1101 3.00 B _

9608 indicates the course was completed in the Fall of 1996.

ENC1101 indicates the course prefix and number.

The _ (underscore) following the grade is a symbol which indicates the course was completed within the first 60 hours of acceptable course work at UF.

To exit the audit display, click the 'Degree Audit' link located on the left menu bar or in the menu bar located at the top of the page.

STANDARDIZED AUDIT FORMATTING GUIDELINES

**MAJOR NAME – SPECIALIZATION (IF APPLICABLE)
COLLEGE NAME**

[CLICK TO VIEW CRITICAL TRACKING & SEMESTER PLAN](#)

(This links to the Undergraduate catalog and is maintained by the SASS coordinator)

1. SUMMARY OF UNIVERSAL TRACKING CRITERIA

2. CRITICAL TRACKING GPA (if based on all attempts)

3. ADDITIONAL PREREQUISITE COURSEWORK

**4. REVIEW OF GENERAL EDUCATION REQUIREMENTS
GRADE OF C OR BETTER (NO S GRADES)**

**5. INTERNATIONAL AND DIVERSITY FOCUS
GRADE OF C OR BETTER (NO S GRADES)**

6. SUMMARY OF MAJOR CORE COURSES

7. SUMMARY OF SPECIALIZATION COURSES

8. ELECTIVES (IF REQUIRED)

9. EXIT REQUIREMENT (IF APPLICABLE) This is manually waived by the College.

10. GPA IN DEPARTMENTAL COURSES

11. UPPER DIVISION HOURS

12. UPPER DIVISION GRADE POINTS

**13. UPPER DIVISION GPA
HONORS AWARDED BASED ON A MINIMUM GPA OF X.XX**

[CLICK TO VIEW THE HONORS CRITERIA FOR YOUR COLLEGE](#)
#.# GPA

**14. SUMMER ENROLLMENT AT ANY STATE OF FLORIDA UNIVERSITY.
WORK AT STATE/COMMUNITY COLLEGES DOESN'T COUNT.**

15. RESIDENCY: LAST 30 HOURS MUST BE TAKEN AT UF.

**16. COLLEGE LEVEL ACADEMIC SKILLS REQUIREMENT
PLEASE SEE YOUR ADVISOR IF YOU HAVE ANY QUESTIONS**

17. UNIVERSITY WRITING REQUIREMENT

18. UNIVERSITY MATH REQUIREMENT

19. UNIVERSITY OF FLORIDA CUMULATIVE GPA

20. UNIVERSITY ADMISSION REQUIREMENT: LANGUAGE

21. HOURS EARNED (INCLUDES CURRENT REGISTRATION)

D. SASS WEB MENU

The SASS Web menu consists of menu items listed down the left side of the screen and additional links for selected menu items listed across the top. You can access any of these items by clicking on the underline words or links.

Depending on the level of access you request or need, will determine the availability of some screens. For example, if you need to create or modify requirements or degree programs, you will have a link labeled 'Management' under the 'Administrative' tab on the left menu bar. If you can only post student exceptions, then the 'Management' link will not appear.

The default screen displayed is the Degree Audit and is located under the Student tab.

To run an audit, enter the student's UFID and press ENTER or click the Submit button. The screen will display the default degree program and catalog year for the student. Click on the 'Complete Audit' button to run a full audit, 'Unmet Audit' button to view only the unmet requirements or 'Critical Tracking Criteria' to view the Universal Tracking requirements used for monitoring.

To run an audit with a different degree program or catalog year, simply enter the new degree program in the field labeled 'Degree Program Code' and/or enter a new catalog year in the field labeled 'New Catalog Year' and click the 'Complete Audit' button. You can also use the 'Shop by Major' under Degree Shopping.

To run an audit to Generate Free Electives, click the dot labeled 'Yes'. This function is used mostly for graduating seniors to verify the 'Total Hours Used Toward the Degree' equals or exceeds the total hours required for the degree.

If you would like to run the audit to display only the Unmet requirements for the student, then click the 'Unmet Audit' button.

SASS Degree Audit - Windows Internet Explorer provided by IT Support Services

https://www.isis.ufl.edu/cgi-bin/eaglec

File Edit View Favorites Tools Help

SASS Degree Audit

ISIS admin

Administrative Applicant **My Tab** Student

BARNETT, ROXANNE is logged on. Logout

SASS Degree Audit Help

SASS Header	SASS Courses	Exceptions Display	Retrieve Archive	Audit Summary
Degree Audit	Exceptions Update	Display all Comments		

Submit

Degree Audit

UF ID 46433900 Name ALLIGATOR ALBERT

Current Degree Program BA-MGT Catalog Year 2010

[Complete Audit](#) [Unmet Audit](#) [Critical Tracking Criteria](#)

Degree Shopping

Shop by Major

Shop by Universal Tracking

Shop by Minor

Shop by Combined Bachelors/Masters

New Catalog Year or Degree Program Code

Free Electives Yes No

Academic Learning Compacts

[ALC By Majors \(Undergraduate Admits Only\)](#)

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E. REQUIREMENTS

A REQUIREMENT is either an informational box or a set of courses from which a student must select one, some or all to meet an academic regulation. For example, a Requirement may identify course work required for a particular MAJOR. It may contain a variety of information such as, course prefixes and numbers, number of hours required for the major, minimum GPA etc.

You must utilize the Requirements List or Develop Requirements List link initially to locate the first requirement you wish to view. If you wish to view an additional requirement, you may return to the Browse List and enter in the requirement name in the field labeled Requirement or enter the Requirement name and catalog year directly in the Requirements or Develop Requirements screen.

Naming conventions for Requirements in the Graduation audits:

There are naming conventions to following when creating new requirements. All requirements in the graduation audit to monitor things such as Universal Tracking, Prerequisites, Major core coursework and/or specialization course work must begin with the 2 character college code, followed by a hyphen, then the 3 character major or specialization code. The last 3 characters are used to denote what the requirement is such as GPA, MAJ(major), UT(Universal Tracking), etc.

For example, HH-HEBUT would denote the requirements for Universal Tracking for the major of HEB in the College of Health and Human Performance.

Naming conventions for Requirements in the Universal Tracking audits:

All requirements in the Universal Tracking audit to monitor things such as Critical coursework, GPA, General Education must begin with the 3 characters UT-. In the remaining 6 characters are used to denote what the requirement is such as GPA, Courses, Gen Ed, etc. and must contain the Semester number in which the coursework, GPA or Gen Ed are requirement.

For example, UT-HEB1GE would be a requirement which would monitor for the completion of some amount of General Education coursework in Semester 1.

To display a requirement, click on the Administrative tab and then click the Requirement link on the left menu. The Requirement List link is the default link displayed. To begin the list, enter all or part of the Requirement name. Then click the Submit button. Click the View button to the left of the Requirement you wish to see. The Requirement is displayed in a Read Only mode indicated by the gray (smoke) background color of the screen.

REQUIREMENT LIST (Production not updatable)

ISIS admin

Administrative Applicant **My Tab** Student

BARNETT, ROXANNE is logged on. Logout

SASS Requirements List

Programs List Degree Programs Requirements List Requirements

Submit Page Down

To reposition the list type in all or part of the requirement and year then search. You can link to a single requirement by selecting view.

Requirement @@- Year

GO	Requirement	Last Year	First Year	Auth	Title
View	@@-C	9999	1996	UF	COMPOSITION
View	@@-CEN2	9999	1996	E5	FIRST YEAR - SEMESTER TWO
View	@@-H	9999	1996	UF	HUMANITIES
View	@@-HOS4	9999	1996	AG	SECOND YEAR - SEMESTER FOUR
View	@@-HSP96	9999	1996	UF	REVIEW OF GENERAL EDUCATION REQUIREMENTS
View	@@-ISLWM2	9999	1996	AG	FIRST YEAR - SEMESTER TWO
View	@@-MCB2	9999	1996	AG	FIRST YEAR - SEMESTER TWO (2)
View	@@-PSY5	9999	1996	LS	THIRD YEAR - SEMESTER FIVE
View	@@-READ	9999	000000	@@	
View	@@-SAVE	9999	0000	AC	
View	@@-SEM1	9999	1996	BA	FIRST YEAR - SEMESTER ONE
View	@@-SEM3	9999	1996	BA	SECOND YEAR - SEMESTER THREE
View	@@-2	9999	1996	@@	THIS IS A TEXT FIELD
View	@@-2UF	9999	0000	@@	2.0 UF GPA REQUIRED
View	@@-3	9999	0000	@@	RQ THAT ASKS FOR COURSE COUNT, REQ HOURS AND MAX HOURS
View	@@-4	9999	0000	@@	RQ THAT ASKS FOR COURSE COUNT, REQ HOURS AND MAX HOURS
View	@@-5	9999	0000	@@	RQ THAT ASKS FOR REQ HOURS AND MAX HOURS
View	AA	9999	0000	@@	AA ON THE EARNED LINE INDICATES AA DEGREE AWARDED
View	AA-AECEXT	1991	000000	AG	AGRICULTURAL EDUCATION & COMMUNICATION - CURRICULUM II
View	AA-ASE8	9999	1996	E3	STUDENT HAS AN AA DEGREE

[Continued](#)

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REQUIREMENT VIEW (Production not updatable)

The screenshot shows the SASS Requirements web application. The left-hand navigation menu includes links for 'Development', 'Academic Record', 'Field of Study', 'Registration', 'Status', 'My Office', and 'Personalize'. A yellow arrow points to the 'Development' link. The main content area displays a requirements list for 'COMPOSITION' with columns for Line Segment, Sub-requirement Information, and various status indicators like 'Accept', 'Reject', and 'Assign'.

Line Segment	Sub-requirement Information	Status
0005 0001	Course Count 00 Required Hours 003.0 Min GPA 0.000 Max Hours 006.0	Accept
0010 0001	Accept #####2#C #####2#5 #####2#6	Accept
0015 0001	Accept AML2070 D 000000199606 AML2410 D 000000199606	Accept
0020 0001	Accept CRW1301 D 000000199606 CRW2300 D 000000199606	Accept
0025 0001	Accept ENC1145 D 000000199606 ENC2210 D 000000199606	Accept
0030 0001	Accept ENC2210 D 000000199606 ENC3250 D 000000199606	Accept
0035 0001	Accept ENL0201 D 000000199606 ENL2012 D 000000199606	Accept
0040 0001	Accept ENL2022 D 000000199606 ENC1000 D 000000199606	Accept
0045 0001	Accept ENC1122 D 000000199606 ENL0000 D 000000199606	Accept
0050 0001	Accept CEG0132X D 000000199606 CRW2100 D 000000199606	Accept
0055 0001	Accept ENC1001 D 000000199606 ENC1017 D 000000199606	Accept
0060 0001	Accept ENC3310 D 000000199606 ENG1131 D 000000199606	Accept
0065 0001	Accept ENG2300 D 000000199606 ENG2937 D 000000199606	Accept
0070 0001	Accept ENL0401 D 000000199606 ENL2330 D 000000199606	Accept
0075 0001	Accept IDH2931 D 000000199606 LIT2030 D 000000199606	Accept
0080 0001	Accept SPN3340 D 000000199606 SPN4314 D 000000199606	Accept
0085 0001	Accept LIT0000 D 000000199606 ENC0020# D 000000199606	Accept
0090 0001	Accept ENC1101L D 000000199606 ENC1103 D 000000199606	Accept
0095 0001	Accept ENC1130 D 000000199606 ENC1145 D 000000199606	Accept
0100 0001	Accept ENC1315 D 000000199606 ENC2301 D 000000199606	Accept

To create or modify Requirements, click on the 'Development' link on the left menu. The Develop Requirements List link is the default link display. The screen will appear with a peach

background. To begin the list, enter all or part of the Requirement name. Then click the Submit button. Click the View button to the left of the Requirement you wish to see. The Development Requirement displayed will be in an Update mode.

You may then change any data on the screen you wish. You are always in UPDATE mode on this screen and once you press enter any information typed on the screen becomes a part of the record.

DEVELOPMENT REQUIREMENT LIST

The screenshot displays the 'SASS Requirement List-Develop' web application. The interface includes a navigation menu on the left with categories like 'Academic Advising', 'Course Mgmt', 'Field of Study', 'Grades', 'My Office', and 'My Links'. The main content area features a search form with 'Requirement' and 'Year' input fields, a 'Submit' button, and a 'View' button. Below the search form is a table of requirements with columns for 'GO', 'Requirement', 'Last Year', 'First Year', 'Auth', and 'Title'. A yellow arrow points to the 'View' button in the first row of the table, and another points to the 'Requirement' search field.

GO	Requirement	Last Year	First Year	Auth	Title
View	@@-ADVCOL	1991	1991	JM	ADVERTISING PREPROFESSIONAL REQUIREMENTS
View	@@-C	9999	1996	UF	COMPOSITION
View	@@-CEN2	9999	1996	ES	FIRST YEAR - SEMESTER TWO
View	@@-H	9999	1996	UF	HUMANITIES
View	@@-HOS4	9999	1996	AG	SECOND YEAR - SEMESTER FOUR
View	@@-HSP96	9999	1996	UF	REVIEW OF GENERAL EDUCATION REQUIREMENTS
View	@@-ISLWM2	9999	1996	AG	FIRST YEAR - SEMESTER TWO
View	@@-MCB2	9999	1996	AG	FIRST YEAR - SEMESTER TWO (2)
View	@@-PSY5	9999	1996	LS	THIRD YEAR - SEMESTER FIVE
View	@@-READ	9999	000000	@@	
View	@@-SAVE	9999	0000	AC	
View	@@-SEM1	9999	1996	BA	FIRST YEAR - SEMESTER ONE
View	@@-SEM3	9999	1996	BA	SECOND YEAR - SEMESTER THREE
View	@@-2	9999	1996	@@	THIS IS A TEXT FIELD
View	@@-2UF	9999	0000	@@	2.0 UF GPA REQUIRED
View	@@-3	9999	0000	@@	RQ THAT ASKS FOR COURSE COUNT, REQ HOURS AND MAX HOURS
View	@@-4	9999	0000	@@	RQ THAT ASKS FOR COURSE COUNT, REQ HOURS AND MAX HOURS
View	@@-5	9999	0000	@@	RQ THAT ASKS FOR REQ HOURS AND MAX HOURS
View	AA	9999	0000	@@	AA ON THE EARNED LINE INDICATES AA DEGREE AWARDED
View	AA-AECEXT	1991	000000	AG	AGRICULTURAL EDUCATION & COMMUNICATION - CURRICULUM II

DEVELOPMENT REQUIREMENT VIEW (Updatable)

SASS Develop Requirement - Windows Internet Explorer provided by IT Support Services

https://www.isis.ufl.edu/cgi-bin/eaglec

File Edit View Favorites Tools Help

UF SASS Develop Requirement

ISIS admin

Administrative Applicant MyTab Student BARNETT, ROXANNE is logged on. Logout

SASS Develop Requirement Help

[Develop Degree Program List](#) [Develop Degree Programs](#) [Develop Audit](#)
[Develop Requirements List](#) [Develop Requirements](#)

Submit Previous Next Top Page Down

To create an existing requirement, display the requirement, fill in the new Name Last Year [Copy](#) or [Move](#)

Delete

Requirement @@-C Last Year 9999 First Year 1996 Authorization UF

Segment 0001 Required Hours 3.0 Required GPA .000

Count Accept 1 Accept 2 Reject 1 { Reject 2 Assign 1 Except Y Y

Print Code Pseudo Name GENED Closed Sum No Count Y

Title 1 COMPOSITION

Title 2 Last Updated 06/27/1997 by KAS

Del?	Line	Segment	Sub-Requirements Information											
<input type="checkbox"/>	0005	0001	Print Code	Req Course Count	00	Req Hours	003.0	Min GPA	0.000	Max Hours	006.0	Accept	<input type="text"/>	<input type="text"/>
			Reject	F <input type="text"/>	W <input type="text"/>	Assign	<input type="text"/>	Repeat	<input type="text"/>	Print	F <input type="text"/>	Gen ed	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0010	0001	Accept	#####2#C	<input type="text"/>	#####2#5	<input type="text"/>	#####2#6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0015	0001	Accept	AML2070	D <input type="text"/>	000000199606	<input type="text"/>	AML2410	D <input type="text"/>	000000199606	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0020	0001	Accept	CRW1301	D <input type="text"/>	000000199606	<input type="text"/>	CRW2300	D <input type="text"/>	000000199606	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0025	0001	Accept	ENC1145	D <input type="text"/>	000000199606	<input type="text"/>	ENC2210	D <input type="text"/>	000000199606	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0030	0001	Accept	ENC2210	D <input type="text"/>	000000199606	<input type="text"/>	ENC3250	D <input type="text"/>	000000199606	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0035	0001	Accept	ENL0201	D <input type="text"/>	000000199606	<input type="text"/>	ENL2012	D <input type="text"/>	000000199606	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0040	0001	Accept	ENL2022	D <input type="text"/>	000000199606	<input type="text"/>	ENC1000	D <input type="text"/>	000000199606	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Done Trusted sites | Protected Mode: Off 100%

REQUIREMENT CONTINUED

To Delete a requirement, click on the Delete box above the 'Requirement' name. Then click the Submit button. NOTE: This can only be done in Development.

SHORT CUTS IN WRITING NEW REQUIREMENTS: If you have various groups of courses which can be used for additional hours for the major but are not required

1. Create a new requirement. Create each sub-requirement with the list of all the courses on the 'ACCEPT' line you want to be used. For example, you want to monitor for a maximum of one 2000 level course toward the major.
2. In the Assign field, assign a unique assign code not being used by any other Requirement on the Degree Program. NOTE: These assign codes are used to identify General Education courses therefore they cannot be used 1, <, >, ?, \, !
3. On the 'CONTROL' line, REQ HRS = 0000; MAX HRS = 9999 (or the maximum number of hours you want the requirement to capture).
4. Insert the new Requirement on the Degree Program after the general education and give it a 'B' code to hide it the same way gen ed requirements are hidden.
5. In a separate requirement, ask for the specific assign code you asked for in the previous requirement & code ***** D000001999999 on the ACCEPT line.

ISiS admin | Jump | Administrative | Applicant | My Tab | Student | BARNETT, ROXANNE is logged on | Logout

SASS Develop Requirement

Develop Degree Program List | Develop Degree Programs | Develop Audit
 Develop Requirements List | Develop Requirements

Submit | Previous | Next | Top | Page Down

To copy an existing requirement, display the requirement, fill in the new Name _____ Last Year _____ Copy or Move

Delete

Requirement **LS-WMSSP1** Last Year 9999 First Year 2008 Authorization LS

Segment Count 0001 Required Hours .0 Required GPA .000

Accept 1 Accept 2 Reject 1 W Reject 2 F Assign O Except Y

Print Code F Pseudo MAJORWMS Closed P Sum No Count

Title 1 GENERAL CONCENTRATION
 Title 2 _____ Last Updated 03/14/2011 by RHB

Del?	Line	Segment	Sub-Requirements Information			
<input type="checkbox"/>	0005	0001	Title	" NINE HOURS OF APPROVED HUMANITIES COURSES "		
<input type="checkbox"/>	0010	0001	Print Code	Req Hours	Min GPA	Max Hours
			Course Count	00	000.0	0.000
			Accept			
			Reject			
<input type="checkbox"/>	0015	0001	Reject	WST3015	WST3415	WST4935
<input type="checkbox"/>	0020	0001	Accept	ARA3510	HBT3563	HBT3564
<input type="checkbox"/>	0025	0001	Accept	JPT3130	ARH3423	CLA3501
<input type="checkbox"/>	0030	0001	Accept	AML3284	AML4282	ENG4134
<input type="checkbox"/>	0035	0001	Accept	LIT3383	LIT4535	LIT4554
<input type="checkbox"/>	0040	0001	Accept	GEW4750	REL3291	REL4219
<input type="checkbox"/>	0045	0001	Accept	REL4361	REL4671	LIN4656
<input type="checkbox"/>	0050	0001	Accept	SPW4780	FRT3561	AFA3332
<input type="checkbox"/>	0055	0001	Accept	ANT4366	AFH4253	AMH3560
<input type="checkbox"/>	0060	0001	Accept	AMH3565	AMH3569	AMH4312
<input type="checkbox"/>	0065	0001	Accept	AMH4563	EUH4145	EUH4610

Done | Trusted sites | Protected Mode: Off | 100%

ISiS admin | Jump | Administrative | Applicant | My Tab | Student | BARNETT, ROXANNE is logged on | Logout

SASS Develop Requirement

Develop Degree Program List | Develop Degree Programs | Develop Audit
 Develop Requirements List | Develop Requirements

Submit | Previous | Next | Top | Page Down

To copy an existing requirement, display the requirement, fill in the new Name _____ Last Year _____ Copy or Move

Delete

Requirement **LS-WMSSP4** Last Year 9999 First Year 2008 Authorization LS

Segment Count 0002 Required Hours .0 Required GPA .000

Accept 1 Accept 2 Reject 1 W Reject 2 F Assign Except Y

Print Code Pseudo MAJORWMS Closed C Sum No Count

Title 1 CHECK FOR 1 COURSES AT _____ LEVEL
 Title 2 _____ Last Updated 03/04/2011 by RHB

Del?	Line	Segment	Sub-Requirements Information			
<input type="checkbox"/>	0005	0001	Title	" 2000 LEVEL APPROVED HUMANITIES COURSE "		
<input type="checkbox"/>	0010	0001	Print Code	Req Hours	Min GPA	Max Hours
			Course Count	00	000.0	003.0
			Accept			
			Reject			
<input type="checkbox"/>	0015	0001	Reject	NOCREDIT		
<input type="checkbox"/>	0020	0001	Accept	ANT2301	WST2611	WSTGEN2000
<input type="checkbox"/>	0025	0001	Title	" 2000 LEVEL APPROVED SOCIAL SCIENCE COURSE "		
<input type="checkbox"/>	0030	0001	Print Code	Req Hours	Min GPA	Max Hours
			Course Count		000.0	003.0
			Accept			
			Reject			
<input type="checkbox"/>	0035	0001	Reject	NOCREDIT		
<input type="checkbox"/>	0040	0001	Accept	SYG2430	WST2612	
<input type="checkbox"/>	0045	0002	Title	" TPS - DEPT APPR ELECTS "		
<input type="checkbox"/>	0050	0002	Print Code	Req Hours	Min GPA	Max Hours
			Course Count		000.0	003.0
			Accept			

Done | Trusted sites | Protected Mode: Off | 100%

- Comments/Exceptions
- Degree Audit
- Degree Programs
- Development
- Management
- Requirements
- Academic Record**
- Tests
- Test Scores
- Transcripts
- Adjust ap/ib Credit
- Adjust Transfer Credit
- UF Transcript
- Field of Study**
- College/Major
- College Tracking
- College/Major Change
- Multiple Majors
- Registration**
- History
- Cancel/Withdraw
- Dropped Courses
- Gordon Rule
- Status**
- Student Status
- Current Status
- Name Browse
- Purged Current Status
- My Office**
- Calendar
- View Calendar
- My Links**
- Personalize**
- Maintain custom tab
- Set color scheme
- Set default menu item
- Set default tab

[Develop Degree Program List](#) [Develop Degree Programs](#) [Develop Audit](#)
[Develop Requirements List](#) [Develop Requirements](#)

Submit Previous Next Top Page Down

To copy an existing requirement, display the requirement, fill in the new Name Last Year [Copy or Move](#)

Delete

Requirement Last Year First Year Authorization -WMS

Segment Required Hours Required GPA

Accept 1 Accept 2 Reject 1 Reject 2 Assign Except

Print Code Pseudo Name Closed Sum No Count

Title 1

Title 2 Last Updated 03/07/2011 by RHB

Del?	Line	Segment	Sub-Requirements Information	
<input type="checkbox"/>	0005	0001	Title	<input type="text" value=""/>
<input type="checkbox"/>	0010	0001	Title	<input type="text" value="**ONLY 12 HOURS OF WST3930 AND WST4930 -AND-"/>
<input type="checkbox"/>	0015	0001	Title	<input type="text" value="ONE [2000-LEVEL] COURSE WILL APPLY TOWARDS THIS MAJOR"/>
<input type="checkbox"/>	0020	0001	Title	<input type="text" value=""/>
<input type="checkbox"/>	0025	0001	Title	<input type="text" value="NINE HOURS OF APPROVED HUMANITIES COURSES"/>
<input type="checkbox"/>	0030	0001	Title	<input type="text" value="-> NOT FROM: WST3015 , WST3415 , WST4935"/>
<input type="checkbox"/>	0035	0001	Print Code	<input type="text"/>
			Course Count	<input type="text" value="00"/>
			Req Hours	<input type="text" value="009.0"/>
			Min GPA	<input type="text" value="0.000"/>
			Max Hours	<input type="text" value="010.0"/>
			Accept	<input type="text" value="0"/>
			Reject	<input type="text"/>
			Assign	<input type="text"/>
			Repeat	<input type="text"/>
			Print	<input type="text"/>
			Gen ed	<input type="text"/>
<input type="checkbox"/>	0040	0001	Re	<input type="text" value="WST3015"/> <input type="text" value="WST3415"/> <input type="text" value="WST4935"/> <input type="text" value="WST4905"/>
<input type="checkbox"/>	0045	0001	Accept	<input type="text" value="*****"/> <input type="text" value="D"/> <input type="text" value="000001999998"/>
<input type="checkbox"/>	0050	0002	Title	<input type="text" value=""/>
<input type="checkbox"/>	0055	0002	Title	<input type="text" value="NINE HOURS OF APPROVED SOCIAL SCIENCE COURSES"/>
<input type="checkbox"/>	0060	0002	Title	<input type="text" value="-> NOT FROM: WST3015 , WST3415 , WST4935 , WST4940"/>

REQUIREMENT CONTINUED

NEW NAME - Enter your 2 digit college code followed by a dash followed by 1-6 letters or numbers. For example, EG-SEM1. This field is used only for the COPY function.

LAST YEAR (In Gray box) - Enter the last year for which this requirement should be used. Usually 9999 is used to designate this requirement applies to all future catalog years until further notice. Should this change you would then enter the modified last year to the appropriate final year for which it should apply. This field used only for the COPY function.

ADD A NEW REQUIREMENT – a link that will take you to another screen display where you can enter the Requirement and Last Year to create a new requirement.

DELETE – This is used to Delete the entire Requirement. It will only delete the requirement if your SASS authorization matches the Authorization of the requirement.

SUBMIT – Used to apply modifications made to any field of the requirement.

REQUIREMENT - Enter your 2-digit college code followed by a dash followed by 1-6 letters or numbers. For example, EG-SEM1.

LAST YEAR - Enter the last year for which this requirement should be used. Usually 9999 is used to designate the requirement applies to all future catalog years until further notice. Should this change you would then enter the modified last year to the appropriate final year for which it should apply.

FIRST YEAR - Enter the first year for which the requirement should be used.

AUTHORIZATION - The two letter college code assigned on the security file to the person creating the requirement.

DEPT – The three letter major code assigned on the security file to the person creating the requirement.

SEGMENT COUNT - This field tells the system how many sub-requirements must be satisfied for this requirement. Usually this number matches the number of sub-requirements listed, although there are exceptions.

LAST UPDATED - Each time the requirement is modified, the system notes the date of the update.

BY - Each time the requirement is modified, the system notes the initials of the person making the update.

REQUIRED HOURS - If you wish to check to ensure all of the courses used for all sub-requirements combined equal some number, then you would enter the number in this field. The

number should be entered as 5 digits, for example 36 hours would be entered as 03600. Entering data in this field is optional if you are checking for the necessary hours within each sub-requirement.

REQUIRED GPA - If you wish to check for a GPA based on all courses used for all sub-requirements, you would specify the GPA in this field. The GPA should be entered as a 5 digit number for example 2.00 would be entered as 20000. Once you press enter the system places the decimal point in the correct position.

ACCEPT 1 & 2 – This is a two byte field which allows you to specify grades, assign codes or condition codes which you wish all courses which satisfy the requirement must meet. If you wish to specify a particular grade for all courses used to satisfy all sub-requirements, enter the letter in this field. For example, if you require a grade of ‘B’ or higher enter the letter B in this field. If you require all courses with an assign code of ‘Z’ AND have a grade of ‘B’ or higher, you would enter Z in the ACCEPT 1 field and B in the ACCEPT 2 field. You may also specify any code which you may have previously assigned to a group of courses using the assign code field.

REJECT 1 & 2 - This is a two byte field which allows you to specify grades, assign codes or condition codes which you wish to reject. For example, WF would reject all courses with a grade of ‘W’ (withdrawals) OR ‘F’ (failed).

ASSIGN - You may assign any single character code, numerical or alpha in this field. This code will then be assigned to all courses used to meet this requirement. For example, you may want to compute a GPA for the courses listed in this requirement and call it GPA 4. You may enter the number 4 in this field and then write another requirement in which you ACCEPT (Accept field) all courses with a ‘4’ and display the computed GPA.

EXCEPT - This field determines who may post to this requirement. An N or a blank in this field limits this ability to the college writing the requirement. A Y means anyone from any college with the ability to write Student Exceptions may make an Exception to this Requirement.

PRINT CODE - This code determines the format of the SASS audit. Valid codes are listed below: See Appendix for examples. [#EXAMPLES](#)

- Blank = all available information should be printed.
- A = Requirement will not appear on the printed audit. However, it will appear in the audit file.

NOTE: This option may be used ONLY at the requirement header level. Overrides all other print options at the sub-requirement level.

- D = suppresses the ‘earned line’ at the header level and the ‘added’ line at the sub-requirement level.
- E = suppresses the ‘earned line’ at the header level and the ‘added line’ at the sub-requirement level. It also suppresses the listing of courses applied toward a requirement’s completion
- F = suppresses the ‘earned line’ at the header level and the ‘added line’ at the sub-requirement level. It also suppresses the listing of courses to select from to meet the

requirement.

- G = suppresses the 'earned line' at the header level and the 'added' line at the sub-requirement level. It also suppresses the printing of the courses a student may select from beginning with the first pseudo-course.
- H = suppresses the 'earned line' at the header level and the 'added' line at the sub-requirement level. Also, it collapses the sub-requirement data to a listing of courses used toward the requirement's completion even when the requirement is NOT completed. NOTE: This option may be used ONLY at the requirement header level. Overrides all other print options at the sub-requirement level.
- I = functions exactly like the 'T' print code except the SELECT FROM and NOT FROM lines are displayed. **This print option is one of two most commonly used.**
- K = prints everything except the 'ADDED' line at the sub-requirement level.
- L = prints only the SELECT FROM and the NEEDS info.
- N = prints the list of courses from which a student may select to satisfy the requirement but does NOT print the courses the student has taken.
- O = normal processing except courses a student may select from to satisfy a sub-requirement that has not yet been satisfied are suppressed.
- P = prints all the data from the SELECT FROM list until it reaches a pseudo-name indicated by \$.
- Q = prints the courses the student has taken but NOT the list of available courses.
- R = suppresses the 'earned line' at the header level and the 'added' line at the sub-requirement level. Also, it collapses the sub-requirement data to a listing of the courses used towards a requirement's completion only when a requirement is NOT completed. When the requirement is completed, it suppresses the listing of courses.
- S = normal processing except sub-requirement information will be suppressed. Only courses used to satisfy the requirement are displayed.
- T = Resembles Option F. However, it also suppresses the 'needs line' at the sub-requirement level. **This print option is one of two most commonly used.**
- U = Prevents the collapsing of the sub-requirement data when a requirement is completed. It resembles Option L, however, it suppresses the printing of the 'earned line' at the header level and the 'added line' at the sub-requirement level.
- X = prints only summary information.
- Y = Prints 'earned line' and 'needs line' at header level. Also, it prints titles, 'added lines' and Needs lines' at the sub-requirement level without printing the courses used to satisfy the sub-requirement. This option is ONLY used at the header print level.
- Z = Eliminates the sub-requirement title lines and allows the printing of only the courses used toward satisfying the sub-requirement. This option is used ONLY at the sub-requirement print option level.

7/97 software update: All print codes were modified to stop printing when it reaches the pseudocourse. This means if you list courses on the accept line after the pseudocourse (identified by \$), the courses will be used for processing but will not appear on the SELECT FROM line on the audit.

PSEUDO NAME - This field is used for GORDON, CLASR (CLAST) and GEN-ED. Flags are generated by the system to indicate if the Requirements have been satisfied. This field is also

now being coded to help identify requirements created with coursework for the major, Universal Tracking and specialization. Flags are generated by the system to indicate if the Requirements have been satisfied.

CLOSED - Use the CLOSED INDICATOR field on the Requirement file to close a satisfied requirement when max hours or course count is reached.

- 'C' - the sub-requirement is satisfied upon reaching the hours specified in the Max Hours field on the C line of the sub-requirement. There is no additional consideration given to using the courses in a more efficient manner. The sub-requirement is closed immediately when the Max Hours is reached. Courses are in year-term order from oldest to most recent, and are used in that order.
- 'P' - courses are placed in the sub-requirement and then the courses go through the reshuffle process, when the requirement is grouped. The sub-requirement however is not closed until courses are reshuffled for grouped requirement. After the courses are reshuffled, the requirement is then closed if maximum hours are met.
- 'S' - the requirement will be satisfied if the required number of Segment Count is met.

SUM – Use in conjunction with the ACCEPT field on a requirement to summarize only previous multiple requirements that have assign codes attached to them.

NO COUNT – This field determines whether or not the courses used to satisfy the requirement count in the TOTAL HOURS USED TOWARD THE DEGREE. If the field is blank, then all courses count in total. If the field is 'Y', then all courses are not counted.

TITLE 1 - Text fields. Information in this field will appear as the Title of the Requirement on the audit. For example, 'GENERAL EDUCATION REQUIREMENTS'.

TITLE 2 - Allows you a second line of header text.

NOTE:

Data entered in the fields above apply to the entire Requirement. This means it will apply to all Sub-Requirements in the Requirement.

Data entered in the fields below apply to a particular Sub-Requirement. This allows you to vary the conditions per Sub-Requirement. These fields appear under the section of the screen labeled 'Sub-Requirements Information'.

DEL? – Used to Delete the specific line from the requirement. You must click the Del? Box and then click the Submit button.

LINE - Four digit field which indicates the line number of this Sub-Requirement.

SEGMENT: Four digit field which indicates the Sub-Requirement segment number or grouping

of courses.

Two or more, adjacent, sub-requirements given the SAME segment number will be considered as OPTIONS or OR'D to satisfy this sub-requirement. For example:

SASS Develop Requirement

Administrative Applicant **My Tab** Student

BARNETT.ROXANNE is logged on. Logout

Develop Degree Program List Develop Degree Programs Develop Audit

Develop Requirements List Develop Requirements

Submit Previous Next Top Page Down

To copy an existing requirement, display the requirement, fill in the new Name Last Year Copy or Move

Delete

Requirement UT-APY4A Last Year 9999 Lookup First Year 2008 Authorization LS

Segment Count 0001 Required Hours .0 Required GPA .000

Accept 1 C Accept 2 Reject 1 W Reject 2 Assign Except Y

Print T Pseudo Closed C Sum No Y Count

Title 1 COMPLETE 1 ADDITIONAL ANTHROPOLOGY COURSE

Title 2 STA2023 - STATISTICS 1 Last Updated 11/04/2010 by SLW

Del?	Link	Segment	Sub-Requirements Information	
<input type="checkbox"/>		0005	Title	" "
<input type="checkbox"/>		0010	Title	" THREE ANTHROPOLOGY COURSES "
<input type="checkbox"/>		0015	Print Code	
			Course Count 03	Req Hours 000.0 Min GPA 0.000 Max Hours 009.0 Accept
			Reject	Assign Repeat Print Gen ed
<input type="checkbox"/>		0025	Accept	ANT2000 : ANT6999 ANG5000 : ANG9999
<input type="checkbox"/>		0025	Title	" "
<input type="checkbox"/>		0030	Title	" TWO ANTHROPOLOGY COURSES & STATISTICS "
<input type="checkbox"/>		0035	Print Code	
			Course Count 03	Req Hours 000.0 Min GPA 0.000 Max Hours 009.0 Accept
			Reject	Assign Repeat Print Gen ed
<input type="checkbox"/>		0040	Accept	ANT2000 : ANT6999 ANG5000 : ANG9999
<input type="checkbox"/>		0045	Accept	STA#023

No more sub requirements for this requirement.

Pg Fwd

This sets up the situation that whenever a course from whichever area is taken (Either 3 Anthropology courses OR 2 Anthropology courses and Statistics), then the sub-requirement has been satisfied.

A Requirement may also contain several different required sub-requirements. Each sub-requirement will have a different segment number.

The screenshot shows the 'SASS Develop Requirement' interface. At the top, there are navigation links: 'Develop Degree Program List', 'Develop Degree Programs', 'Develop Audit', 'Develop Requirements List', and 'Develop Requirements'. Below these are buttons for 'Submit', 'Previous', 'Next', 'Top', and 'Page Down'. A text prompt says: 'To copy an existing requirement, display the requirement, fill in the new Name Last Year Copy of Move'. There is a 'Delete' checkbox. The main form fields include: Requirement (UT-CY1), Last Year (9999), First Year (2007), and Authorization (LS). Below these are fields for Segment Count (0002), Required Hours (.0), and Required GPA (.000). There are also dropdown menus for 'Accept' (C), 'Reject 1' (W), 'Reject 2' (F), 'Assign', and 'Except' (Y). A 'Pseudo Name' field is also present. The 'Title' field contains the text: 'COMPLETE THE FOLLOWING TRACKING COURSES'. Below the title is a table of sub-requirements:

Del?	Segment	Title	Sub-Requirements Information
<input type="checkbox"/>	0005	0001	Title " " " "
<input type="checkbox"/>	0010	0001	Title "ONE CHM PREFIX COURSE" " "
<input type="checkbox"/>	0015	0001	Print Code Course Count 01 Req Hours 000.0 Min GPA 0.000 Max Hours 004.0 Accept [dropdown] [dropdown] Reject [dropdown] Assign [dropdown] Repeat [dropdown] Print [dropdown] Gen ed [dropdown]
<input type="checkbox"/>	002	0001	Accept CHM* [dropdown] [dropdown] [dropdown] [dropdown]
<input type="checkbox"/>	0025	0002	Title " " " "
<input type="checkbox"/>	0030	0002	Title "ONE MAC PREFIX COURSE" " "
<input type="checkbox"/>	0035	0002	Print Code Course Count 01 Req Hours 000.0 Min GPA 0.000 Max Hours 004.0 Accept [dropdown] [dropdown] Reject [dropdown] Assign [dropdown] Repeat [dropdown] Print [dropdown] Gen ed [dropdown]
<input type="checkbox"/>	0040	0002	Accept MAC* [dropdown] [dropdown] [dropdown] [dropdown]

At the bottom of the table, it says 'No more sub requirements for this requirement.' There is a 'Pg Fwd' button and a text prompt: 'To add a new sub-requirement fill in the below lines then press Add a new Sub-Requirement'.

This sets up the situation of two different areas are required (One CHM prefixed course AND 1 MAC prefixed course), then the sub-requirement has been satisfied.

TITLE - You are provided 74 spaces per line to enter additional descriptive text if you choose. Information entered here will serve as the title for the sub-requirement. A maximum of twenty lines may be entered per sub-requirement.

CONTROL - This is called the control line and consists of the following fields:

COURSE COUNT - Two digit field which indicates the MINIMUM number of courses that must be taken to satisfy this particular Sub-Requirement. Possible entries are blank, 00-99.

REQ HOURS - Four digit field which indicates the MINIMUM number of credit hours needed to satisfy the Sub-requirement. Valid entries range from blank to 9999. If the sub-requirement is monitoring for 3 credit hours it will appear as 003.0.

MIN GPA - Specifies a MINIMUM GPA (if appropriate) for the courses listed in this sub-requirement. Valid entries range from blank to 4.000.

MAX HOURS - Indicates the MAXIMUM number of credit hours that may be used to satisfy this Sub-requirement. Valid entries range from Blank to 9999. 12 credit hours appear as 012.0.

PLEASE NOTE: SASS will list all courses completed that may be accepted, even if they exceed the MAX HOURS. However, only the number indicated in the MAX HOURS field will be subtracted from the number indicated in the HRS field (at the top of the Requirement).

For example: A 9 hour physical/biological science requirement could be written as follows: 9 hours in the HRS field, 3 hours in the REQ HOURS and 6 in the MAX HOURS field. This would indicate that a minimum of 3 hours is required and that a maximum of 6 hours will be applied towards the 9 total hours required.

ACCEPT - A maximum of 2 condition codes (previously defined in Grades/Condition Codes Table or a previous Requirement) may be specified as ACCEPT criteria. This may or may not be in addition to those indicated in the header information field Accept 1 & 2. The ACCEPT criteria entered at the sub-requirement applies only to that particular sub-requirement. The ACCEPT criteria entered in the ACCEPT 1 & 2 field applies to all sub-requirements in this Requirement. You may use either or both or neither depending on what you wish to accomplish. Using both the ACCEPT 1 & 2 and ACCEPT fields allows you to utilize a maximum of 4 condition codes.

REJECT - A maximum of 2 condition codes may be used as rejection criteria for the courses in this sub-requirement. These condition codes will be rejected in addition to those that may have been specified in the REJECT 1 & 2 field. (see above).

ASSIGN - This is a single character field in which you may choose to assign a code. The code may be alpha or numeric but must not be one of the codes already predefined in the Grade Table. This code will be assigned to all courses in this sub-requirement, i.e., you may wish to assign the number 1 to all courses in this sub-requirement and later collect these courses for GPA purposes, that is you may wish to calculate a major GPA or a General Education GPA etc.

REPEAT - This field allows you to indicate a reuse code. Possible entries are blank, R or S.

Blank = normal processing.

R= normal processing except that any course which satisfies this sub-requirement will not be restricted from meeting

other requirements or sub-requirements. This code is useful when writing a Requirement to check things such-as

overall GPA.

S = special purpose logic designed primarily to test for residency requirements. When this option is selected, courses are

scanned for meeting this sub-requirement from the last course entered rather than from the first.

PRINT - Codes indicated in the PRINT field on the 'Control' line of a sub-requirement apply ONLY to that Sub- Requirement.

See appendix for [examples](#).

GEN ED - This field is used for GORDON, CLAST and GEN-ED only. Flags are generated by the system that indicates the Requirements have been satisfied.

REJECT/ACCEPT/REUSE - This is the line on which you indicate the actual courses or course prefixes that you wish to reject, accept or repeat for this sub-requirement. Always begin by listing any courses you may wish to reject. For example, you want to accept all **math** courses except MAT 1013. You would enter the following:

The screenshot shows the ISIS admin interface for configuring SASS Develop Requirements. The main content area displays a table of sub-requirements. Two yellow arrows point to specific rows in the table:

Del?	Line	Segment	Sub-Requirements Information
<input type="checkbox"/>	0005	0001	Title " " "
<input type="checkbox"/>	0010	0001	Title " MAC2311 - CALCULUS 1 " "
<input type="checkbox"/>	0015	0001	Print Code Course Count 00 Req Hours 003.0 Min GPA 0.000 Max Hours 090.0 Accept [] [] Reject [] Assign ? [] Repeat [] Print T [] Gen ed []
<input type="checkbox"/>	0020	0001	Reject MAT#013 [] [] [] [] [] [] [] []
<input type="checkbox"/>	0025	0001	Accept MAC#311 [] MAC#472 [] MAT* [] MAC0301 []
<input type="checkbox"/>	0030	0001	Reuse MAC3512 [] MAA0201 [] MAA0301 [] MAC#473 []
<input type="checkbox"/>	0035	0001	Reuse MAC#313 [] MAC#474 [] MAC2512 [] [] []
<input type="checkbox"/>	0040	0002	Title " " "
<input type="checkbox"/>	0045	0002	Title " MAC2312 - CALCULUS 2 " "
<input type="checkbox"/>	0050	0002	Print Code Course Count [] Req Hours 003.0 Min GPA 0.000 Max Hours 090.0 Accept [] [] Reject [] Assign ? [] Repeat [] Print T [] Gen ed []
<input type="checkbox"/>	0055	0002	Accept MAC#312 [] MAC#473 [] MAC#512 [] MAA0#01 []

In this example, the sub-requirement would reject course MAT1013, accept all other courses with a MAT prefix and additional accept MAC2312. In turn, the MAC2312 if used to satisfy this sub-requirement would then be allow to satisfy another sub-requirement further on in the audit

The single character box at the end of this field allows you to perform additional functions. The possible codes that may be entered in this field are:

Blank - when this field is left blank the courses indicated on the accept line will be matched accordingly.

\$ allows you to enter a name which will be used later in identifying this particular sub-requirement. This is called a pseudo-name and is utilized in entering data in the STUDENT EXCEPTION file. An example of a pseudo-name is HUMANITY \$. The \$ sign is always entered in the 14th space of the COURSE*****: field.

: indicates that a range comparison is needed. This value is assigned to the first course of a course range check.

D indicates this course as one with which a particular date range is to be associated. The date range will be entered in the next available box following the D code as two 6 digit term dates using the format YYYYTTYYYT where YYYY = 4 digit year and TT = 2 digit term. For example, 200308999999. This would only allow the course if it was taken in Fall 2003 and later.

SUB-REQUIREMENT

You have created a record using the Copy function and you are now ready to enter data in the SUB-REQUIREMENT section of the screen. If you have created a record using the COPY function, type over existing data to modify the record. You may also need to delete certain data using one of the delete functions.

A sub-requirement may contain THE FOLLOWING:

‘Title’ line for text

‘Control’ line for control data

‘Reject’ line to reject courses

‘Accept’ line to accept courses

‘Reuse’ line to accept and reuse courses (This allows the course to be reused in another sub-requirement in the audit one additional time. This overrides any Grouping code function on the degree program.

Once you have created a new record you can updated the existing data as follows:

To enter data for a TITLE line, type your text in the box provided and press ENTER or click the Submit button. The maximum number of characters for a Title line is 58. The maximum number of Title lines allowed per sub-requirement is 20.

To enter data for a CONTROL line, tab to the first field you wish to use and enter the appropriate data. Use the Tab key to access any additional fields for which you wish to enter data. To apply the data, press enter or click the Submit button located at the top of the screen. A Control line must be entered for each group of Course Selections.

For example, if you want to require 6 hours, you would key in the following: 0006 in the Req Hours field and press ENTER or click the Submit button. The 6 hours will automatically display as 006.0

To enter data on the Course selection line, place the cursor in the first box following the word Reject, Accept or Reuse. **NOTE: When using a combination of Reject, Accept or Reuse lines, they must be listed in the sub-requirement in the following order: REJECT, then ACCEPT and then REUSE.** If you wish to enter more than one course, use the Tab key to skip to the next big box and enter the next course. You may enter a maximum of 4 courses per line. The little boxes following each of the bigger boxes are used to denote a Date Range or Pseudo Course name. You may enter as many Reject, Accept or Reuse lines as necessary to list all courses to be rejected, accepted or reused (total number of lines available for Requirement is 98).

SUBREQUIREMENT CONTINUED

To insert a sub-requirement, enter data in the boxes labeled Line, Segment, Type and # of lines to add. Make sure the line number specified falls between two existing line numbers. Then click the Add a new Sub-Requirement button. For example, if you wanted to insert a line between line 0080 and 0085, you would enter line number 0081 to insert.

To delete a line of a sub-requirement, click on the Del? box located at the left of each line. Then click Submit button.

If the requirement has more than 20 sub-requirement lines, you can access the remainder of the requirement by clicking the button Page Down located at the top or PG FWD bottom of the display.

F. DEGREE PROGRAM

The purpose of the Degree Program Definition screen is to provide a list of the REQUIREMENTS needed to satisfy a particular degree program.

To display a Degree Program, click on the Degree Program link on the left menu under the Administrative tab. The Degree Program List link is the default link displayed. To begin the list, enter all or part of the Degree Program name and catalog year. Then click the Submit button. Click the View button to the left of the Degree Program you wish to see. The Degree Program is displayed in a Read Only mode indicated by the gray background color of the screen.

The screenshot displays the ISIS admin interface. The left navigation menu is expanded to show the 'Degree Programs List' link under the 'Administrative' tab. The main content area shows the 'SASS Deg Program List' with a table of degree programs. The table has columns for 'Go', 'Degree Program', 'Last Year', 'First Year', and 'Program Name'. The first row is highlighted, and a yellow arrow points to the 'View' button next to it. The table contains the following data:

Go	Degree Program	Last Year	First Year	Program Name
View	TEST	1991	0000	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	TEST	9999	0000	
View	TEST-BA	9999	0000	
View	TEST/MAC	9999	0000	
View	TRANS	9999	0000	TRANSCRIPT?
View	TRK-ING	9999	00000	
View	TU-ECD95	9999	0000	UNIVERSITY OF FLORIDA COLLEGE OF EDUCATION (BAE)
View	UF-AA	1991	0000	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	UF-AA	1995	1992	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	UF-AA	9999	1996	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	UF-ABE	9999	0000	UNIVERSITY OF FLORIDA AGRICULTURAL & BIOLOGICAL ENGINEERING
View	UF-ADV	9999		UNIVERSITY OF FLORIDA ADVERTISING MAJOR (LIMITED ACCESS MAJOR)
View	UF-AE	9999	1996	LIMITED ACCESS MAJOR ARCHITECTURE MAJOR
View	UF-AEC	9999	0000	UNIVERSITY OF FLORIDA AGRICULTURAL EDUCATION & COMMUNICATION
View	UF-AECALE	9999	0000	UNIVERSITY OF FLORIDA AGRICULTURAL EDUCATION & COMMUNICATION

Below the table, there is a 'Continued' link and a 'Pg Fwd' button. At the bottom of the page, there is a footer with the text 'Office of the University Registrar - UF Internet Privacy Policy - Social Security Number Privacy' and a 'Contact Us' link.

- Academic Advising
 - SASS
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 - Development Management Requirements
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 - Adjust ap/ib Credit
 - Adjust Transfer Credit
 - UF Transcript
- Field of Study
 - College/Major
 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
 - History
 - Cancel/Withdraw
 - Dropped Courses
 - Gordon Rule
- Status
 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Degree Programs

Help

[Degree Programs List](#) [Degree Programs](#) [Requirements List](#) [Requirements](#)

Submit Previous Next Page Down Top

Program UF-AA Last Year 9999 First Year 1996 Authorization UF Dept

Program Hours 000 CC Hours 000 Elective Hours 000 CC Elective Hrs 000 Mgmt. Indicator

Title 1 UNIVERSITY OF FLORIDA

Title 2 ASSOCIATE OF ARTS REQUIREMENTS

Last Updated 06/20/2006 By RHB

Req #	Go	Name	Group	OPT/OR
01	view requirement	AA-GUIDE		
02	view requirement	GE-C)	
03	view requirement	GE-H)	
04	view requirement	GE-S)	
05	view requirement	GE-BP)	
06	view requirement	GE-M		
07	view requirement	GE-HSP96		
08	view requirement	GE-I		
09	view requirement	AA-RES		
10	view requirement	UFGPA		
11	view requirement	LS-DEF		X
12	view requirement	AA-HOURS		
13	view requirement	UF-AACLAS		
14	view requirement	UF-GR/E		
15	view requirement	UF-GR/M		

No more degree requirements for this degree program.

[Pg Fwd](#) >>

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For those authorized to create or modify Degree Programs, click on the Development link on the left menu under the Administrative tab. Then click on the Develop Degree Programs List link at the top. The screen will appear with a peach background. To begin the list, enter all or part of the Degree Program name and catalog year. Then click the Submit button. Click the View button to the left of the Degree Program you wish to see. The Development Degree Program displayed will be in an Update mode.

If you wish to view an additional Degree Program, you may return to the browse and enter in the Degree Program name in the field labeled Degree Program or enter the Degree Program name and catalog year directly in the Degree Programs or Develop Degree Programs screen.

SASS Deg Programs List-Develop

Administrative | Applicant | My Tab | Student | BARNETT, ROXANNE is logged on. | Logout

Develop Degree Programs List | Develop Degree Programs | Degree Programs (read only) | Develop Audit
 Develop Requirements List | Develop Requirements | Requirements (read only)

Submit | Forward

To reposition the list type in all or part of the degree program and year then search. You can link to a single degree program by selecting view.

Degree Program Year

Go	Degree Program	Last Year	First Year	Program Name
View	TEST	1991	0000	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	TEST	9999	0000	
View	TEST-BA	9999	0000	
View	TEST/MAC	9999	0000	
View	TRANS	9999	0000	TRANSCRIPT?
View	TRK-ING	9999	00000	
View	TU-ECD95	9999	0000	UNIVERSITY OF FLORIDA COLLEGE OF EDUCATION (BAE)
View	UF-AA	1991	0000	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	UF-AA	1995	1992	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	UF-AA	9999	1996	UNIVERSITY OF FLORIDA ASSOCIATE OF ARTS REQUIREMENTS
View	UF-ABE	9999	0000	UNIVERSITY OF FLORIDA AGRICULTURAL & BIOLOGICAL ENGINEERING
View	UF-ADV	9999		UNIVERSITY OF FLORIDA ADVERTISING MAJOR (LIMITED ACCESS MAJOR)
View	UF-AE	9999	1996	LIMITED ACCESS MAJOR ARCHITECTURE MAJOR
View	UF-AEC	9999	0000	UNIVERSITY OF FLORIDA AGRICULTURAL EDUCATION & COMMUNICATION
View	UF-AECALE	9999	0000	UNIVERSITY OF FLORIDA AGRICULTURAL EDUCATION & COMMUNICATION

[Continued](#)

[Pg Fwd](#)

To send mail with Comments or Suggestion [click here](#)

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 - Current and Archived
 - My Office
 - My Notes
 - Calendar
 - View Calendar
 - Project Mgmt
 - PAPA
 - My Links
 - Personalize
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Degree Programs - Develop

Help

[Develop Degree Programs List](#) [Develop Degree Programs](#) [Degree Programs \(read only\)](#) [Develop Audit](#)
[Develop Requirements List](#) [Develop Requirements](#) [Requirements \(read only\)](#)

Delete Submit Previous Next Top Page Down

To copy an existing degree program, display the degree program, fill in the new Name Last Year

[Add Degree Programs](#)

Program Last Year First Year Authorization Dept

Program Hours CC Hours Elective Hours CC Elective Hrs Mgmt. Indicator

Title 1

Title 2

Last updated 06/20/2006 By RHB

Del?	Req #	Go	Name	Group	OPT/OR
<input type="checkbox"/>	01	view requirement	AA-GUIDE		
<input type="checkbox"/>	02	view requirement	GE-C)	
<input type="checkbox"/>	03	view requirement	GE-H)	
<input type="checkbox"/>	04	view requirement	GE-S)	
<input type="checkbox"/>	05	view requirement	GE-BP)	
<input type="checkbox"/>	06	view requirement	GE-M		
<input type="checkbox"/>	07	view requirement	GE-HSP96		
<input type="checkbox"/>	08	view requirement	GE-I		
<input type="checkbox"/>	09	view requirement	AA-RES		
<input type="checkbox"/>	10	view requirement	UFGPA		
<input type="checkbox"/>	11	view requirement	LS-DEF		X
<input type="checkbox"/>	12	view requirement	AA-HOURS		
<input type="checkbox"/>	13	view requirement	UF-AACLAS		
<input type="checkbox"/>	14	view requirement	UF-GR/E		
<input type="checkbox"/>	15	view requirement	UF-GR/M		

No more degree requirements for this degree program.

[Pg Fwd](#) >>

Add a new requirement for this degree program.

To insert a requirement between existing rows, fill in REQ # with the number you want it to be. The rows will be resorted placing your new requirement at the desired #.

Req. #	Name	# of lines to add	
<input type="text" value="00"/>	<input type="text"/>	<input type="text" value="How many"/>	<input type="button" value="Insert New Requirement"/>
<input type="text" value="00"/>	<input type="text"/>	<input type="text" value="How many"/>	
<input type="text" value="00"/>	<input type="text"/>	<input type="text" value="How many"/>	

DEGREE PROGRAM CONTINUED

To create a new Degree program, copy an existing Degree Program.

To COPY an existing Degree Program, display the existing Degree Program by typing the PROGRAM name and LAST YEAR fields of an existing Degree Program and press ENTER. If no exact match is found, you will be sent to the Development Degree Program List. Select the appropriate entry from the list and click the View button. Next, fill in the New Name and Last year fields in the gray area located at the top. Then click the Copy button.

The new Degree Program will be displayed.

You may then change any data on the screen you wish. You are always in UPDATE mode on this screen and once you press enter any information typed on the screen becomes a part of the record.

To Delete a Degree Program, click on the Delete box next to the Submit button. Then click the Submit button.

CREATE A NEW DEGREE PROGRAM

ISIS admin

Administrative Applicant **My Tab** Student BARNETT, ROXANNE is logged on. Logout

SASS Degree Programs - Develop Help

[Develop Degree Programs List](#)
[Develop Degree Programs](#)
[Degree Programs \(ready to publish\)](#)
[Develop Audit](#)

[Develop Requirements List](#)
[Develop Requirements](#)
[Requirements \(ready to publish\)](#)

Delete Submit Previous Next Top Page Down

To copy an existing degree program, display the degree program, fill in the new Name of Test Last Year: 9999 Copy

[Add Degree Programs](#)

Program UF-AA Last Year 9999 Lookup First Year 1996 Authorization UF Dept

Program Hours 000 CC Hours 000 Elective Hours 000 CC Elective Hrs 000 Mgmt. Indicator

Title 1 UNIVERSITY OF FLORIDA

Title 2 ASSOCIATE OF ARTS REQUIREMENTS

Last updated 06/20/2006 By RHB

Del?	Req #	Go	Name	Group	OPT/OR
<input type="checkbox"/>	01	view requirement	AA-GUIDE		
<input type="checkbox"/>	02	view requirement	GE-C)	
<input type="checkbox"/>	03	view requirement	GE-H)	
<input type="checkbox"/>	04	view requirement	GE-S)	
<input type="checkbox"/>	05	view requirement	GE-BP)	
<input type="checkbox"/>	06	view requirement	GE-M		
<input type="checkbox"/>	07	view requirement	GE-HSP96		
<input type="checkbox"/>	08	view requirement	GE-I		
<input type="checkbox"/>	09	view requirement	AA-RES		
<input type="checkbox"/>	10	view requirement	UFGPA		
<input type="checkbox"/>	11	view requirement	LS-DEF		X
<input type="checkbox"/>	12	view requirement	AA-HOURS		
<input type="checkbox"/>	13	view requirement	UF-AACLAS		
<input type="checkbox"/>	14	view requirement	UF-GR/E		
<input type="checkbox"/>	15	view requirement	UF-GR/M		

No more degree requirements for this degree program.

[Pg Fwd](#) >>

Add a new requirement for this degree program.

To insert a requirement between existing rows, fill in REQ # with the number you want it to be. The rows will be resorted placing your new requirement at the desired #.

Req. #	Name	# of lines to add
00		How many
00		How many

Insert New Requirement

Trusted sites | Protected Mode: Off

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 - Degree Audit
 - Degree Programs
 - Development
 - Management
 - Requirements
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 - Adjust ap/ib Credit
 - Adjust Transfer Credit
 - UF Transcript
- Field of Study
 - College/Major
 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
 - History
 - Cancel/Withdraw
 - Dropped Courses
 - Gordon Rule
- Status
 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Degree Program added

[Help](#)

The Degree Program was successfully added.

[Click here to return](#)

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 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
 - History
 - Cancel/Withdraw
 - Dropped Courses
 - Gordon Rule
- Status
 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Degree Programs - Develop Help

[Develop Degree Programs List](#) [Develop Degree Programs](#) [Degree Programs \(read only\)](#) [Develop Audit](#)
[Develop Requirements List](#) [Develop Requirements](#) [Requirements \(read only\)](#)

To copy an existing degree program, display the degree program, fill in the new Name Last Year

[Add Degree Programs](#)

Program Last Year First Year Authorization Dept
 Program Hours CC Hours Elective Hours CC Elective Hrs Mgmt. Indicator

Title 1
 Title 2

Last updated 03/22/2011 By RHB

Del?	Req #	Go	Name	Group	OPT/OR
<input type="checkbox"/>	01	view requirement	AA-GUIDE		▼
<input type="checkbox"/>	02	view requirement	GE-C)	▼
<input type="checkbox"/>	03	view requirement	GE-H)	▼
<input type="checkbox"/>	04	view requirement	GE-S)	▼
<input type="checkbox"/>	05	view requirement	GE-BP)	▼
<input type="checkbox"/>	06	view requirement	GE-M		▼
<input type="checkbox"/>	07	view requirement	GE-HSP96		▼
<input type="checkbox"/>	08	view requirement	GE-I		▼
<input type="checkbox"/>	09	view requirement	AA-RES		▼
<input type="checkbox"/>	10	view requirement	UFGPA		▼
<input type="checkbox"/>	11	view requirement	LS-DEF		X ▼
<input type="checkbox"/>	12	view requirement	AA-HOURS		▼
<input type="checkbox"/>	13	view requirement	UF-AACLAS		▼
<input type="checkbox"/>	14	view requirement	UF-GR/E		▼
<input type="checkbox"/>	15	view requirement	UF-GR/M		▼

No more degree requirements for this degree program.



Add a new requirement for this degree program.

To insert a requirement between existing rows, fill in REQ # with the number you want it to be. The rows will be resorted placing your new requirement at the desired #.

Req. #	Name	# of lines to add	
<input type="text" value="00"/>	<input type="text"/>	<input type="text" value="How many"/> ▼	<input type="button" value="Insert New Requirement"/>
<input type="text" value="00"/>	<input type="text"/>	<input type="text" value="How many"/> ▼	
<input type="text" value="00"/>	<input type="text"/>	<input type="text" value="How many"/> ▼	

DEGREE PROGRAM CONTINUED

You have created a record using Copy function and you are now ready to enter the individual requirement needed for the particular Degree Program by type over existing data to modify the record.

To add requirements to a degree program, enter the fields labeled Req.#, Name and # of lines to add. Then click the Insert New Requirement button.

To insert a requirement into a degree Program, enter the fields labeled Req.#, Name and # of lines to add. Then click the Insert New Requirement button. If you wish to insert a requirement between two existing requirements, enter the Req.# you want it to be. The screen will renumber the remaining requirements.

To delete a requirement, click on the Del? box located at the left of the particular requirement name. Then click Submit button.

To view a particular requirement, click the View Requirement link located to the left of the requirement you wish to view. If no exact match on last year of the requirement with the last year of the degree program is found, the Requirement List will display beginning with the particular requirement name you were trying to view. Find the correct catalog year span of the requirement you wished to view and then click on the VIEW button located on the left.

Requirements on a Degree Program can be coded to function differently depending on the following:

Group Codes - This is a 2 character data field which allows you to link Requirements together. The effect is any courses used to satisfy one requirement will not be used to satisfy any other requirement that it is linked with. Any alphabetic or numeric character may be used to accomplish this. If another grouping is created, the selected code must be entered in the second space of this 2 character field.

OPT/OR - The following codes may appear after a requirement on the degree program to provide additional functionality.

The code 'O' links this requirement and the next requirement. Either requirement may be satisfied.

The code 'A' indicates that this requirement will be viewed on the on-line audit but will not appear on the printed audit.

The code 'B' prevents the requirement from appearing on the on-line or printed audit. It is used to collect courses and then assign those courses an assign code. The assign code then allows other requirements to reference these courses without listing those courses within additional requirements. All GE- requirements have a 'B' code placed in the OPT/OR field on the degree

program so that they can be collected and summarized in the General Education Summary Requirement.

The 'X' code means that this requirement is optional and it is not necessary for it to be completed for the student to graduate.

If the degree program has more than 20 requirements, you can access the remainder of the requirements by clicking on the PG FWD button located at the top and bottom of the display.

NEW NAME (In Gray box) - Enter your 2 digit college code followed by a dash followed by 1-6 letters or numbers. For example, EG-SEM1. This field is used only for the COPY function.

LAST YEAR (In Gray box) - Enter the last year for which this degree program should be used. Usually 9999 is used to designate that this degree program applies to all future catalog years until further notice. Should this change you would then enter the modified last year to the appropriate final year for which it should apply. This field used only for the COPY function.

DELETE – This is used to Delete the entire Degree Program. It will only delete the Degree Program if your SASS authorization matches the Authorization of the Degree program.

SUBMIT – Used to apply modifications made to any field of the Degree program.

PROGRAM - A 9 character field used to identify the degree program. All degree program names should begin with the college abbreviation followed by a hyphen, the major code and subprogram (if applicable) used on the Current Student Record's file for the student. i.e., BA-FIN, FA-ARTCER etc.

LAST YEAR – This field indicates the last catalog year for which the Degree Program is valid. Usually 9999.

FIRST YEAR – This field indicates the first catalog year for which this Degree Program is valid. Usually 0000, unless restricting to a particular year or range of years. The field consists of 6 character spaces so that a year and month may be specified if necessary i.e., 198908 however, we only code the Year and not the term.

AUTHORIZATION - The two letter college code assigned on the security file to the person creating the Degree Program.

DEPT – The three letter major code assigned on the security file to the person creating the Degree Program.

PROGRAM HOURS – This is the hours approved by the Board of Governors for the degree for the catalog year range specified in last year and first year.

CC HOURS - Maximum number of community college hours to be used when utilizing the 'generate free electives function'.

MGMT INDICATOR - The SASS software generates three fields automatically at the end of each audit: 1) Total Hours Used Toward Degree Program, 2) Florida CC Hours Used Toward Degree Program and 3) Other Courses. If you do not wish these fields to be generated and displayed on the audit you may disable this function by entering 'Y' in this field.

TITLE 1 - The degree or major name will always appear on the audit as the first line of text. All title information is centered automatically by the system on the audit display. For example, BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION or BACHELOR OF SCIENCE IN PUBLIC RELATIONS - MAJOR PUBLIC RELATIONS.

TITLE 2 - The college name should always be entered on this line. This information is centered automatically by the system on the audit display. This line is used to identify the College. For example, COLLEGE OF JOURNALISM AND COMMUNICATIONS.

LAST UPDATED - The system enters the date every time the Degree Program is updated or when a new Degree Program is added.

BY - The system enters the initials of the person updating or adding the new Degree Program.

DEL? - Used to Delete the specific requirement from the Degree Program. You must click the Del? Box and then click the Submit button.

GO - When you click on the 'VIEW REQUIREMENT' link you will either be taken directly to the requirement with the same ending catalog year or to the Browse List matching on the requirement name and starting the display with the first ending catalog year.

REQ # - This number identifies the particular Requirement listed in the NAME field. List the Requirements in the order that you wish them to appear on the ADVISEMENT REPORT.

NAME - This is the exact name as it appears in the REQ- NAME field on the REQUIREMENT DEFINITION SCREEN. List in order all the Requirements to be used to satisfy this Degree Program.

GROUP - This is a 2 character data field which allows you to link Requirements together. The effect is that any courses used to satisfy one requirement will NOT be used to satisfy any other requirement that it is linked with. Any alphabetic or numeric character may be used to accomplish this. If another grouping is created, the selected code must be entered in the second space of this 2 character field.

OPT/OR - A single character data element which identifies a requirement as being optional, display only on the on-line SASS audit and audit file or links two or more requirements and requires that only one be satisfied. Valid codes are blank, O for an OR requirement (this requirement or the next), A for display requirement on an on-line audit and audit file only and X for optional requirement.

Software update 7/97 'B' codes on Degree Program file:

* The 'B' code when used in the OPT/OR field on the SASS Degree Program screen hides the requirement on the printed audit and the online AO. This feature allows you to write requirements in which you collect courses and assign them an assign code. The 'B' code prevents them from being viewed and the assign code then allows you to parcel the courses out into other requirements on the audit. An example of this is the way in which the general education requirements are handled. All GE- requirements have a 'B' code placed in the OPT/OR field on the degree program.

G. EXCEPTIONS MENU

The STUDENT EXCEPTION file allows the college the flexibility to make exceptions to specific degree requirements for individual students. There are seven different types of exceptions that may be applied to a student's SASS record. Each type of exception is entered on its own screen.

The Student Exception screens are as follows:

ADVISOR COMMENTS
COURSE SUBSTITUTION
COURSE WAIVER
REQUIREMENT ADD
REQUIREMENT REVISE
REQUIREMENT SUBSTITUTION
REQUIREMENT UPDATE

NOTE: When you post an exception to a student's record it is your responsibility to review any exceptions that may have been previously posted by another college. If you do not wish to honor previously posted exceptions, please contact the Sass Coordinator.

To post an exception to a record follow the instructions below:

To access the SASS Exception screen, click the 'SASS' menu link located on the left. Then click the 'Comments/Exceptions' link located at the top. Enter the student's UFID and press enter. The Advisor Comments for that student will display as the default if the student has Advisor Comments on file. If not, a RECORD NOT FOUND MESSAGE will be displayed.

To create a new exception of any type for any student, fill in the boxes provided under the Add New Exception button and click the 'Add New Exception' button. The same function applies when adding exceptions to an existing record.

G.1.1 DATA ENTRY HINTS:

Remember that you are always in update mode on these screens.

ALWAYS use your TAB key to go from field to field. This will ensure that you are always positioned in the field

TO Clear a field, hold the SHIFT key and press END. This will highlight the entire field and you can begin enter

To enter data in the CREDIT HOURS, REQ HRS, MAX HRS fields on the Requirement Revise, Course Waive the field and enter 4 digits; for example:

0030 = 3 credit hours

0120 = 12 credit hours

1240 = 124 credit hours

Use this same procedure when updating these fields.

NOTE: The AUTHORIZED COLLEGE & DEPT, DATE and INIT fields are updated by the system automatically for all student exception screens.

To Delete one or more entries of an exception type, click the 'Delete?' box for each line you wish to delete and click the 'Update' button. Your SASS authorization code must match the Auth field on the exception entry for the delete to be successful.

You may browse the different types of exceptions for a student by clicking on the PG FWD button.

G.1. ADVISOR COMMENTS

The Advisor Comment screen allows the college to post notes about a particular student. Its primary use is to serve as a historical record of student's advisement sessions. These notes or text can be displayed on the student's audit as a reminder for the student or can be hidden. Default display is HIDDEN.

To post an Advisor Comment:

Access the SASS Exception screen, by clicking on the link 'Exceptions' located under the 'SASS' menu link. Enter the student's UFID and select the Advisor Comment from the drop down box labeled TYPE. Then press ENTER. The Advisor Comments for that student will display if the student has Advisor Comments on file.

Create a new advisor comment by entering the text in the box labeled COMMENT under the Add New Exception button and click the 'Add New Exception' button. You have a maximum of 49 characters per line. If your comment extends more than 49 characters, just continue entering the remainder of your text on the next blank line in the box labeled COMMENT. The same function applies when adding exceptions to an existing record.

To Delete an Advisor Comment, click on the Delete? Box located to left of the individual line you wish to remove. Then click the UPDATE button.

NOTE: If you do not see the Delete? Box, you either can't delete the exception or the screen is in a non-update mode. The comment will only be deleted if your authorization matched the authorization posted. **A maximum of 999 Advisor Comment lines may be entered for one student.**

- Academic Advising
 - SASS
 - Catalog Year
 - Comments/Exceptions
 - Degree Audit
 - Degree Programs Development
 - Management
 - Requirements
- Academic Record
 - Tests
 - Test Scores
 - Transcripts
 - Adjust ap/ib Credit
 - Adjust Transfer Credit
 - UF Transcript
- Field of Study
 - College/Major
 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
 - History
 - Cancel/Withdraw
 - Dropped Courses
 - Gordon Rule
- Status
 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Exceptions Help

SASS Header	SASS Courses	Exceptions Display	Retrieve Archive
Degree Audit	Exceptions Update	Display all Comments	Audit Summary

You may edit existing exceptions and press 'Update' to update. New exceptions can be added from the bottom of this page.

Get students exceptions

UF ID 46433900 Type Advisor Comments

Name ALLIGATOR ALBERT

College FA Major ART Catalog Year 2008 Last Updated 03/22/2011 By RHB

Update

	Comment	Position on Audit	Degree Applies	Authorized College Dept	Updated	Init
Delete? <input type="checkbox"/>	applied for cs minor	Top		@@	03/22/2011	RHB More Info
Delete? <input type="checkbox"/>	student will petition to drop aml2070	Hidden		@@	03/22/2011	RHB More Info

No more exceptions of this type.

To add a new exception fill in exception below.

Add New Exception

Comment	Position on Audit	Degree Applies
	Hidden	

There is a maximum limit of 25 exceptions for Requirement Add only.

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G.2. COURSE SUBSTITUTION

The Course Substitution screen allows the college to accept an alternate course in the place of a required UF course.

Course Taken for Course Required

CAP3802 for COP3210

ENC0000 for GE-H

CAP0000 for COP3210 198908

IDH2931 for SOCSCI 198908

To post a Course Substitution:

1. Access the Course Substitution screen by clicking on the link 'Exceptions' located under the 'SASS' menu link. Enter the student's UFID and select 'Course Substitution' under the 'TYPE' box. Press ENTER. If the student has an existing Course Substitution, it will display.
2. Create a new Course Substitution by entering the Substituted Course and Required Course fields located at the bottom of the screen and click the 'Add New Exception' button. The same function applies when adding exceptions to an existing record.

NOTE: The SUBSTITUTED COURSE field is the course the student actually took posted on the left hand side of the UF transcript. The REQUIRED COURSE field is the course actually required in the Requirement. Both fields must be entered in order for substitution to be added to the file.

If the course you wish to use from the student's transcript has the same prefix and course number as another course on the student's transcript, you must enter the year and term of the specific course you wish to use. For example, you wish to use ENC0000 199808 for General Education Composition. However, the student took another ENC0000 200101. You must post the course substitution as ENC0000 for GE-C 199808. If you do not put the term, it will use both courses and equate them as General Education Composition.

WARNING: You can't substitute two or more courses with the same prefix and course number taken in the same semester to different areas of the audit.

WARNING: In the event that two colleges have posted an exception for the same student, where the SUBSTITUTED COURSE is the same:

STA1000 for STA2023 (college A)

STA1000 for GEB1000 (college B)

The substitution posted first is the only one that is considered if there is no 'Degree applies' enter. It is as if the second one did not exist. If the 'Degree applies' field is entered then each exception applies individually. Contact the SASS Coordinator to see if the duplicate course substitution can be removed.

To Delete a particular Course Substitution, click the 'Delete?' box for each line of comments you wish to delete and click the 'Update' button.

NOTE: If you do not see the Delete? Box, you either can't delete the exception or the screen is in a non-update mode. The course substitution will only be deleted if your authorization matched the authorization posted.

- Academic Advising
 - SASS
 - Catalog Year
 - Comments/Exceptions
 - Degree Audit
 - Degree Programs
 - Development Management
 - Requirements
- Academic Record
 - Tests
 - Test Scores
 - Transcripts
 - Adjust ap/ib Credit
 - Adjust Transfer Credit
 - UF Transcript
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 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
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 - Dropped Courses
 - Gordon Rule
- Status
 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Exceptions					Help
SASS Header	SASS Courses	Exceptions Display	Retrieve Archive	Audit Summary	
Degree Audit	Exceptions Update	Display all Comments			

You may edit existing exceptions and press 'Update' to update. New exceptions can be added from the bottom of this page.

[Get students exceptions](#)

UF ID Type

Name ALLIGATOR ALBERT

College FA Major ART Catalog Year 2008 Last Updated 03/22/2011 By RHB

	Substituted	Required	Year/Term	Degree Applies	Authorized College	Authorized Dept	Updated	Init
Delete? <input type="checkbox"/>	<input type="text" value="ECO0000"/>	<input type="text" value="ECO2013"/>	<input type="text" value="201008"/>	<input type="text" value=""/>	<input type="text" value="@@"/>	<input type="text" value=""/>	<input type="text" value="03/22/2011"/>	<input type="text" value="RHB"/>

No more exceptions of this type.

To add a new exception fill in exception below.

Substituted	Required	Year	Term	Degree
Course	Course			Applies
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

There is a maximum limit of 25 exceptions for Requirement Add only.

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G.3. COURSE WAIVER

The Course Waiver screen allows the college to waive a course normally required for a specific Degree Program for an individual student. For example, if ECO2013 is a required core course for the Degree Program BA-MKG, you may waive this course for an individual student and Degree Program by posting a Course Waiver Student Exception.

To post a Course Waiver:

1. Access the Course Waiver screen by clicking on the link 'Exceptions' located under the 'SASS' menu link. Enter the student's UFID and select 'Course Waiver' under the 'TYPE' box. Press ENTER. If the student has an existing Course Waiver, it will display. If not, a RECORD NOT FOUND MESSAGE will be displayed.
2. Create a new Course Waiver by entering the Course Waived, Year, Term and credit fields located at the bottom of the screen and click the 'Add New Exception' button. The same function applies when adding exceptions to an existing record. **You must enter the Course Waived, Year and Term fields for the exception to be posted.**

WAIVED COURSE: ECO2013 CREDIT HOURS: 0040 See notes I, II and III. TERM: 201008 (current month and year) DEG/PROG: BA-MKG See note IV.

COURSE WAIVER prints the message at the bottom of the audit 'COURSE WAS WAIVED' and displays the course in the appropriate section of the audit with a 'CW' as a grade indicator. I.E., 'ECO2013 0.00 CW' (when CREDIT HOURS field is blank or 'ECO2013 4.00 CW' (when 40 is entered in CREDIT HOURS field).

WARNING: COURSE WAIVERS function differently depending on how the REQUIREMENT is written.

NOTES:

I. At the sub-requirement level, if a number greater than 01 exists in the Course Count field and you post a Course Waiver (regardless of whether you enter a number in the CREDIT HOURS field) it will subtract this course from the number of courses required e.g., 'NEEDS 4 COURSES' changes to 'NEEDS 3 COURSES'.

II. At the sub-requirement level, if a number exists in the REQ HRS field and you post a Course Waiver with the CREDIT HOURS field blank, it will waive that particular course but require the same number of hours be fulfilled as originally indicated e.g., 'NEEDS 12 HOURS' remains 'NEEDS 12 HOURS'.

III. At the sub-requirement level, if a number exists in the REQ HRS field and you post a Course Waiver and indicate a number in the CREDIT HOURS field, the number of hours posted will be deducted from the hours required in that category e.g., 'NEEDS 12 HOURS' changes to 'NEEDS 9 HOURS'.

In other words if you want to waive the course, but have them take another course from that grouping, do not post hours in CREDIT HOURS field. If you want to waive the course and you do not want them to take another course from that category, then you should enter the hours in the CREDIT HOURS field.

IV. Enter the Degree Program in the Degree Applies field if you wish to restrict this waiver to a specific Degree Program.

V. Course Waiver Student Exceptions may be used to create and print the message 'SUMMER WAS WAIVED' by entering the pseudo-course, SUMMER in the **Course Waived** field.

VI. Course Waivers DO NOT apply when the requirement ask for a grade of 'C' or better.

To Delete a particular Course Waiver, click the 'Delete?' box for each Course Waiver you wish to delete and click the 'Update' button.

- Jump
- Administrative
- Applicant
- My Tab**
- Student
- Academic Advising
 - SASS
 - Catalog Year
 - Comments/Exceptions
 - Degree Audit
 - Degree Programs
 - Development
 - Management
 - Requirements
- Academic Record
 - Tests
 - Test Scores
 - Transcripts
 - Adjust ap/ib Credit
 - Adjust Transfer Credit
 - UF Transcript
- Field of Study
 - College/Major
 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
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- Status
 - Student Status
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 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

Update was successful.

SASS Exceptions

Help

SASS Header	SASS Courses	Exceptions Display	Retrieve Archive	Audit Summary
Degree Audit	Exceptions Update	Display all Comments		

You may edit existing exceptions and press 'Update' to update. New exceptions can be added from the bottom of this page.

Get students exceptions

UF ID 46433900 Type Course Waiver

Name ALLIGATOR ALBERT

College FA Major ART Catalog Year 2008 Last Updated 03/22/2011 By RHB

Update

	Waived	Degree	Authorized				
	Course	Year/Term	Credits	Applies	College	Dept	Date Init
Delete?	ECO2013	201008	0030		@@		03/22/2011 RHB More Info

No more exceptions of this type.

To add a new exception fill in exception below.

Add New Exception

Waived	Degree			
Course	Year	Term	Credits	Applies
			0000	
			0000	
			0000	
			0000	
			0000	
			0000	

There is a maximum limit of 25 exceptions for Requirement Add only.

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G.4. REQUIREMENT ADD

The Requirement Add screen allows the college to add a Requirement to a particular student's Degree Program and to specify if it will appear as the FIRST of LAST Requirement on the audit.

To post a Requirement Add:

1. Access the Requirement Add screen by clicking on the link 'Exceptions' located under the 'SASS' menu link. Enter the student's UFID and select 'Requirement Add' under the 'TYPE' box. Press ENTER. If the student has an existing Requirement Add, it will display.
2. Create a new Requirement Add by entering the Requirement, First/Last and Degree Applies fields located at the bottom of the screen and click the 'Add New Exception' button. The same function applies when adding exceptions to an existing record.

NOTE: 'F' in the First/Last field indicates the Requirement will appear at the FIRST of the audit and is the default selection. 'L' in the First/Last field indicates the Requirement will appear at the LAST of the audit. If you do not enter a degree program, the requirement will NOT be added.

A maximum of 25 Requirement Adds may be entered for one student.

To Delete a particular Requirement Add, click the 'Delete?' box for each Requirement you wish to delete and click the 'Update' button.

NOTE: If you do not see the Delete? Box, you either can't delete the exception or the screen is in a non-update mode. The Requirement Add will only be deleted if your authorization matched the authorization posted.

- Academic Advising
 - SASS
 - Catalog Year
 - Comments/Exceptions
 - Degree Audit
 - Degree Programs
 - Development Management
 - Requirements
- Academic Record
 - Tests
 - Test Scores
 - Transcripts
 - Adjust ap/ib Credit
 - Adjust Transfer Credit
 - UF Transcript
- Field of Study
 - College/Major
 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
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 - Cancel/Withdraw
 - Dropped Courses
 - Gordon Rule
- Status
 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

Update was successful.

SASS Exceptions

Help

SASS Header	SASS Courses	Exceptions Display	Retrieve Archive	Audit Summary
Degree Audit	Exceptions Update	Display all Comments		

You may edit existing exceptions and press 'Update' to update. New exceptions can be added from the bottom of this page.

Get students exceptions

UF ID Type

Name ALLIGATOR ALBERT

College FA Major ART Catalog Year 2008 Last Updated 03/22/2011 By RHB

First/ Requirement	Degree Last	Authorized Applies	College	Dept	Date	Init
Delete? <input type="checkbox"/>	PREMED	F	LS-APY	@@		03/22/2011 RHB More Info

No more exceptions of this type.

To add a new exception fill in exception below.

Requirement	First/ Last	Degree Applies
<input type="text"/>	<input type="text"/> First <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> First <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> First <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> First <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> First <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> First <input type="text"/>	<input type="text"/>

There is a maximum limit of 25 exceptions for Requirement Add only.

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G.5. REQUIREMENT REVISE

A Requirement Revise exception modifies the entire Requirement. It modifies the data in the Segment Count, Required Hours and Required GPA fields that appear above the TITLE 1 line in the requirement.

To post a Requirement Revise:

1. Access the Requirement Revise screen by clicking on the link 'Exceptions' located under the 'SASS' menu link. Enter the student's UFID and select 'Requirement Revise' under the 'TYPE' box. Press ENTER. If the student has an existing Requirement Revise, it will display.
2. Create a new Requirement Revise by entering the Requirement Name in the Name field located at the bottom of the screen and click the 'Add New Exception' button. The same function applies when adding exceptions to an existing record. If you enter the NAME only and do not modify any other fields, **the Requirement will ALWAYS be considered satisfied** for that student and the 'NO' changes to 'YES' for that Requirement. You must be carefully in using Requirement Revises if a student is currently enrolled in a course that is needed to satisfy the requirement.

NOTES:

- I. Enter the **new number** of Sub-Requirements that must be met in the Requirement Count field. For example, if 06 is entered in the Requirement Count field and the original Segment Count required = 07; then Sub-Requirement Count required would = 06. The Requirement Count field refers to the number of Sub-Requirements that must be satisfied.
- II. Enter the **new total hours** that must be met in the Requirement Hours field. For example, if 3.0 is entered in the Requirement Hours and the original Required Hours = 12.00; then Required Hours would change =003.0. This field refers to the TOTAL hours that must be satisfied.
- III. Enter the new GPA required for all courses accepted by this REQUIREMENT in the GPA field. For example, if 2.0 is entered in the GPA field and the original Required GPA = 2.5; the Required GPA would = 2.0. This field specifies the overall GPA that must be satisfied.
- IV. Enter a degree program in the DEG/PROG field if you wish this exception to apply to a specific degree program ONLY.

To Delete a particular Requirement Revise, click the 'Delete?' box for each line you wish to delete and click the 'Update' button.

NOTE: If you do not see the Delete? Box, you either can't delete the exception or the screen is in a non-update mode. The Requirement Revise will only be deleted if your authorization matched the authorization posted.

- Academic Advising
 - SASS
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 - Comments/Exceptions
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 - Degree Programs
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- Status
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 - Name Browse
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- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Exceptions					Help
SASS Header	SASS Courses	Exceptions Display	Retrieve Archive	Audit Summary	
Degree Audit	Exceptions Update	Display all Comments			

You may edit existing exceptions and press 'Update' to update. New exceptions can be added from the bottom of this page.

Get students exceptions

UF ID Type

Name ALLIGATOR ALBERT

College FA Major ART Catalog Year 2008 Last Updated 03/22/2011 By RHB

	Requirement				Degree		Authorized		Date	Init
	Name	Count	Hrs	GPA	Applies	College	Dept			
Delete? <input type="checkbox"/>	AA	00	000.0	0.000		@@		03/22/2011	RHB	More Info

No more exceptions of this type.

To add a new exception fill in exception below.

Requirement				Degree	
Name	Count	Hrs	GPA	Applies	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

There is a maximum limit of 25 exceptions for Requirement Add only.

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G.6. REQUIREMENT SUBSTITUTION

The Requirement Substitution allows you to substitute a new Requirement for an existing Requirement on a degree program. The new Requirement will appear on the audit in the same location as the original requirement.

To post a Requirement Substitution:

1. Access the Requirement Substitution screen by clicking on the link 'Exceptions' located under the 'SASS' menu link. Enter the student's UFID and select 'Requirement Substitution' under the 'TYPE' box. Press ENTER. If the student has an existing Requirement Substitution, it will display.
2. Create a new Requirement Substitution by entering the Original Requirement Name in the Requirement Old field and the New Substituted Requirement Name in the Requirement New field located at the bottom of the screen and click the 'Add New Exception' button. The same function applies when adding exceptions to an existing record.

NOTES:

- I. Name of the **Old Requirement** as it appears listed on a Degree Program.
- II. The name of the **New Requirement** you wish to replace the Old requirement for a specific Degree Program for a particular student.
- III. Name of Degree Program to which the exception is to be applied. This data is optional. If field is left blank it will apply to all Degree Programs that contain the OLD REQUIREMENT name.

To Delete a particular Requirement Substitution, click the 'Delete?' box for each line you wish to delete and click the 'Update' button.

NOTE: If you do not see the Delete? Box, you either can't delete the exception or the screen is in a non-update mode. The Requirement Substitution will only be deleted if your authorization matched the authorization posted.

- Academic Advising
 - SASS
 - Catalog Year
 - Comments/Exceptions
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 - Dropped Courses
 - Gordon Rule
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 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
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- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Exceptions					Help
SASS Header	SASS Courses	Exceptions Display	Retrieve Archive	Audit Summary	
Degree Audit	Exceptions Update	Display all Comments			

You may edit existing exceptions and press 'Update' to update. New exceptions can be added from the bottom of this page.

Get students exceptions

UF ID 46433900 Type Requirement Substitution

Name ALLIGATOR ALBERT

College FA Major ART Catalog Year 2008 Last Updated 03/22/2011 By RHB

Update

	Requirement	Degree	Authorized	Date	Init
	Old	New	Applies	College	Dept
Delete? <input type="checkbox"/>	A	B	@@	03/22/2011	RHB

[More Info](#)

No more exceptions of this type.

To add a new exception fill in exception below.

Add New Exception

Requirement	Degree
Old	New Applies

There is a maximum limit of 25 exceptions for Requirement Add only.

[Back to top](#)

G.7. REQUIREMENT UPDATE

The Requirement Update screen allows a user to decrease or increase the specifications coded on the Control line of a particular sub-requirement for a particular student.

To post a Requirement Update:

1. Access the Requirement Update screen by clicking on the link 'Exceptions' located under the 'SASS' menu link. Enter the student's UFID and select 'Requirement Update' under the 'TYPE' box. Press ENTER. If the student has an existing Requirement Update, it will display.
2. Create a new Requirement Update by entering the Requirement Name in the Name field located at the bottom of the screen and click the 'Add New Exception' button. The same function applies when adding exceptions to an existing record.

NOTES:

I. It will be most helpful before posting a Requirement Update to access the particular Requirement from the Requirement file to see how the sub-requirement is written. You need to make a note of the name of the Requirement, Pseudo-name (this is denoted with a \$ at the end of the course field on the ACCEPT line within the particular sub-requirement) and whether the Course Count, Required Hours or Max Hours have data in them.

II. You must specify the REQUIREMENT, PSEUDO-NAME and + or -.

A minus sign (-) indicates you are reducing the COUNT, REQ HOURS or MAX HOURS field(s).

A plus sign (+) indicates you are increasing the COUNT, REQ HOURS, or MAX HOURS fields(s).

III. COUNT, REQ HOURS, MAX HOURS: To increase or decrease the original amount specified, enter the amount you want added or subtracted to or from the original amount. For example, if REQ HOURS = 006.0 and you want the revised total to = 010.0, you will enter 004.0 (the amount that you are adding) and a plus sign. If REQ HOURS = 006.0 and you want the revised total to = 003.0, you will enter 003.0 (the amount that you are subtracting) and a minus sign.

IV. Enter the Degree Program in the DEG/PROG field if you wish to restrict this exception to a specific Degree Program.

To Delete a particular Requirement Update, click the 'Delete?' box for each line you wish to delete and click the 'Update' button.

NOTE: If you do not see the Delete? Box, you either can't delete the exception or the screen is in a non-update mode. The Requirement Update will only be deleted if your authorization matched

the authorization posted. **A maximum of 25 Requirement Updates may be entered for one student.**

ISiS

admin

BARNETT,ROXANNE is logged on. [Logout](#)

Jump

Administrative Applicant **My Tab** Student

- Academic Advising**
- SASS
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- Field of Study**
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 - Current Status
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- My Office**
- Calendar
 - View Calendar
- My Links**
- Personalize**
- Maintain custom tab
- Set color scheme
- Set default menu item
- Set default tab

Help

SASS Header	SASS Courses	Exceptions Display	Retrieve Archive	Audit Summary
Degree Audit	Exceptions Update	Display all Comments		

You may edit existing exceptions and press **'Update'** to update. New exceptions can be added from the bottom of this page.

Get students exceptions

UF ID Type

Name ALLIGATOR ALBERT

College FA Major ART Catalog Year 2008 Last Updated 03/22/2011 By RHB

	Requirement	Pseudo Name	Count	Req Hours	Min GPA	Max Hours	+/-	Degree Applies	Authorized College	Dept	Date	Init
Delete?	<input type="text" value="AA"/>	<input type="text" value="BB"/>	<input type="text" value="00"/>	<input type="text" value="003.0"/>	<input type="text" value="0.000"/>	<input type="text" value="003.0"/>	<input type="text" value="-"/>	<input type="text" value=""/>	<input style="font-size: 0.7em;" type="text" value="@@"/>	<input type="text" value=""/>	<input type="text" value="03/22/2011"/>	<input type="text" value="RHB"/>
<input type="checkbox"/>												More Info

No more exceptions of this type.

To add a new exception fill in exception below.

Requirement	Pseudo Name	Count	Req Hours	Min GPA	Max Hours	+/-	Degree Applies
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

There is a maximum limit of 25 exceptions for Requirement Add only.

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 Done
 Trusted sites | Protected Mode: Off 100%

H. MANAGEMENT

The Management screens allow users to test modifications made to Degree Programs or Requirements and review the results before moving the changes to the production files. This helps to ensure changes made will not produce incorrect results on the audits.

For those authorized to access the Management screen, click on the Management link located on the left menu bar under the 'Administrative' tab. This will take you to the SASS Management Development List screen.

To reposition the list to your college, enter your SASS authorization code in the AUTH field and then click the Submit button.

- Academic Advising
 - SASS
 - Catalog Year
 - Comments/Exceptions
 - Degree Audit
 - Degree Programs
 - Development
 - Management
 - Requirements
- Academic Record
 - Tests
 - Test Scores
 - Transcripts
 - Adjust ap/ib Credit
 - Adjust Transfer Credit
 - UF Transcript
- Field of Study
 - College/Major
 - College Tracking
 - College/Major Change
 - Multiple Majors
- Registration
 - History
 - Cancel/Withdraw
 - Dropped Courses
 - Gordon Rule
- Status
 - Student Status
 - Current Status
 - Name Browse
 - Purged Current Status
- My Office
 - Calendar
 - View Calendar
- My Links
- Personalize
 - Maintain custom tab
 - Set color scheme
 - Set default menu item
 - Set default tab

SASS Manage Development List

Help

[Management List](#) [Manage Development](#) [Management History List](#)
[Develop Requirements](#) [Develop Degree Programs](#) [Develop Audit](#)

Submit Top Page Down

Auth: User: DP/RQ: DP/RQ Name: Date:

Update

Del?	View	Auth	Auth User	DP RQ	Name	Year	Date	Date Tested	User Flag	Coordinator	Coord Flag
<input type="checkbox"/>	View	@@	CMP	RQ	** -JAY	9999	2005 01/28	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	DP	UT-RCN	2010	2011 03/17	2011 03/18	Test	ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	DP	UT-RCN	9999	2011 03/15	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	FY-ELECTS	2010	2011 03/21	2011 03/22	Test	ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	FY-RCNCOR	2010	2011 03/17	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	FY-RCNUT	2010	2011 03/17	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	FY-RCNUT	9999	2011 03/17	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	UT-RCNTR1	9999	2011 03/21	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	UT-RCNTR2	9999	2011 03/17	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	UT-RCNTR3	9999	2011 03/21	/		ROXANNE	<input type="text"/>
<input type="checkbox"/>	View	AG	JTF	RQ	UT-RCNTR4	9999	2011 03/17	/		ROXANNE	<input type="text"/>

Continued

[Pg. Fwd](#) >>

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To create a new entry: (Used to circumvent a one day delay in the testing process)

Click the VIEW link located to left of any entry on the SASS Management Development List screen.

Using the Delete key on your keyboard, remove the existing DP/RQ Name and enter the new Degree Program or Requirement name.

Using the Delete key on your keyboard, remove the existing Year and enter the correct Last Year of the Degree Program of Requirement you are adding.

Check to make sure the 'Type' field reflects whether the entry you are adding is a Requirement or Degree program.

Click the Add button located to the left of the Delete button. Your new entry will be added and redisplayed on the Management Development screen. The User Flag is automatically set to TEST.

The screenshot displays the ISIS Admin interface for the 'Manage Development' section. A yellow arrow points to the 'Add' button in the top navigation bar. The main content area shows a form for adding a new entry with the following fields: Date (2011 01/14 DP/RQ), Name (LS-GYCOC), Year (9999), Type (Requirement), and Authorization (LS). The User is SLW and the Flag is Test. The Coordinator is ROXANNE. The Test Date is 2011 01/19. The Comments field contains 'CORRECTED CAPSTONE COURSE NUMBER FROM GLY4750L TO GLY4790C'. Below the comments, it states 'Degree programs affected by this change: LS-GY B/M LS-GY PB LS-GY LS-GY'. At the bottom, there is a 'Back to top' link and a footer with 'Office of the University Registrar - UF Internet Privacy Policy - Social Security Number Privacy' and a 'Contact Us' link.

NOTE: You can skip this process, if you want the overnight job to handle adding any modifications made to the Degree Programs or Requirements. When the overnight job runs it will add any Requirement or Degree Program that has been modified based on the LAST UPDATE DATE equal to the current date.

It is important that you check the Management link the following day to determine if your changes successfully tested.

To view your entries type your SASS Authorization code in the AUTH field and click the Submit button.

For each requirement or degree program tested, the FLAG field will read <TEST> and a date will appear in the TEST DATE field.

Test results output should be at your SASS designated printer. You should receive two reports. One report should be a Summary Count of Students Checked But Did Not Have Audit Discrepancies. The other should be Differences Between Production and Development – Changes Made Using SASS Development Menu. If you do not receive the second report that means NO discrepancies were found. If you do not receive the test results, email SASSWEB-L@lists.ufl.edu immediately.

Review the output. Pay close attention to the columns on the report labeled ‘PRD HRS EARNED’ and ‘DEV HRS EARNED’ for any requirement you have modified. If the ‘DEV HRS EARNED’ is less than ‘PRD HRS EARNED’ and the requirement MET status changed from YES to NO and you choose to move this change to production, you need to notify the student of the change. Call the SASS Coordinator to discuss if you are not clear on its meaning.

Once you are satisfied with the test results, change the <TEST> flag to <MOVE>. This indicates to the SASS Coordinator to move the changes to production.

If you do not like the test results and want to start over, change the <TEST> flag to <RESTORE> to restore the files.

If you are unable to successfully test, move or restore a Development Requirement or Development Degree program, contact the SASS Coordinator @ 846-2036.

If your testing results in an <ERROR> code, this means we were not able to successfully test your updates. Possible Causes:

No one is currently enrolled who is being monitored by that requirement.

The update had an error and we were unable to generate an audit.

If you cannot determine the problem, send an email to SASSWEB-L@lists.ufl.edu for assistance.

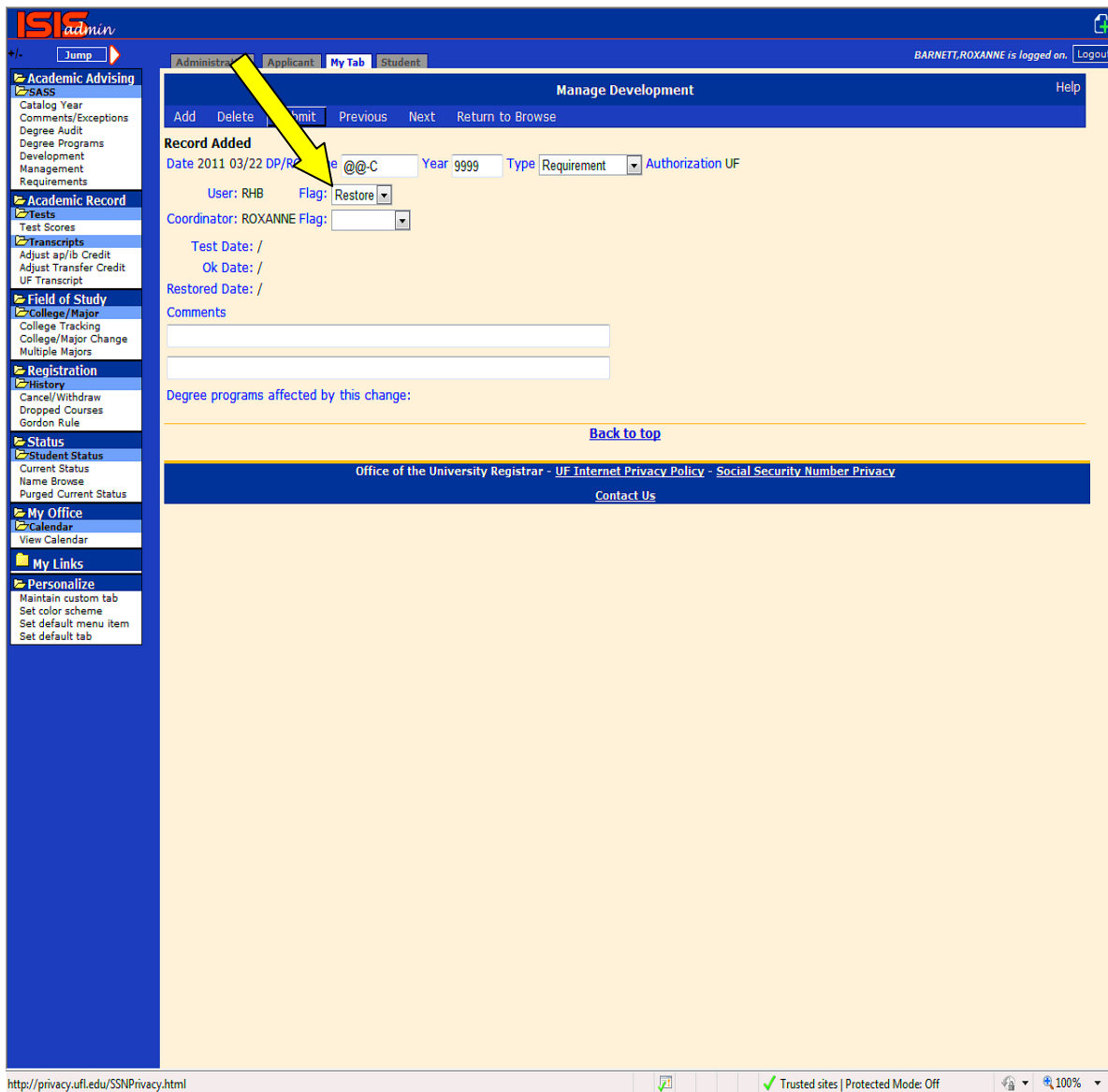
To Delete an entry from the Management Development List, click on the box under the Del? Heading next to the entry you wish to delete and then click the Update button.

MANAGEMENT CONTINUED

To restore a Degree Program or Requirement to its original form from Production to Development:

Click the VIEW link located to left of any entry on the SASS Management Development List screen.

Select RESTORE by using the drop down box for the User Flag field.



The screenshot displays the ISIS admin interface. The top navigation bar includes tabs for 'Administrator', 'Applicant', 'My Tab', and 'Student'. The user 'BARNETT, ROXANNE' is logged on. The main content area is titled 'Manage Development' and shows a 'Record Added' form. A yellow arrow points to the 'Flag' dropdown menu, which is currently set to 'Restore'. Other fields include 'Date' (2011 03/22 DP/R...), 'Year' (9999), 'Type' (Requirement), and 'Authorization' (UF). The 'User' is RHB and the 'Coordinator' is ROXANNE. The 'Test Date', 'Ok Date', and 'Restored Date' fields are empty. The 'Comments' field is also empty. A link 'Back to top' is visible. The footer contains the text 'Office of the University Registrar - UF Internet Privacy Policy - Social Security Number Privacy' and 'Contact Us'. The browser address bar shows 'http://privacy.ufl.edu/SSNP/privacy.html' and the status bar indicates 'Trusted sites | Protected Mode: Off' and '100%' zoom.

I. UNIVERSAL TRACKING

ASSIGNING UT TERMS TO UT STUDENTS WHO CHANGE COLLEGES/MAJORS:

UT Terms are not based on hours earned.

UT Terms are not based on classification.

Terms are based on what UT courses have been completed.

A student should be assigned the highest UT term for which they will be ON TRACK the term in which they matriculate into a new college. Confusion sometimes occurs because the major change may be effective immediately or it may not be effective until some future term. This impacts on what is the appropriate UT Term to indicate for the new major. Here is a summary of the logic you should use when making these decisions:

1. If the major change is to be effective for the current term, you should run a UT audit to determine the highest term for which the student is ON Track and enter that UT term on the College Designation Screen.
2. If the major change will be effective for the **NEXT FALL or NEXT SPRING**, enter the UT term for which the student should be monitored for the next Fall or next Spring.
3. If the major change will be effective for the next Summer, enter the UT Term for which the student should be monitored for **the NEXT FALL**.

In all of the above cases, on the College Designation Screen indicate the new major, the term for which this major is effective and the UT Term to be used to monitor the student for the effective term. You may then view a log of your changes on the College Tracking Screen.

For students for whom a major change has been indicated for a future term, these students are NOT incremented. Instead, they will be monitored for that future term for the UT Term entered for that major on the College Tracking Screen.

ASSIGNING UT TERMS TO BEGINNING FRESHMEN:

UT terms for beginning freshmen and AA transfers are assigned automatically by The Office of the University Registrar. A first time in college freshmen admitted Fall 2010 without any previous credit would be assigned a UT term of 1 and would be evaluated for the following UT terms listed below provided he/she remained continuously enrolled in the same college. If the student enters UF with hours earned (excluding Accelerated Mechanism work such as AP, IB, Dual Enrollment), additional steps will be taken to ensure the correct UT term is assigned.

UT 1 Fall 2010

UT2 Spring 2011

UT3 Fall 2011
UT4 Spring 2012
UT5 Fall 2012
UT6 Spring 2013
UT7 Fall 2013
UT8 Spring 2014
UT9 Fall 2014
UT10 Spring 2015
UT11 Fall 2015

If the student changes colleges, the UT Term will be reevaluated by the new college and reset to the appropriate UT Term if necessary. **IF THE INITIAL UT TERM IS NOT SET CORRECTLY, ALL FUTURE EVALUATIONS WILL BE INCORRECT.** UT Terms are then incremented each Fall and Spring term the student is enrolled.

NOTE: STUDENTS WHO ARE STUDY ABROAD DO NOT GET INCREMENTED.

ASSIGNING UT TERM TO COMMUNITY/STATE COLLEGE TRANSFERS WHO HAVE EARNED AN AA DEGREE:

All AA transfers will be assigned a UT term of 5 the Fall or Spring of matriculation at UF. They will be incremented each Fall and Spring of enrollment just as indicated above for the freshmen who begin at UF. An AA transfer admitted Fall 2010 would be assigned a UT term of 5 and would be evaluated for the following UT terms provided he/she remained continuously enrolled in the same college.

UT Term 5 Fall 2010
UT Term 6 Spring 2011
UT Term 7 Fall 2011
UT Term 8 Spring 2012
UT Term 9 Fall 2012
UT Term 10 Spring 2013

ASSIGNING UT TERM TO 4 YEAR TRANSFER STUDENTS:

The college must evaluate all 4-year transfer students and assign them the appropriate UT Term using the same logic you would use for a native student who is changing colleges. See beginning of this document.

UT EVALUATION AND SIGN OFF

Students who are currently enrolled and assigned a UT Term of 1-5 will be evaluated approximately 5-6 weeks prior to the beginning of Advance Registration. Students who are Study Abroad will not be evaluated. The results of this evaluation will be posted on screen OF1 in GATA. Each college will need to review these results to verify there were no errors in the evaluation and submit a signoff job indicating the review is complete. Each college will designate a person authorized to do the signoff. After all colleges have reviewed and signed off by the specified deadline, the files will be closed and the appropriate UT hold will be applied to the student's record. If the college marked the student as an override, the system will NOT apply a hold. **NOTE: If the student is OFF Track 2 consecutive times and is OFF Track at the end of the semester, the student will NOT get a UT4 (Registration Cancellation) hold.** The student must see an academic advisor and have the hold removed before the student will be allowed to advance register.

There is another evaluation done at the end of the semester on Monday night when final grades are posted. The results of this evaluation will be posted on screen OF2 in GATA and only reflect the students who were NOT Predicted OFF Track in the evaluation prior to advance registration. Only students who are listed on the screens in this results and are evaluated 2 or more consecutive times OFF Track will get the UT4 (Registration Cancellation) hold. Students who were evaluated OFF Track for the first time will not receive a hold. Each college representative authorized to sign off must do so by the specified deadline by submitting the sign off job.


UT CHANGE MAJORS

The Universal Tracking process allows student to be evaluated OFF Track two consecutive times in the same major before requiring a student change majors. In some cases, students are not in the best of an academic situation for the college to admit the student into the major and give them two semesters to get ON Track for their major. In this situation, a college may use the 'CHANGE' major. By doing this, the student is allowed one semester to pursue the new major. The student will have a UTCHANGE hold applied to their record which will keep them from advance registering for the next semester. At the end of the semester, these students will be evaluated by the Universal Tracking process. If evaluated ON Track, the student is then reclassified into the degree seeking major. If OFF Track, the student must either find a college which will admit them directly into a degree seeking major or leave the university. Students can only be classified in a 'CHANGE' major once in their undergraduate academic career. Since Summer is considered a catch up semester, it is recommended to place students into the 'CHANGE' major for Fall or Spring semesters only.

J. FREQUENTLY ASKED QUESTIONS

Q: What is the URL for the SASS Coordinator's Manual?

A: <http://www.aa.ufl.edu/aa/dass/sass>

If you forget this, go to the UF home page <http://www.ufl.edu> and use the search UF Web with Google function on the orange header bar. Enter SASS Web in the Search box and click on . The URL will be located under SASS WEB INFO.

Q: How do I stay informed about SASS and Advising?

A: Subscribe to the UF Advisors listserv. Send a one-line message to listserv@lists.ufl.edu. Leave the Subject line blank. On the top line of the message area type **Subscribe UFADVISORS-L** your name

For example, Subscribe UFADVISORS-L Roxanne Barnett

You will receive a reply from the listserv asking you to confirm the request. You must do so within 24 hours to complete the subscription process.

Q: The curriculum has changed, how do I create a new Requirement?

A: Go to the Administrative tab. Click the Development link under the SASS folder. Display the existing Requirement by entering the Requirement name in the field labeled Requirement and click Submit. Then click 'View' to the left of the specific catalog year range of the requirement you would like to view. In most cases, this will be the requirement with the last year of 9999. On the grayed line below the Submit button, enter the new requirement name (can be the same as the currently displayed requirement) and the last year in which you would like the current requirement to end and click the COPY link located in the grayed box to the right of the last year field at the top of the screen. When you click the COPY link, it creates a copy of the existing requirement with the last year you specified and displays it. Press the NEXT button to display the record you just copied from. On this Requirement, update the FIRST year to the first year in which the new curriculum will be required. Press enter or click Submit. You are now ready to enter the new curriculum changes on this Requirement.

Q: What print codes do I use when I write a new requirement?

A: The most frequently used print code symbols are 'T' and 'I'. 'T' will display only the Title line of every sub-requirement. 'I' will only display the information on the REJECT and ACCEPT lines as well as the TITLE line of each sub-requirement. 'T' is used when there is only one course accepted to fulfill the sub-requirement and 'I' is used when there are several courses accepted to fulfill the sub-requirement. A complete list of print code symbols can be found in the section of the SASS Coordinator's Manual labeled 'PRINT CODES' or under the section labeled REQUIREMENTS.

Q: What are the General Education assign codes?

A:

GE-C	1
GE-H	>
GE-S	<
GE-BP	\
GE-M	?

Q: Why does the Gordon Rule requirement read 'NO' when a student is enrolled in a Gordon Rule course?

A: SASS does not actually check the courses accepted for completion of the Gordon Rule requirement. They are checked by the Office of the University Registrar (OUR) and SASS reads a MET/NOT MET flag set by OUR. They do not have an 'IN PROGRESS' flag that we can read and so the SASS audit reads NO until the student completes the course and has earned a grade of 'C' or better and met the writing component. So for students completing Gordon Rule the semester they intend to graduate the audit will not read 'all requirements met' until after final grades are applied to the SASS courses file.

Q: How do I insert a requirement on the Develop Degree Program screen

A: Enter the REQ number of where you want the requirement to be inserted and the requirement name and click the INSERT NEW REQUIREMENT button in the fields provided at the bottom of the screen. For example, if you want a requirement insert between REQ 01 and REQ 02, you would enter a REQ number of 02.

Q: How do you allow a course, transferred from another school, to satisfy a UF course requirement?

A: This must be done on an individual student basis and is considered a student exception. Course substitutions are entered on the Exceptions screen for an individual student.

Q: I want the transfer course to satisfy two different areas. How do I get this course to show up in two different requirements?

A: You will substitute the course to satisfy one requirement and then use the Requirement Update screen to reduce the hours required in the other requirement so that both requirements are met.

Q: What does the GENED code on the 'Control' line of a sub-requirement mean?

A: This means that if the student has earned an AA degree from a community college, you would like this particular sub-requirement to be considered MET regardless of courses taken.

Q: What does the message 'UNKNOWN OPERATOR' mean when I attempt to create a Degree Audit or Develop Audit?

A: Following the 'Unknown Operator' message is the name of the Requirement with the problem. On the Development Requirement screen look at the requirement. Carefully check the 'Control', 'Reject' and 'Accept' lines of each sub-requirement. All courses and pseudo-names should begin in the first position of the box.

Q: What does 'FREE ELECTIVES (Yes/No): mean on the Degree Audit or Development Audit screen?

A: This field defaults to No and should only be set to Yes when reviewing an audit for a graduating senior. It looks at the 'Total Hours Used Field' at the bottom of the audit to verify that the Total Hours Used is at least equal to the total hours required for the degree. If the Total Hours Used is less than the total hours required, the system will generate an additional requirement at the bottom of the audit called ADDITIONAL HOURS USED TO COMPLETE THE DEGREE and it will pull courses from the OTHER COURSES category as needed to generate sufficient electives to equal the total hours required for the degree. At degree certification time all graduating seniors' audits are generated with this field set to Yes.

Q: Once I have updated a Requirement or Degree Program, how do I get the changes tested and moved to production?

A: Any Requirement or Degree Program, which has been updated, will be listed by the system overnight on the Management Browse List screen. You must then select 'TEST' from the drop down box to ask the system to test your changes. The following day, look at the Management Browse list to see if a TEST DATE has been entered in the field just prior to the FLAG field. If yes, you should have output at your printer that tells you the students, if any, who were affected by the changes that you made. Review the results carefully. If you are satisfied, go to Management Browse List screen. Change the 'TEST' flag to 'MOVE' to indicate that it is OK to move these changes to production. The changes coded 'MOVE' will then be reviewed by the Coordinator. The Coordinator will move the changes to production. NOTE: You can expedite the process by adding the changes to the Management Browse List yourself. The screen defaults to the 'TEST' flag if you need them tested on the day in which you made the changes.

Q: On the Management Browse List Screen, what does an 'ERROR' code mean?

A: It means that when data processing attempted to compare the Development Files to the Production Files they were not able to do so. Here are some possible reasons:

Develop Degree Program screen contains requirements that Degree Program screen does not.

The Requirement does not exist for all catalog years.

There are no students currently enrolled who are being monitored by the catalog year you are testing.

There was a problem with the testing job.

Q: What do I do if I have an 'ERROR' code on Management Browse List screen?

A: Review the list above and try to determine what the problem might be.

If it is a new Requirement that did not exist before, contact the SASS Coordinator and asked to have it moved to production once you have tested it using the Develop Audit.

If you can't figure out why you received an 'ERROR' code, contact the SASS Coordinator for further explanation.

You must resolve the problem or get assistance in order to move the changes to production if you received an 'ERROR' code.

Q: What is ISIS?

A: ISIS stands for Integrated Student Information System. ISIS is the University of Florida web application which allows the student to look at his Complete, Unmet Requirements or Critical Tracking degree audit, register, access financial aid information, etc via the web at <http://www.isis.ufl.edu>.

Q: What is the requirement CPM- used for on the degree program?

A: This requirement is used to monitor for the Common Prerequisites for Transfer students and is not displayed on the degree audit. When a student gets ready to graduate, if this requirement has not been met, then the system will automatically waive the requirement once the student applies for their degree.

Q: What is a UT degree program and how is it used?

A: UT- degree programs only monitor the critical tracking courses and criteria. They are used each Fall and Spring semesters to determine if a student is predicted on/off track prior to advance registration and at the end of the term to determine if a student is ON/OFF Track based on the courses completed and grades attained for the current semester.

Q: When are UT HOLDS applied?

A: About 1 month prior to advance registration, students are evaluated using the UT degree programs. Those predicted to be OFF Track will have a UT HOLD applied to their record. The purpose of the HOLD is to ensure that the student will receive academic advising prior to registering again.

At the end of the semester, students who are OFF Track for the second time, and were not predicted to be OFF Track will have a UT4 HOLD applied to their record. The student must see an advisor before the last day of drop/add for the next semester or their registration for that term will be cancelled.

Q: When do students evaluated OFF Track receive notification?

A: Students who are evaluated OFF Track at the end of the semester and were not predicted OFF Track prior to advance registration receive an email at the end of the term.

Q: The general education courses are being used in earlier semesters as electives. How can I prevent this from happening?

A: On the control line of the sub-requirement which is checking for electives, code <*> in the Reject field defined for the control line. The <*> code will reject any course which has an assign code. All general education courses are given an assign code.

Q: How does the No Count field function?

A: A code of 'Y' in this field indicates the courses accepted by this requirement are not to be considered as courses used to satisfy the degree. Only courses which fall into requirements coded BLANK in this field are considered 'used courses' for the degree. This allows you to create requirements to calculate GPA's and requirements which ensure courses will distribute into each requirement in the proper way.

Q: How do you request an audit?

A: From the SASS folder chose Degree Audit, enter the UFID and press <enter>. To request multiple audits overnight, select the Retrieve Archive link from the top menu. Under the orange ADD button, enter the UFID of the students for whom you would like audits produced in the boxes provided. Then click the ADD button. You should then see the UFID's added to the table below the UPDATE button. The audits of the student's requested will print overnight at your printer.

Q: CHM 2040 is showing up in two different requirements that are grouped on the degree program. Why?

A: Courses listed on a REUSE line are allowed to be used one more time in the current requirement or another requirement and overrides the grouping code function on the degree program file.

Q: Same requirement name appears on a degree program more than once. When doing a Requirement Revise exception to make the requirement met, it clears out the 1st one on the audit but the 2nd one will not and I cannot figure out why.

A: The audit program does not expect the same requirement to appear multiple times on the audit, so if you want it to function this way you would need to give each requirement a unique name and then enter a Requirement Revise for each. Exceptions will apply only once on the audit to the same requirement.

Q: Who would I need to contact regarding coding of an out-of-state transcript? She has several EDF0000 courses listed in the same semester. I need them coded 0001,0002, ETC.

A: This is done nightly except between terms when files are in transition.

Q: All the requirements on the audit say OK, but I do not have the message at the top of the audit 'All Requirements Identified Below Have Been Met'. What is wrong?

A: On your degree program all requirements coded with a 'B' code in the OPT/OR field are not displayed on the

audit and so you cannot see if they are met or not met. If you are not getting the 'All Requirements Met...' message it means one of the requirements coded with a 'B' has not been satisfied. Run an audit for the student using the degree program code of UF-AA. This will let you know if it is a General Education requirement that isn't being met. If the UF-AA audit is met, then look for any other requirement on the original degree program that has a 'B' code in the OPT/OR field. Then use the Requirement Revise on the Exception screen to waive that particular requirement. An alternative method would be to modify the Degree program in the Develop Degree Program screen and remove the 'B' codes from the temporary DP and run an audit using the temporary degree program. You will immediately find a requirement on the audit with a 'X'. Once you have identified and fixed the problem, you can then restore the Develop Degree program to its original state via the Management Development screen.

Q: Only 45 hours of AP/IB credit is allowed to apply towards the degree. Sometimes the Registrar's office will split a course in order to give a student exactly 45 hours. In other words they take a 3 credit course and post it as a 2 credit and again as a 1 credit course. If it so happens that this is a course you want to use and you want to 'disallow' a different course, how do you accomplish this?

A: Select the Adjust ap/ib Credit screen and change the 'Nocredit' to Blank in the drop down boxes to the right of both occurrences and select 'Nocredit' on the other course for which you wish to disallow credit. Click the Submit button to update the changes to the student's transcript file. You must then contact Melissa Sisk in the Registrar's office and ask to post it as one course, not two so that it will process correctly in SASS. If the course is not posted as a split course you will not need to contact the Registrar's office.

Q: Is there a screen on which all of the courses used to satisfy general education are listed?

A: Yes. You can go to the Schedule of Courses www.registrar.ufl.edu/soc. Click on the Gen Ed Courses link under the semester you wish to view. Then click on the specific General Education category you wish to view.

Appendix 1 - PRINT CODES

7/97 software update: All print codes were modified to stop printing when it reaches the pseudocourse. This means that if you list courses on the accept line after the pseudocourse (identified by \$), the courses will be used for processing but will not appear on the SELECT FROM line on the audit.

Blank = all available information should be printed.

A = Requirement will not appear on the printed audit. However, it will appear in the audit file.

NOTE: This option may be used ONLY at the requirement header level. Overrides all other print options at the sub-requirement level.

D = suppresses the 'earned line' at the header level and the 'added' line at the sub-requirement level.

E = suppresses the 'earned line' at the header level and the 'added line' at the sub-requirement level. It also suppresses the listing of courses applied toward a requirement's completion

F = suppresses the 'earned line' at the header level and the 'added line' at the sub-requirement level. It also suppresses the listing of courses that may be selected.

G = suppresses the 'earned line' at the header level and the 'added' line at the sub-requirement level. It also suppresses the printing of the courses that a student may select from beginning with the first pseudo-course.

H = suppresses the 'earned line' at the header level and the 'added' line at the sub-requirement level. Also, it collapses the sub-requirement data to a listing of courses used toward the requirement's completion even when the requirement is NOT completed. NOTE: This option may be used ONLY at the requirement header level. Overrides all other print options at the sub-requirement level.

I = functions exactly like the 'T' print code except the SELECT FROM line is printed.

K = prints everything except the 'ADDED' line at the sub-requirement level.
 L = prints only the SELECT FROM and the NEEDS info.
 N = prints the list of courses from which a student may select to satisfy the requirement but does NOT print the courses that the student has taken.
 O = normal processing except that courses that may be used to satisfy a sub-requirement that has not yet been satisfied are suppressed.
 P = prints all the data from the SELECT FROM list until it reaches a pseudo-name indicated by \$.
 Q = prints the courses the student has taken but NOT the list of available courses.
 R = suppresses the 'earned line' at the header level and the 'added' line at the sub-requirement level. Also, it collapses the sub-requirement data to a listing of the courses used towards a requirement's completion only when a requirement is NOT completed. When the requirement is completed, it suppresses the listing of courses.
 S = normal processing except that sub-requirement information will be suppressed. Only courses that are used to satisfy the requirement are displayed.
 T = Resembles Option F. However, it also suppresses the 'needs line' at the sub-requirement level.
 U = Prevents the collapsing of the sub-requirement data when a requirement is completed. It resembles Option L, however, it suppresses the printing of the 'earned line' at the header level and the 'added line' at the sub-requirement level.
 X = prints only summary information.
 Y = Prints 'earned line' and 'needs line' at header level. Also, it prints titles, 'added lines' and 'Needs lines' at the sub-requirement level without printing the courses used to satisfy the sub-requirement. This option is ONLY used at the header print level.
 Z = Eliminates the sub-requirement title lines and allows the printing of only the courses used toward satisfying the sub-requirement. This option is used ONLY at the sub-requirement print option level.

Examples of print codes when used at the requirement level:

'BLANK' UNMET:

```
NO 1
-----> NEEDS:
- 1)   ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
      NEEDS:   3.00 HOURS
      SELECT FROM:  MAC#311, MAC#472, MAC020#
```

'BLANK' MET:

```
OK 1
      EARNED:   3.00 HOURS                4.000 GPA
      9401  MAC3311    4.00 A _
-----
```

'D' UNMET:

```
NO 1
```

-----> NEEDS:

- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS
SELECT FROM: MAC#311, MAC#472, MAC020#

'D' MET:

OK 1
9401 MAC3311 4.00 A _

'E' UNMET:

NO 1

-----> NEEDS:

- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS
SELECT FROM: MAC#311, MAC#472, MAC020#

'E' MET:

OK 1

'F' UNMET:

NO 1

-----> NEEDS:

- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS

'F' MET:

OK 1

9401 MAC3311 4.00 A _

'G' UNMET:

NO 1

-----> NEEDS:

- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS
SELECT FROM: MAC#311, MAC#472, MAC020#

'G' MET:

OK 1

9401 MAC3311 4.00 A _

'H' UNMET:

NO 1
-----> NEEDS:

'H' MET:

OK 1
9401 MAC3311 4.00 A _

'I' UNMET:

NO 1
-----> NEEDS:
- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1

'I' MET:

OK 1
9401 MAC3311 4.00 A _

'K' UNMET:

NO 1
-----> NEEDS:
- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS
SELECT FROM: MAC#311, MAC#472, MAC020#

'K' MET:

OK 1
EARNED: 3.00 HOURS 4.000 GPA
9401 MAC3311 4.00 A _

'L' UNMET:

NO 1
-----> NEEDS:
- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS
SELECT FROM: MAC#311, MAC#472, MAC020#

'L' MET:

OK 1
EARNED: 3.00 HOURS 4.000 GPA
+ 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
(4.00 HOURS TAKEN) 1 COURSE TAKEN 4.000 GPA
9401 MAC3311 4.00 A _

'N' UNMET:

NO 1
-----> NEEDS:
- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS
SELECT FROM: MAC#311, MAC#472, MAC020#

'N' MET:

OK 1
EARNED: 3.00 HOURS 4.000 GPA

'O' UNMET:

NO 1
-----> NEEDS:
- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1

'O' MET:

OK 1
EARNED: 3.00 HOURS 4.000 GPA
9401 MAC3311 4.00 A _

'P' UNMET:

NO 1
-----> NEEDS:
- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
NEEDS: 3.00 HOURS
SELECT FROM: MAC#311, MAC#472, MAC020#

'P' MET:

OK 1
EARNED: 3.00 HOURS 4.000 GPA
9401 MAC3311 4.00 A _

'Q' UNMET:

NO 1

-----> NEEDS:

- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1

'Q' MET:

OK 1

EARNED: 3.00 HOURS 4.000 GPA
9401 MAC3311 4.00 A _

'R' UNMET:

NO 1

-----> NEEDS:

'R' MET:

OK 1

'S' UNMET:

NO 1

-----> NEEDS:

'S' MET:

OK 1

EARNED: 3.00 HOURS 4.000 GPA
9401 MAC3311 4.00 A _

'T' UNMET:

NO 1

-----> NEEDS:

- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1

'T' MET:

OK 1

9401 MAC3311 4.00 A _

'U' UNMET:

NO 1

-----> NEEDS:

- 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1

'U' MET:

OK 1

EARNED: 3.00 HOURS 4.000 GPA
+ 1) ### MAC 2311 - ANALYTIC GEOMETRY & CALCULUS 1
9401 MAC3311 4.00 A _

'X' UNMET:

NO 2 PRINT CODE=X AT HEADER

-----> NEEDS:

- 1) ### MAC 2233 - SURVEY OF CALCULUS (PROFESSIONAL)

'X' MET:

OK 1 PRINT CODE=X AT HEADER

EARNED: 4.00 HOURS 4.000 GPA

'Y' UNMET:

NO 4 PRINT CODE=Y AT HEADER

-----> NEEDS:

- 1) ### MAC 2233 - SURVEY OF CALCULUS (PROFESSIONAL)
NEEDS: 1 COURSE

'Y' MET:

OK 3 PRINT CODE=X AT HEADER

EARNED: 4.00 HOURS 4.000 GPA

'Z' UNMET:

NO 6 PRINT CODE=Z ONLY AT SUB LEVEL

-----> NEEDS:

'Z' MET:

OK 5 PRINT CODE=Z ONLY AT SUB LEVEL

EARNED: 4.00 HOURS 4.000 GPA
9508 MAC3311 4.00 A _

Print codes used at the sub-requirement level will give different results in some cases. Print codes used at the top of the requirement apply to all sub-requirements. Print codes used at the sub-requirement level may vary from sub-requirement to sub-requirement or they may all be the same. In addition, the print codes of 'X' and 'R' may be combined to achieve yet a different results by placing the 'X' at the top of the requirement and the 'R' at the sub-requirement level. This is particularly useful when reporting hours earned such as in the requirement uf-120.