

# Submitting a student request

1 Log in to MyUNiverse

**My Page** **Resources** **Work @ UNI** **Life @ UNI** **Reporting** **Recruiting**

Personalize: Content Layout Mon, Apr 8, 13 7:59 AM

## Student Center

Go to my Student Center  
Use the student center to manage school related activities.

**Enrollment Verifications**  
Print enrollment verifications, find out when deferment notices were sent to your lenders, view your enrollment history, view the proofs of enrollment sent on your behalf to service providers, and get a list of your student loan holders.

**Request a Transcript**  
Ordering information, transcript fees, and processing and payment details.

**Student Request (Grad Stdts)**  
This form allows graduate students to submit requests to adjust their Academic Requirements report, register for an undergraduate class, request graduate transfer credit, and other actions.

**UNiversity Scholarship App**  
This application allows students to apply for scholarships available in specific majors and other University departments.

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# Student Academic Request System

Home | E-M

University of Northern Iowa

MyUNiverse

Favorites Main Menu > My Page > Student Request (Grad Stdts)

My Page Resources Work @ UNI Life @ UNI Reporting Recruiting

## Student Academic Request

Welcome Rachel,

Select	Student Request ID	Student Request Type	Classification Type	Submitted Date	Final Action Date
<input type="radio"/>	24404	Z - Other	Graduate	12/8/2011	3/1/2013
<input type="radio"/>	35400	Z - Other	Graduate	10/31/2012	2/20/2013
<input type="radio"/>	51785	F - Substitute for required course in the degree	Graduate	3/6/2013	3/20/2013

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Create New Request View Request

Select a request and click View Request to check the status of previous requests

## Student Academic Request

Select the type of request you wish to create:

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- A - Change registration: Add course or change course credits after the deadline for the current term
- B - Change registration: Add course or change course credits after the end of the term
- C - Change registration: Drop course after the deadline for the current term
- D - Change registration: Drop course after the end of the term
- E - Change registration: Change course section after the deadline for the current term
- F - Substitute for required course in the degree
- G - Exception to Policy: Extension of 7-year time limit for degree completion/Waiver of recency
- I - Change registration: Change course to/from ungraded credit after the deadline
- J - Change registration: Change course to/from audit after the deadline
- K - Exception to Policy: Register for an overload
- L - Withdrawal from UNI after the deadline with 'W' for all courses
- M - Declaring electives for the degree
- N - Change to Thesis or Non-Thesis option for MA or MS degree
- P - Graduate transfer course credit approval
- Q - Request Registration in an Undergraduate Course
- Z - Other

Types A – E, I, J are for registration changes outside of normal dates.

Types F and M are for adjustments to the Academic Requirements Report.

Types G, H, K, L are for exceptions to policy.

Type Z is for when nothing else fits, or a combination of electives and substitutions

New types last fall:

N = Change to Thesis or Non-Thesis option

P = Request a graduate transfer course (last step in transfer process)

Q = Request Registration in an Undergraduate Course

# Completing a student request-Type M

## Student Academic Request

Request Type: M - Declaring electives for the degree  
University ID: 444577  
Name: [REDACTED]  
Classification: Graduate

### Address

Select which address should be used for this request.

\*  [REDACTED]  
 [REDACTED]  
 Other

Street 1:   
Street 2:   
City:   
State:   
Zip Code:   
Phone:

Used only for this request.

Does not update your info in Student Center

### Major

170MAE - Post-Sec Ed: Student Affairs

### Email Address

Below is the email address all notifications will be sent to as actions are taken on this request. You may change the email address but keep in mind that any communication needed for this request will be conducted through this email address.

\* your email

### Request Details

#### Electives:

	Course	Term	Credits to be applied	Apply to RQ #	Apply to LN #
No courses added					

Course Number: FAM SERV 5145 02  
Subject Area Course Number Section Number  
Term: SUMMER 2012  
Credits to be used: 3  
Apply to RQ #: 50407  
Apply to LN #: 010

Save Cancel

Click Save to confirm course information. Can put up to 6 electives on one request. Can delete courses from the list before submitting.

Click Submit at the bottom (not shown)

After submitting, check status every few days.

### Request

\* Is this request increasing the total hours required for the degree?  No  Yes

If Yes, enter the revised total required hours:

State clearly what you propose be done

\* I want this course to be one of my electives.

### Justification

State why you believe your request should be granted

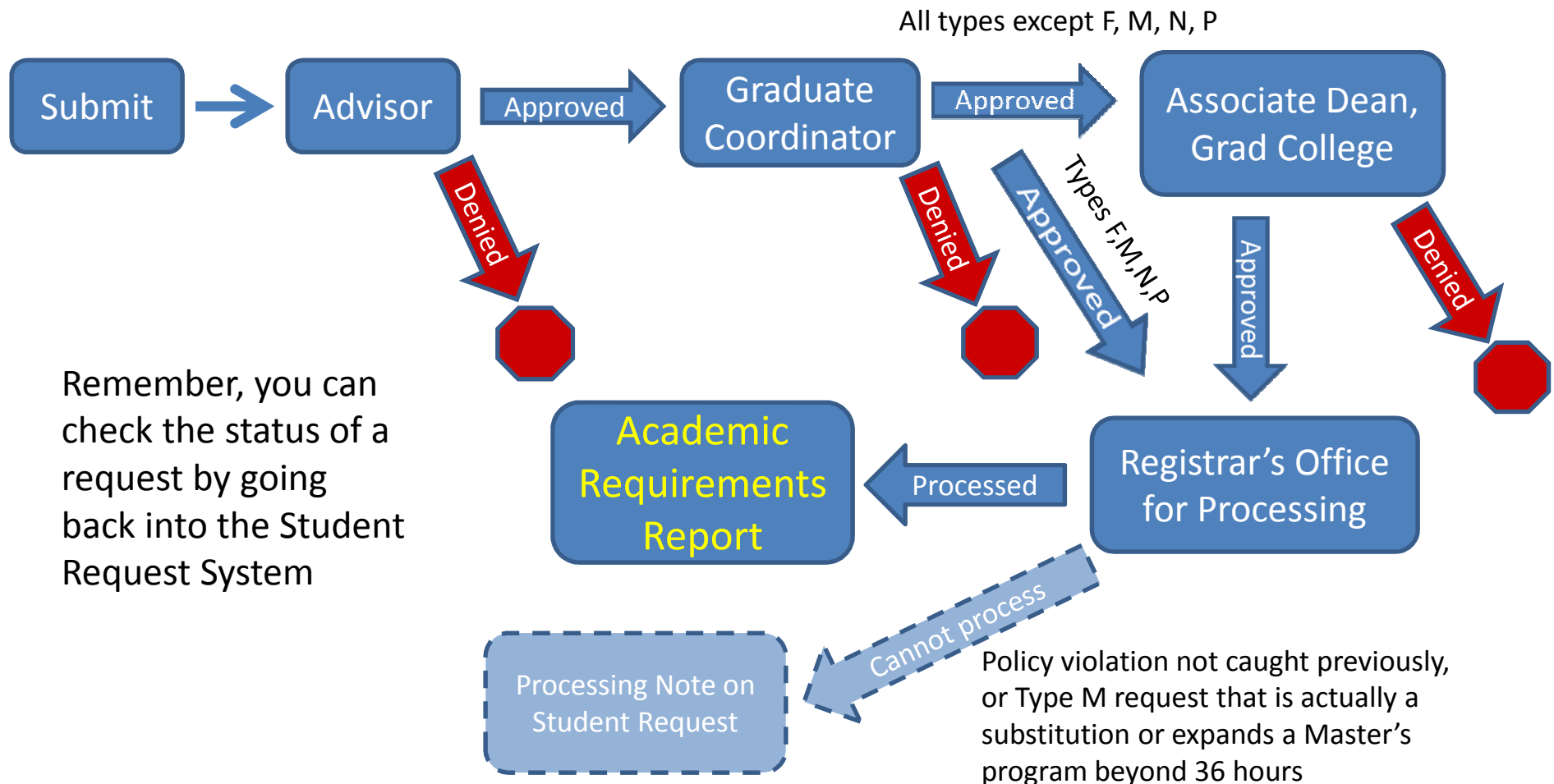
\* This will help me in my career.

No need to be elaborate for most requests.

# Avoiding the “Invalid Course” error

- The first box is for the subject area—maximum 8 alphabetic characters. Spacing matters.
  - Examples: ELEMECML, SPED, POL AMER, LYHS, SW, etc.
- The second box is for the course (catalog) number—always 4 characters, often numbers.
  - This is just to the right of the subject area on your registration and the Academic Requirements report. It doesn’t depend on the section you’re in.
  - Examples: 6285, 6286, 5140, 6299, etc.
- The third box is for the section number—generally 2 characters, but can be up to 4. This is after “–” in your registration. Does not show on the Academic Requirements Report.
  - Examples: 01, 03, 81, 90, 6A, GISW, etc.
  - Hint: The section number contains some information about the course.
    - 01-3\_ are regular semester or May term sections, generally campus-based;
    - 8\_ are first half-semester or June term and 9\_ are second half-semester or July term, campus based.
    - 6\_ are through Continuing Education; GISW and GISP are Guided Independent Study (not for use on a graduate degree)

# After you click “Submit”



# Checking on the status

- You get email notification at each step
  - Submission
  - When the advisor acts
  - When the graduate coordinator acts “Final action” for type M
  - When the Associate Dean acts: “Final action has been taken” (if not denied at advisor or grad coordinator level)
  - When the graduate record analyst processes it, or clicks “Cannot Process”
- You can go into the Student Request System at any time to see the status.
  - You SHOULD go into the student request system to look at the comments at each stage, even if the request was “approved”. The request may not have been approved the way you wrote it.

# What to put in a student request

- Two places to write: Request, Justification
- Request: What you want done. Examples:  
Substitute \_\_\_\_\_ for \_\_\_\_\_. Put \_\_\_\_\_ in my electives.
- Justification: Why you are making this request. Does not have to be elaborate for electives or substitutions suggested by your department.
  - Exceptions to policy require more justification.

# What to put in a request, cont.

- Check your Academic Requirements report BEFORE submitting a request.
  - Use terminology from the report in your request
  - The RQ (requirement) and LN (line) numbers are required in some request types.
  - The number of units (credits) required on a line are both a minimum and a maximum—additional credits cannot apply there.
  - If you are requesting to increase the hours required to graduate, you must say so.
    - All credits above the minimum will be in a section titled Additional Units Requirement.



# Example

Student took POSTSEC 6286 Stu: Student Affairs Research (3 cr Spring 12) with the intent that it will substitute for MEASRES 6205.

Student selects request Type F- Substitute for a required course in the degree

**COURSES NOT USED BY CURRENT MAJOR (RG-50040)**

Courses taken as a graduate student. Not applied to current major. UNI COURSES THAT CARRY UNDERGRADUATE CREDIT (1000/2000/3000/4000-LEVEL) CANNOT BE APPLIED TO A GRADUATE DEGREE PROGRAM. SUCH COURSES, IF TAKEN AS A GRADUATE STUDENT, WILL COUNT IN THE CUMULATIVE, BUT NOT PLAN, GPA. (RQ-50036)

**GRADUATE-LEVEL COURSES (LN-010)**

1## courses MAY have been taken for undergraduate credit; must be reviewed to verify the course was offered for graduate credit.(LN-010)

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
EDPSYCH5180	Acad Skills Achievement	4.00	SPRING 2013		◆
POSTSEC6286	Stu: Student Affair Resrch	3.00	SPRING 2012	A	✔
POSTSEC6286	Stud Portfolio Developmnt	1.00	FALL 2012	A	✔
POSTSEC6286	Stud Portfolio Developmnt	1.00	SPRING 2013		◆
POSTSEC6291	Internship Postsecondry Ed	3.00	SPRING 2013		◆

View All | First 1-5 of 5 Last

**POST-SECONDARY EDUCATION STUDENT AFFAIRS MAE (2010-present) 170MAE**

**Not Satisfied:** This major is available on the non-thesis option with minimum of 44 units required and the thesis option with 48 units required. A maximum of 3 units of 6299 credit may be applied to the non-thesis option. (RG-50082)

- Units: 44.00 required, 33.00 taken, 11.00 needed

**PROFESSIONAL CORE**

**Not Satisfied:** 6 Units Required. (RQ-50378)

- Units: 6.00 required, 0.00 taken, 6.00 needed

**Educational Research Course**

3 Units Required (LN-010)

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MEASRES6205	Educational Research	3.00	Fall, Spring, and Summer		

View All | First 1 of 1 Last

## Example Type F Request--Continued

### Student Academic Request

**Request Type:** F - Substitute for required course in the degree  
**University ID:** 444577  
**Name:** [REDACTED]  
**Classification:** Graduate

#### Address

Select which address should be used for this request.

- \*  [REDACTED]  
 [REDACTED]  
 Other

Street 1:   
Street 2:   
City:   
State:   
Zip Code:   
Phone:

#### Major

170MAE - Post-Sec Ed: Student Affairs

#### Email Address

Below is the email address all notifications will be sent to as actions are taken on this request. You may change the email address but keep in mind that any communication needed for this request will be conducted through this email address.

\*

#### Request Details

**Course Information**  
(up to 3 courses)

##### Course 1:

Enter the course number and/or title to be used as a substitute for major course:

Course Number:  :  Course Title:

Subject Area Course Number

Enter major course number, course title, or major requirement group being substituted:

Course Number:  :  Course Title/Group Name:

Subject Area Course Number

##### Course 2:

# What NOT to write in a request

- “Add this course to my program of study.”
- “Apply this course to my degree.”
  - If you have electives available to be filled, these are fine, but if you don’t, these statements mean “Increase the required hours to graduate.”
- “I want a 36 hour program”--for a degree that takes less than 36 hours.
  - The courses that are being taken above the minimum must be specified. Otherwise, there would be no way to satisfy the 36 hours!!
- Substituting for a “required” course that is on a departmental worksheet or website but is NOT on the Academic Requirements report.
  - If it’s not listed on the Academic Requirements, then I don’t know where to put the substitution!
  - Do not work off a departmental worksheet. Use the Academic Requirements Report.

# Problems with the report?

- A course should be plotting on a student's report automatically but isn't.
  - Check: Courses with an RC or I may plot automatically once the final grade is posted. Contact me to find out.
  - If there is a course with a final grade that shows as a requirement in the report, but isn't plotting, contact me. Errors in the logic of the advisement report will be fixed without a student request.

# Will my request be approved?

- Always talk to your advisor and graduate coordinator before submitting any request that is unusual, or if you are not sure how a course is going to be used on your degree.
  - Confirm with your advisor whether an “elective” is really an elective or is a substitution for a course not being offered.
- I generally don't deny electives or substitutions approved by the department (I don't even see most of the requests now), unless it violates some policy or you are requesting too many courses to apply to electives (or you aren't registered for the course!)

# What's taking so long?

- “I submitted my request a long time ago, and it was approved at the first two levels. It's waiting on your approval.”
  - I have quite a large backlog and a lot of other work to do, but last school year more requests had final action than were submitted, so the backlog is being reduced.
  - I prioritize requests related to registration and requests from students who have a timely need (assistantship eligibility, graduation, summer tuition scholarship, etc.)

# Thanks!

- Questions?
- My email is [shoshanna.coon@uni.edu](mailto:shoshanna.coon@uni.edu) for logistical help with the request system. If you have a question related to a student's Academic Requirements, be sure you include the UNI ID number.