Submitting a student request

1. Log in to MyUNIverse

2. Student Request (Grad Stds)
   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.
Student Academic Request System

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.

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

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: (redacted)
- Name: (redacted)
- Classification: Graduate

**Address**
Select which address should be used for this request.
Options:
- (default)
- Other

**Email Address**
Enter 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.

- (redacted)

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**Request Details**

<table>
<thead>
<tr>
<th>Electives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No courses added</td>
</tr>
</tbody>
</table>

- Course Number: FAM SERV 5115
- Term: SUMMER 2012
- Credits to be used: 3
- Apply to RQ #: 50497
- Apply to LN #: 019

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

- State clearly what you propose to 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.

Used only for this request.
Does not update your info in Student Center

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.
Avoiding the “Invalid Course” error

• The first box is for the subject area—maximum 8 alphabetic characters. Spacing matters.
  – Examples: ELEM, ELEC, MECH, 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”

Remember, you can check the status of a request by going back into the Student Request System.

Policy violation not caught previously, or Type M request that is actually a substitution or expands a Master’s program beyond 36 hours.
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


• 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.
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
Example Type F Request--Continued

**Student Academic Request**

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

**Address**

*Select which address should be used for this request.*

- [ ] Street 1: 
- [ ] Street 2: 
- [ ] City: 
- [ ] State: 
- [ ] Zip Code: 
- [ ] Other:

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**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**

**Course Information**

(Up to 3 courses)

**Course 1:**

- **Course Number:** POSTSEC 6236
- **Course Title:** Stu: Student Affair Resrch
- **Subod Area:** 
- **Course Number:** MEASRES 6205
- **Course Title/Group Name:** Educational Research

**Course 2:**

- **Course Number:** 
- **Course Title:** 
- **Subod Area:** 
- **Subject Area:** 

**Course 3:**

- **Course Number:** 
- **Course Title:** 
- **Subod Area:** 
- **Subject Area:** 
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 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.