PeopleSoft Training
How to Change Requirement Terms

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

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

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

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

1) **Log into PeopleSoft with your username and password.**

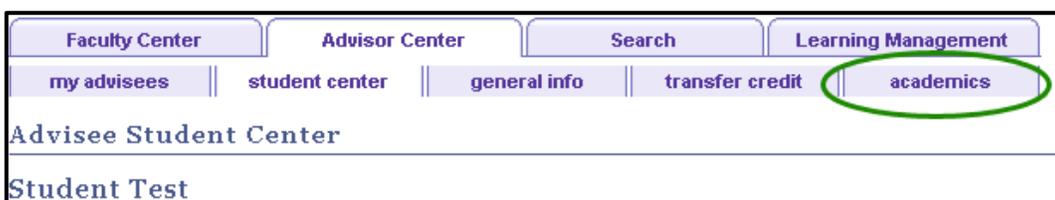2) **Navigate to "Self Service"—"Advisor Center"—"My Advisees."**
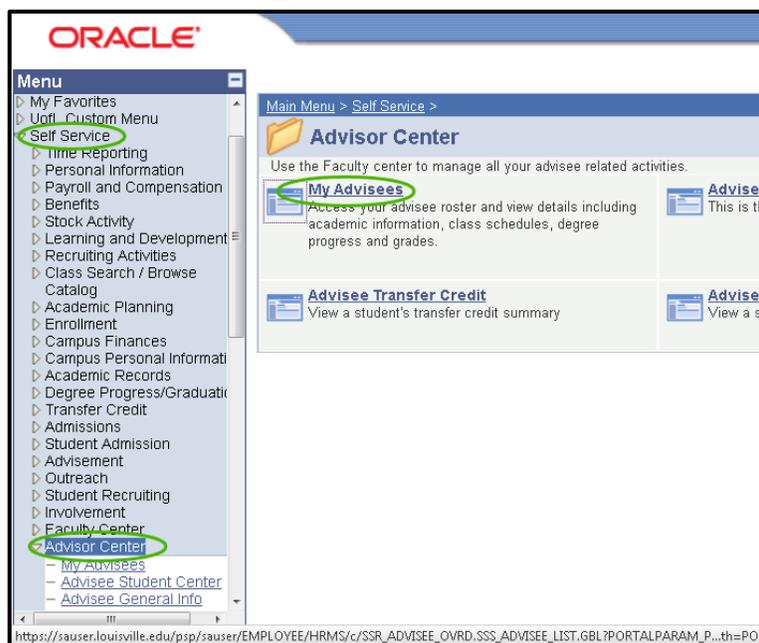
3) **Select "View Student Detail" (blue circle) for a student assigned to you, OR select "View Data for Other Students" (green circle) for a student not assigned to you.**
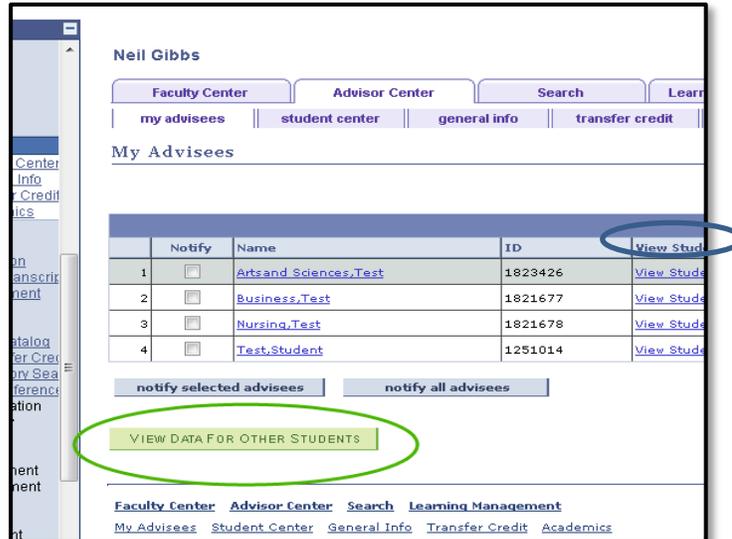
4) **For students not assigned to you, enter the Student ID in the ID field and click "Search."**
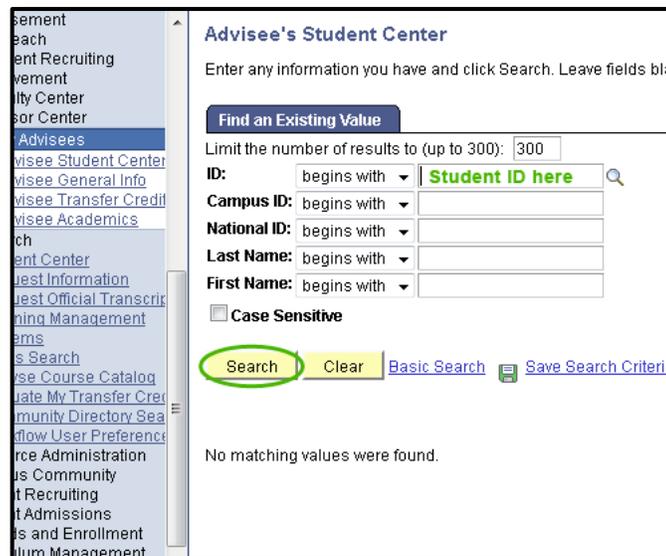
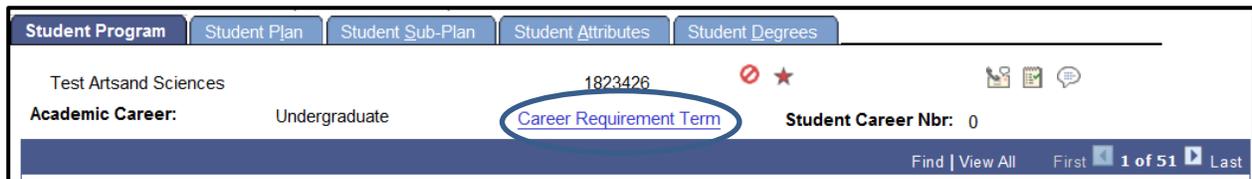5) **In the Student Center, select the "Academics" tab.**

6) Select "edit program data."

7) Change the Career Requirement term.

Select Career Requirement Term:

Change the Career Requirement Term and select OK:

8) To Change the Program and Plan Requirement Terms:

Start on the Student Program Tab:

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

Plan Requirement Term:

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

If you have any additional questions please contact the UAP staff contact information can be found at: put our contact information on the advising tech guides page.