

Utilizing the Online Student Request System

Navigating to the Student Request Site

To navigate to the student request system go to this link:

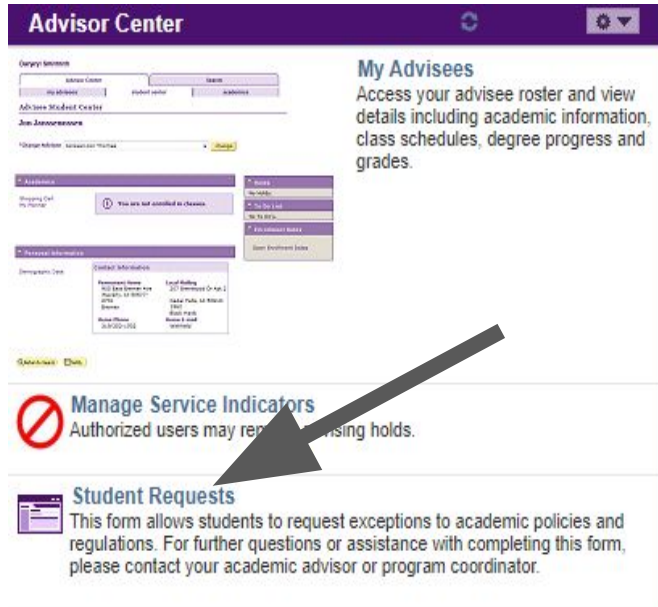
<https://java.access.uni.edu/StudentAcademicRequests/>

Then sign in with your CatID.

Navigating to the Site

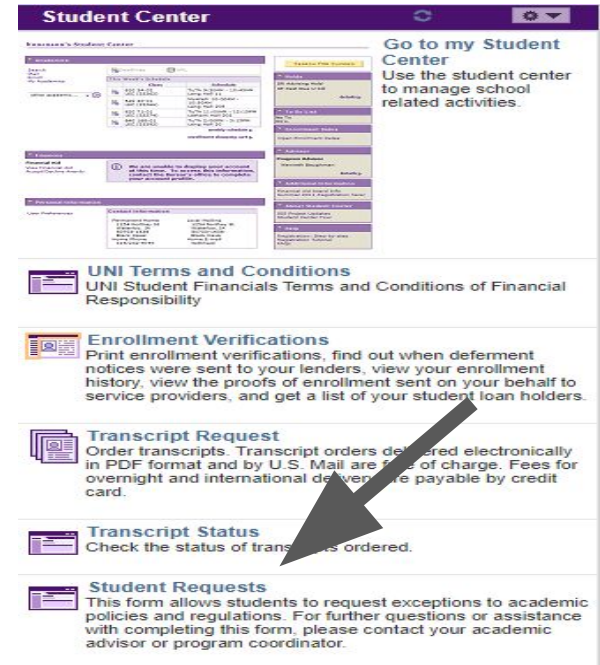
Permanent links to the Student Request system can also be found on MyUNiverse:

For Faculty go to “Advisor Center”



The screenshot shows the 'Advisor Center' interface. At the top, there's a header with the title 'Advisor Center' and a search bar. Below the header, there's a section for 'My Advisees' with a description: 'Access your advisee roster and view details including academic information, class schedules, degree progress and grades.' To the left of this section, there's a sidebar with various links and a 'Manage Service Indicators' section with a red prohibition sign. At the bottom, there's a 'Student Requests' section with a description: 'This form allows students to request exceptions to academic policies and regulations. For further questions or assistance with completing this form, please contact your academic advisor or program coordinator.'

For Students go to “Student Center”



The screenshot shows the 'Student Center' interface. At the top, there's a header with the title 'Student Center' and a search bar. Below the header, there's a section for 'Go to my Student Center' with a description: 'Use the student center to manage school related activities.' To the left of this section, there's a sidebar with various links. Below the sidebar, there's a 'UNI Terms and Conditions' section, an 'Enrollment Verifications' section, a 'Transcript Request' section, a 'Transcript Status' section, and a 'Student Requests' section. The 'Student Requests' section has a description: 'This form allows students to request exceptions to academic policies and regulations. For further questions or assistance with completing this form, please contact your academic advisor or program coordinator.'

Creating a Request as a student

Click the “Create New Request” button

Student Academic Requests - Request List

Student requests undergo a process of review and recommendation. It is highly suggested you meet with your advisor in generating your student request and/or discuss it in advance of submission. Your request will be reviewed at each level of recommendation and approval. Final decisions on your Student Request will be provided in your Student Center under Student Requests. Please be aware that the review process for some types of requests (including those requesting exceptions) can take up to 2-3 weeks based upon the complexity of review and the number of requests.

Create New Request

Order by: Request ID 

Student Request ID: 80320

Submit Date: 11/21/2019

View Request

Request Type: UGRD - Substitution;
Substitute for required course in Liberal Arts
Core

Completed Date:
Processed Date:

Status: WF-SUBMITTED

Showing 1-1 of 1 results. Items per page: 5

Previous 1 Next

Creating a Request as a student

Utilize the dropdown button to select the type of request you would like to make

Showing 1 of 1 results. Items per page: 5

University ID:	535558
Name:	TC Panther

Select the type of request you wish to create:

- Substitution: Substitute for required course in major or minor
- Substitution: Substitute for required course in Liberal Arts Core
- Change of Registration: Drop a course for current term after the deadline to drop without a "W"
- Change of Registration: Drop a single course in a previous semester with a "W" after the deadline to withdraw without an "F"**
- Change of Registration: Change sections of a class after the deadline in the Schedule of Classes
- Change of Registration: Change to or from ungraded credit after the deadline in the Schedule of Classes
- Change of Registration: Change from audit to credit or from credit to audit after the deadline in the Schedule of Classes
- Exceptions: Register for an overload
- Exceptions: Receive graduate credit as an undergraduate student
- Exceptions: Add a single course after the deadline in the Schedule of Classes
- Exceptions: Initial registration in all classes after the 2nd week of classes
- Extenuating Circumstances: Withdrawal from the University with a "W" for ALL courses after the deadline in the Schedule of Cl
- Extenuating Circumstances: Tuition & Fees Refund Request
- Other

Creating Request as a student

Ensure the information shown is correct:

- ID Number
- Class Rank
- Type of Request
- Address selected
 - Select “other” to provide alternate address
- Email Address
 - Select “secondary email address”
provide alternate email address

Student Academic Request - Request Form

University ID: 535558
Name: TC Panther
Classification: Senior
Request Type: Change of Registration: Change to or from ungraded credit after the deadline in the Schedule of Classes
Request Description: Please refer to the Schedule of Classes to determine the appropriate [deadlines](#).

This request will automatically be sent to each of the following individuals for review:
1. Advisor
2. Instructor
3. Instructor's Department Head

You will be notified of a decision when the process is complete.

Address

Select which address should be used for this request. *

- ☒ 1234 Test Road Testland, IA 50005
☐ Other

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.

Uni Email Address

test@uni.edu

Secondary Email Address

Creating a Request as a student

Majors/Minors/Certificates:

- Select the major, minor or certificate related to this request
- Confirm that the “Current Advisor” is correct

Major/Minor/Certificate

Select which major/minor/certificate should be used for this request. *

☒ 629BAT - Tchg Eng to Spkrs of Othr Lang

☐ 22JMINT - Instructional Strategist

Current Advisor

Caroline S Ledeboer

Creating a Request as a student

Request Details:

This section varies on request type and can include:

- Catalog Year and/or semester for request
- Type of Substitution
- Category of course
- Course which request involves
- Attaching documentation

It is important to complete any categories that have a “*”. Also be sure to double check your selections.

Creating a Request as a student

Request:

If there is additional information for the request, type it into the request section

Justification:

This box is for you to state why an exception to current policy should be made for this request

Request

If additional explanation is required, please clearly state what action is requested. (4000 character limit) 0 / 4000

Justification *

State why you believe your request should be granted. (4000 character limit)

0 / 4000

Creating a Request as a student

Once your request is filled out you can:

- Submit Request: Sends request to workflow
- Save and Exit: Saves current work and allows for editing
- Exit: Leaves request without saving

State why you believe your request should be granted. (4000 character limit)

0 / 4000

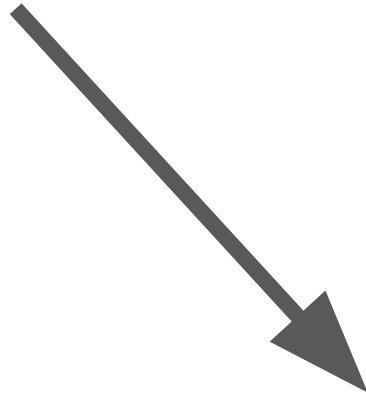
Submit Request

Save and Exit

Exit

Creating a Request as advisor

Select:
Create Student Request



Student Academic Requests

Request ID

Student UNI
ID

Student
Name

Request Type

Submit Date
between

Final Action
Date between

Search

[Create Student Request](#)

Request ID	Plan	UID	Student Name	Student Request Type	Submitted Date	Final Action Date
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Creating a Request as advisor

Enter Student's UNI ID to create request:

The screenshot shows a web application interface. At the top, there is a header with the text "Student Request". Below the header, there is a table with columns: "ID", "Plan", "UNI", "Student Name", "Student Request Type", "Submitted Date", "Final Action Date", "Status", and "Processed". A modal form is displayed in the foreground, containing the text "Enter the UNI ID of the student for which you wish to create a request:". Below this text is a text input field with the value "5428". At the bottom right of the modal, there are two buttons: "Find Student" (a purple button) and "Cancel" (a grey button).

Student Request

ID	Plan	UNI	Student Name	Student Request Type	Submitted Date	Final Action Date	Status	Processed
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Enter the UNI ID of the student for which you wish to create a request:

Find Student Cancel

Creating a Request as advisor

After entering the student ID number, select the type of request you would like to create.

The screenshot shows a web form with the following elements:

- University ID:** A label followed by a blacked-out input field.
- Name:** A label followed by a blacked-out input field.
- Select the type of request you wish to create:** A label above a dropdown menu.
- Dropdown Menu:** A list of request types, with the first item highlighted in blue.
- Processed Date:** A label to the right of the dropdown menu.

The dropdown menu contains the following options:

- Substitution: Substitute for required course in major or minor
- Substitution: Substitute for required course in Liberal Arts Core
- Change of Registration: Drop a course for current term after the deadline to drop without a "W"
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Creating Request as advisor

Ensure the information shown is correct:

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- Type of Request
- Address selected
 - Select “other” to provide alternate address
- Email Address
 - Select “secondary email address”
provide alternate email address

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0 / 4000

Submit Request

Save and Exit

Exit
