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”

For Students go to “Student Center”
Creating a Request as a student

Click the “Create New Request” button
Creating a Request as a student

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

<table>
<thead>
<tr>
<th>Major/Minor/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select which major/minor/certificate should be used for this request. *</td>
</tr>
<tr>
<td>629BAT - Tchg Eng to Spkrs of Othr Lang</td>
</tr>
<tr>
<td>22JMINT - Instructional Strategist</td>
</tr>
</tbody>
</table>

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
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
Creating a Request as advisor

Select:
Create Student Request
Creating a Request as advisor

Enter Student’s UNI ID to create request:

Enter the UNI ID of the student for which you wish to create a request:

5428
Creating a Request as advisor

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

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” to provide alternate email address
Creating a Request as advisor

Majors/Minors/Certificates:

- Select the major, minor or certificate related to this request
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Current Advisor

Caroline S Ledeboer
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Creating Request as advisor

Once your request is filled out you can:

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