Students with Multiple Requirement Terms

Starting with the 2010-11 catalog, students at the University of Arizona can choose to have different catalog years (requirement terms) for their career, program, plan, and sub-plan. Students may request this change, for example, to declare a new major or minor that is not attached to their current career requirement term. In such instances it is important to update a student’s requirement term because the new program or plan will fail to display and populate on an academic advising report if it is not associated with a requirement term for which it exists (and the system has checks that will not allow you to enter plan/subplan values for requirement terms for which they are not valid). Students can move forward with requirement terms, but cannot choose a term prior to their admission to UA or an Arizona community college. (The full policy can be found at: http://catalog.arizona.edu/2010-11/policies/catchoice.htm)

Modifiable Requirement Terms

Career Term: The requirement term associated with a student’s admission or readmission. Changing a student’s career requirement term could affect a student’s general education or graduation requirements.

Program Term: The requirement term associated with a student’s program (i.e. college). An example is that a change to the program requirement term might affect a student’s pre-major requirements.

Plan Term: The requirement term associated with a student’s plan (i.e. major or minor). Changes to a plan requirement term could impact major and minor requirements or allow students to declare a new major or minor not offered in their current requirement term.

Sub-Plan Term: The requirement term associated with a student’s sub-plan in a major or minor (e.g. a math major might have a probability and statistics sub-plan that has a unique requirement term). A change to this requirement term could alter sub-plan requirements. The sub-plan requirement term should always match the plan requirement term to ensure continuity of major requirements.
How to Change a Requirement Term

Navigate: Records and Enrollment > Career and Program Information > Student Program Plan. Enter Student’s ID and click Search

How to View a Student’s Career and Program Requirement Term

Changing a Career Requirement Term

To see the career requirement term, click on the “Career Requirement Term” link on the Student Program tab.

The admit and program (college) requirement terms can also be viewed and updated on this page.

Clicking the “Career Requirement Term” link from the previous tab will direct you to this page where you can view and update the career requirement term.
Viewing and Changing a Student’s Plan (Major or Minor)

By clicking on the “Student Plan” tab, you can view and update a student’s plan requirement term. If a student had a second major or a minor you can view the requirement terms by selecting “View All”.

Viewing and Changing a Sub-Plan Term

Clicking on the “Student Sub-Plan” tab will allow you to view and change a student’s sub-plan requirement term.