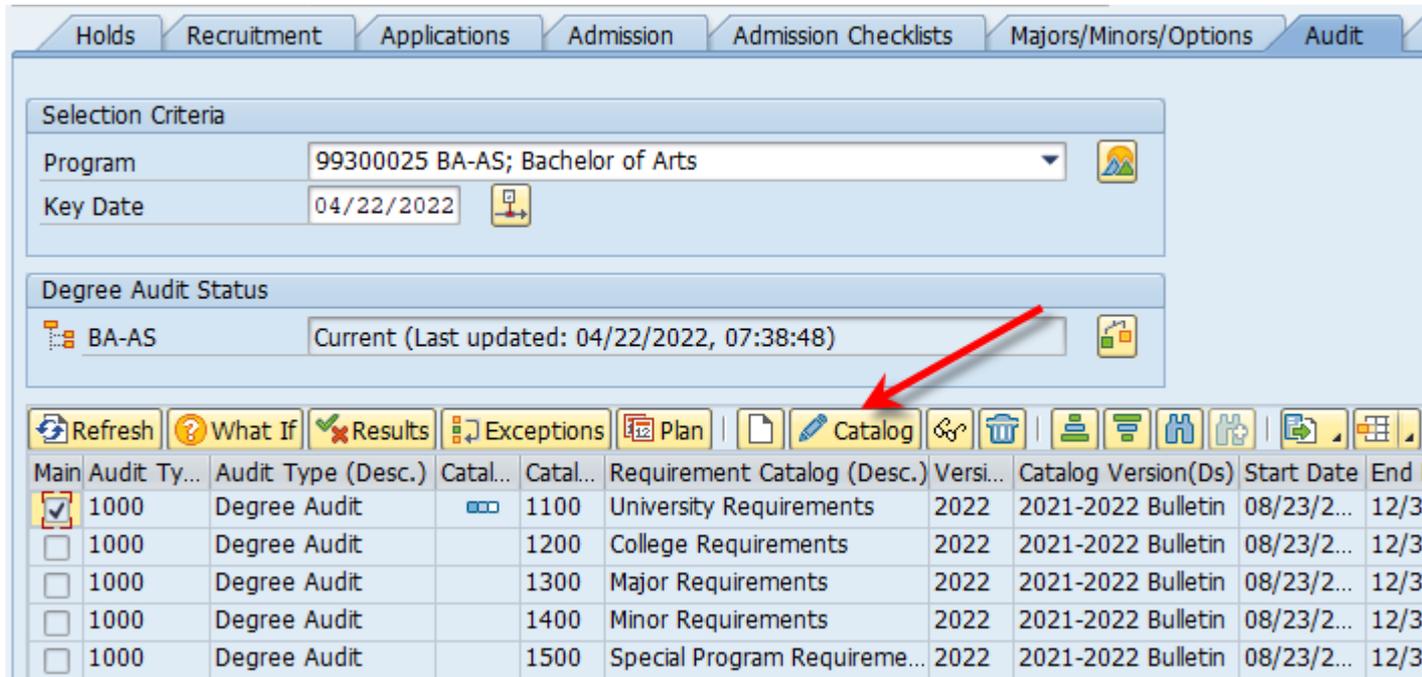


HOW TO CHANGE A CATALOG YEAR

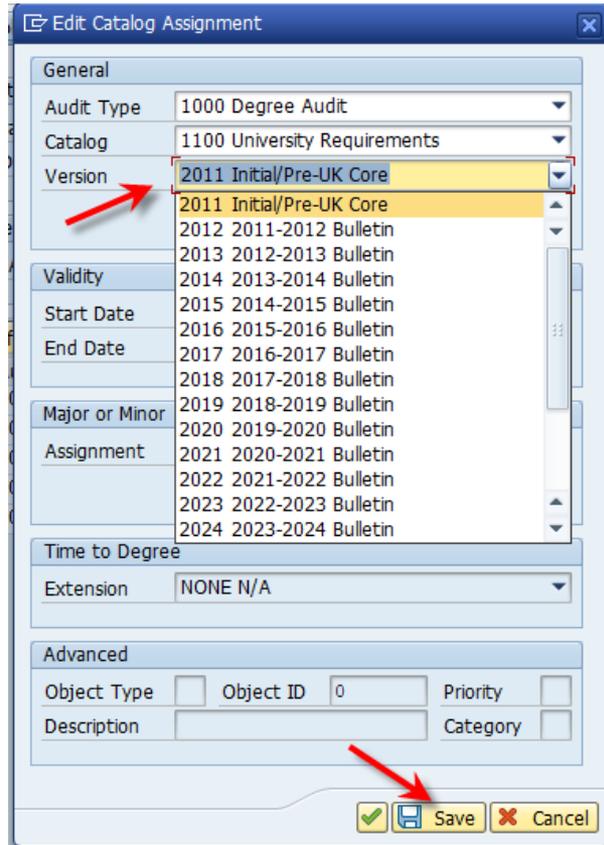
From the Audit tab in Student File (SAP), highlight the Degree Audit Requirement Catalog – Catalog Version you would like to change, then click the “Edit Catalog” button.



The screenshot shows the SAP Student File Audit tab. The 'Selection Criteria' section includes a dropdown for 'Program' set to '99300025 BA-AS; Bachelor of Arts' and a 'Key Date' of '04/22/2022'. The 'Degree Audit Status' section shows 'BA-AS' with a status of 'Current (Last updated: 04/22/2022, 07:38:48)'. Below these sections is a toolbar with various icons, including a 'Catalog' icon with a pencil, which is highlighted by a red arrow. Below the toolbar is a table of requirement catalogs.

Main	Audit Ty...	Audit Type (Desc.)	Catal...	Catal...	Requirement Catalog (Desc.)	Versi...	Catalog Version(Ds)	Start Date	End I
<input checked="" type="checkbox"/>	1000	Degree Audit		1100	University Requirements	2022	2021-2022 Bulletin	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1200	College Requirements	2022	2021-2022 Bulletin	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1300	Major Requirements	2022	2021-2022 Bulletin	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1400	Minor Requirements	2022	2021-2022 Bulletin	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1500	Special Program Requireme...	2022	2021-2022 Bulletin	08/23/2...	12/3

In the pop-up window, select the desired catalog version from the **Version** dropdown menu. Then, click “Save”.



Edit Catalog Assignment

General

Audit Type: 1000 Degree Audit

Catalog: 1100 University Requirements

Version: 2011 Initial/Pre-UK Core

Validity

Start Date: 2012 2011-2012 Bulletin

End Date: 2013 2012-2013 Bulletin

2014 2013-2014 Bulletin

2015 2014-2015 Bulletin

2016 2015-2016 Bulletin

2017 2016-2017 Bulletin

2018 2017-2018 Bulletin

2019 2018-2019 Bulletin

2020 2019-2020 Bulletin

2021 2020-2021 Bulletin

2022 2021-2022 Bulletin

2023 2022-2023 Bulletin

2024 2023-2024 Bulletin

Major or Minor

Assignment

Time to Degree

Extension: NONE N/A

Advanced

Object Type Object ID: 0 Priority

Description Category

Save Cancel

The selected catalog year has now been changed. The student's Degree Audit will reflect this change after it has been refreshed.

Holds Recruitment Applications Admission Admission Checklists Majors/Minors/Options Audit

Selection Criteria

Program 99300025 BA-AS; Bachelor of Arts

Key Date 04/22/2022

Degree Audit Status

BA-AS Scheduled for refresh at 07:57:09 (#3 in queue)

Refresh What If Results Exceptions Plan Catalog

Main	Audit Ty...	Audit Type (Desc.)	Catal...	Catal...	Requirement Catalog (Desc.)	Versi...	Catalog Version(Ds)	Start Date	End
<input checked="" type="checkbox"/>	1000	Degree Audit		1100	University Requirements	2011	Initial/Pre-UK Core	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1200	College Requirements	2022	2021-2022 Bulletin	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1300	Major Requirements	2022	2021-2022 Bulletin	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1400	Minor Requirements	2022	2021-2022 Bulletin	08/23/2...	12/3
<input type="checkbox"/>	1000	Degree Audit		1500	Special Program Requireme...	2022	2021-2022 Bulletin	08/23/2...	12/3

**QUESTIONS?
CONTACT TEAM GPS AT
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