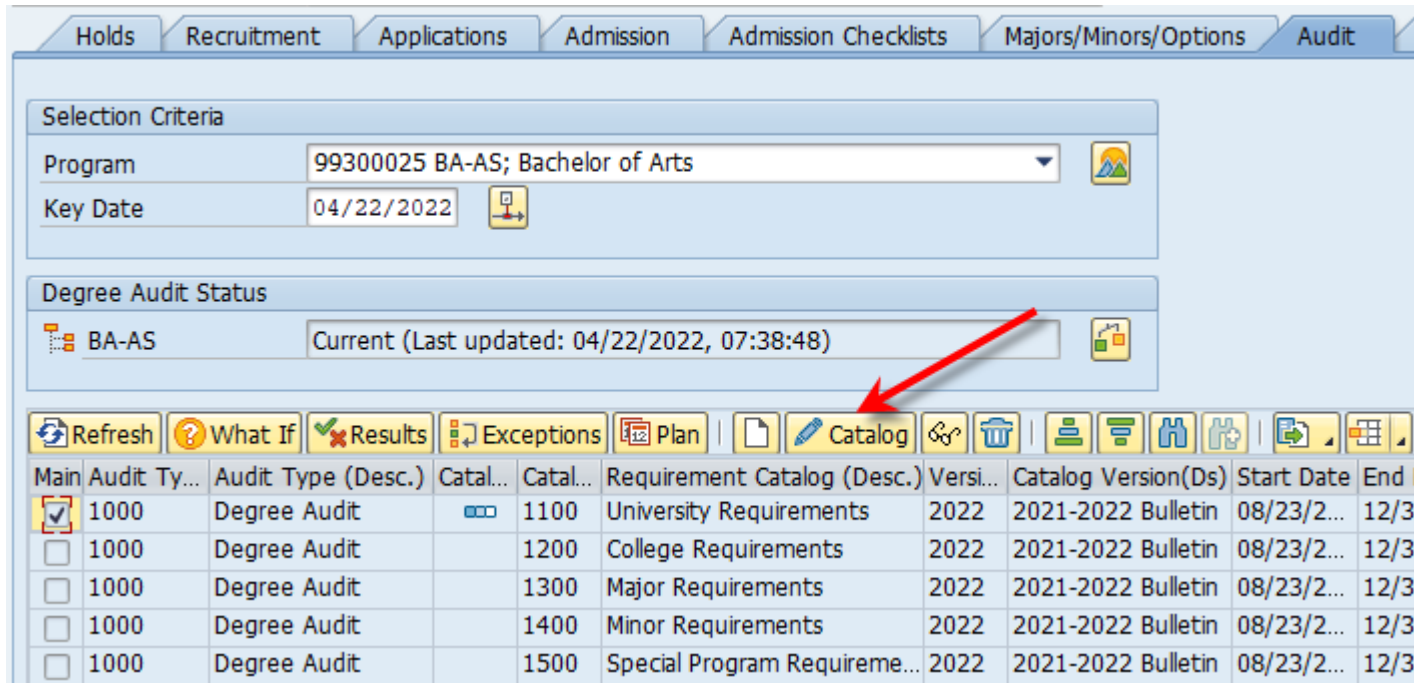


# HOW TO CHANGE A CATALOG YEAR

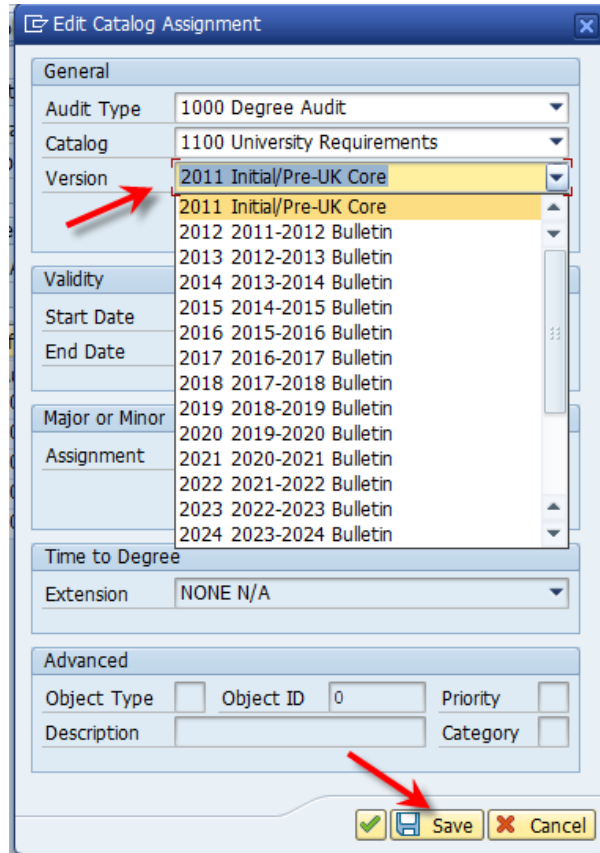
From the Audit tab in Student File (SAP), highlight the Degree Audit Requirement Catalog – Catalog Version you would like to change, then click the “Edit Catalog” button.



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 this is a toolbar with buttons for 'Refresh', 'What If', 'Results', 'Exceptions', 'Plan', 'Catalog', and others. A red arrow points to the 'Catalog' button. 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

End Date

Major or Minor

Assignment

Time to Degree

Extension: NONE N/A

**Advanced**

Object Type  Object ID: 0 Priority

Description  Category

Save

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?  
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