

# Viewing excess hours values in MyUWF

On this page

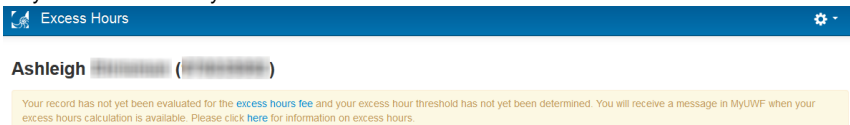
## Overview

This procedure describes how a student would view their excess hours values and the calculations used to generate these values.

## Instructions

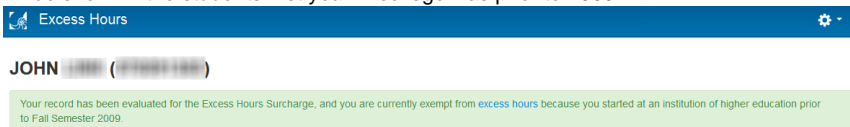
Students can search for "excess hours" in MyUWF to locate the excess hours app. This app will show the student one of the following:

- A message indicating that the excess hours calculation is not yet available. This will be shown to the student if the required information to perform an excess hours calculation has not yet been entered by an administrator.



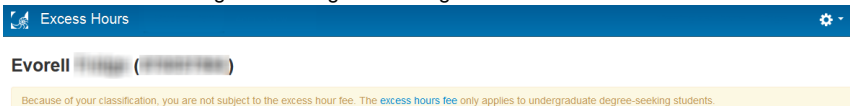
The screenshot shows the "Excess Hours" app interface for a student named Ashleigh. At the top, there is a blue header with the text "Excess Hours" and a gear icon. Below the header, the student's name "Ashleigh" is displayed. A yellow message box contains the text: "Your record has not yet been evaluated for the excess hours fee and your excess hour threshold has not yet been determined. You will receive a message in MyUWF when your excess hours calculation is available. Please click [here](#) for information on excess hours."

- A message indicating that the student is exempt from the excess hours surcharge. This will be shown if the student's first year in college was prior to 2009.



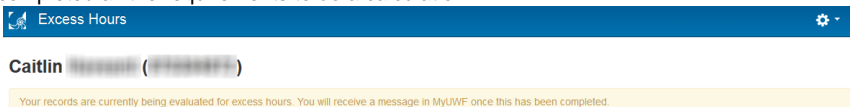
The screenshot shows the "Excess Hours" app interface for a student named JOHN. At the top, there is a blue header with the text "Excess Hours" and a gear icon. Below the header, the student's name "JOHN" is displayed. A green message box contains the text: "Your record has been evaluated for the Excess Hours Surcharge, and you are currently exempt from excess hours because you started at an institution of higher education prior to Fall Semester 2009."

- A message indicating that the excess hours fee does not apply. This will be shown if the student is not an undergraduate degree-seeking student.



The screenshot shows the "Excess Hours" app interface for a student named Evorell. At the top, there is a blue header with the text "Excess Hours" and a gear icon. Below the header, the student's name "Evorell" is displayed. A yellow message box contains the text: "Because of your classification, you are not subject to the excess hour fee. The excess hours fee only applies to undergraduate degree-seeking students."

- A message indicating that the excess hours calculation has not yet been completed. This will be shown if an administrator has started an excess hours calculation, but has not completed all the requirements to do a calculation.

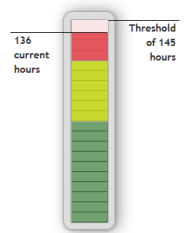


The screenshot shows the "Excess Hours" app interface for a student named Caitlin. At the top, there is a blue header with the text "Excess Hours" and a gear icon. Below the header, the student's name "Caitlin" is displayed. A yellow message box contains the text: "Your records are currently being evaluated for excess hours. You will receive a message in MyUWF once this has been completed."

- A "thermometer" graphic that gives them a quick summary of where they stand in relation to the threshold
- A detailed explanation of how their excess hours values are calculated
- A list of when the excess hours calculation was communicated and acknowledged by the student, as well as the percentage that will be charged once the fee is assessed

JANICE [REDACTED] ( [REDACTED] )

For more information on the excess hours fee, please go to the [excess hours website](#).



**Computed Hours** ⓘ

145 Total Threshold Hours  
 168 Hours Attempted  
 -32 Total Exemptions  
 -136 Current Hours  
 = 9 Hours Remaining

Last computed on: Jan 6, 2014 9:33:29 AM

**Communication**

Initial Communication Date: Dec 20, 2013 10:08:35 AM  
 Acknowledged Date: Jan 6, 2014 9:23:11 AM  
 Surcharge Percent: 50%

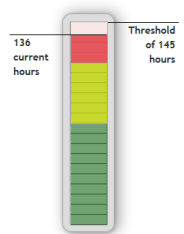
**Computed Hours Details** ⓘ

Threshold Notes		
Psychology		
Exemption	Hours	Notes
Degree Program Exemption	25	
Accelerated Methods	4	
Appeal - 201108	3	Human Development Across the Lifespan was appealed and accepted
	32	

A glossary describing each of the terms used in the explanation can also be found by clicking the question mark icon

JANICE [REDACTED] ( [REDACTED] )

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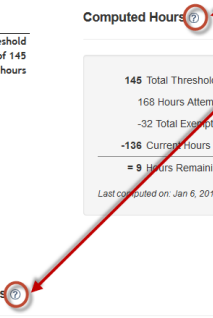
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**Computed Hours Details** ⓘ

**Glossary of terms**



### Glossary of Terms

**Threshold**  
The maximum number of credit hours allowed to accumulate before entering Excess Hours.

**Degree Program Exemptions**  
Courses that are excluded from hours attempted as not applicable to student's initial degree program at the time of initial admission at UWF.

**Accelerated Methods**  
Credits earned through accelerated mechanisms such as Advanced Placement (AP), International Baccalaureate (IB), CLEP, AICE, and high school dual enrollment.

**Hours Attempted**  
All credit hours taken including failed courses, course withdrawals, repeat courses, and all transfer courses.

**Surcharge Percent**  
The total percent of tuition that you will be charged for exceeding the Excess Hours Threshold.

**Excess Hours**  
The number of credit hours that you are currently over the limit that you are allowed for your degree program.

**Surcharge Amount**

Close

## FAQs

- ✓ [My calculation date is old. When does the data get refreshed?](#)  
The excess hours calculation is refreshed on a nightly basis for all currently enrolled undergraduate students. Please check back after you have enrolled in classes at UWF.
- ✓ [How are excess hours determined?](#)  
For more information go to the Excess Hour web page <http://uwf.edu/registrar/excesshour.cfm>