ACADEMIC ADVISING: ADD ADVISING NOTE

ADVISING NOTES
- Advisor Notes are used to record conversations and interactions with students regarding their academic record and progress towards the degree.
- The notes are stored by the student’s ID and can be seen by other advisors.
- Advisors can flag the notes so they are visible to students in the student center. They must be flagged “Display to Student.”

NAVIGATION
After logging into myUFL, use the following navigation path to reach the Advisee Student Center:

myUFL > NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

ADD AN ADVISOR NOTE
1. From the Advisee Student Center, search for the student’s degree audit using their UFID or first and last name. Click search.

2. Click on the name of the student to reach their degree audit.
3. From the dropdown menu, select **Advising Notes**.

4. Scroll down on the audit to the Add New Note section. Click the **search icon next** to the category field.
5. Click **Look up**.

6. Click the **type of note** you would like to add.
7. Click the search icon next to the category field.

8. Click Look Up.

9. Click the subcategory type.
10. Enter the **Subject**.

11. Enter **Comments**.
12. Click **Save Note**.
ADDITIONAL HELP

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Academic Advising, contact Tobin Shorey tshorey@ufl.edu.