Academic Advising in myUFL

PVO100
Course Registration/Materials

- Additional live training sessions available at https://mytraining.ufshands.org/
  - Log in using your GatorLink username and password
  - Search for PVO100
  - Select > Register and choose one of the sessions
- Toolkits including instruction guides and simulations are available at http://hr.ufl.edu/learnandgrow/toolkits-resource-center/ under Student Information Systems

Overview

This session will cover:

- Advisee Student Center
- Audits/WHATIF Audits
- Milestones
- Reading/Writing Exceptions
- Advising Notes
- Universal Tracking

Objectives

- Recall the steps for viewing a student including degree program, student groups, milestones, service indicators, advising notes, current schedule, and past/future enrollment.
- Describe the steps for running an audit and summarize the components of the audit page.
- Summarize the steps required for reading, adding, or updating advising notes.
- Recall the steps for reading and writing exceptions on audits.
- Explain the use of the Universal Tracking (UT) term and how to change this information.

Introduction

- UF is committed to quality academic advising in order to provide academic guidance and support to students.
- Being able to view student information, read audits, and view excess hours are essential tools for advisors.
- Advisors help students:
  - Determine degree requirements
  - Change majors
  - Drop courses
  - Choose classes
  - Handle registration issues
  - Identify needed resources
• Students are responsible for tracking their academic progress to ensure timely graduation.
• Students must review their degree audit each semester to ensure they fully understand their remaining degree requirements.
• There are many items that may impact what the student and advisor can see on the degree audit.

Items on a Degree Audit

- Degree Program Participation
- Degree Attributes
- Student Groups
- Milestones
- Service Indicators
- Advising Notes
- Current Schedule
- Past/Future Enrollment

View a Student

- Log into myUFL with your username and password.
- Click on the NavBar in the upper right corner.

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

- Enter UFID or last name and first name
- Click Search

This information can be found in the Student Center
• Review Academic and Personal Information

• When a student is matriculated by admissions, a Student Program/Plan record is created which includes:
  • Career
  • Program
  • Plan
  • Sub-Plan

• Additional training related to Student Program/Plan may be found at: http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/.

• In order for a student’s majors, minors, and certificates to appear on the degree audit, they must be in “Active” status on the student’s Student Program/Plan stack.

  Status = Active in Program
- Navigate to myUFL
  > NavBar
  > Main Menu
  > Student Information System
  > Self Service
  > Advisor Center
  > Advisee Student Center
- Click on the Academics Tab

“Edit Program Data” will not be available if you are not authorized to change student majors (Student Program/Plan) or catalog year (Requirement Term).

Student Groups
- Any identified group to be tracked
• Can be used to manage:
  • Enrollment
  • Immunization requirements
  • Mandatory health insurance requirements
• Will impact what a student sees when they view their degree audit

Student Group Examples
• UF Online
• Innovation Academy
• PaCE
• Student Veterans
• Preview Session date/time
• Study Abroad Programs

Additional training related to Student Groups may be found at:
http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/.

Student Group Navigation
• Navigate to myUFL
  > NavBar
  > Main Menu
  > Student Information System
  > Self Service
  > Advisor Center
  > Advisee Student Center
• Click the General Information tab

Student Groups
• Click “Edit Student Groups”
Service Indicators

• A way to prevent services or identify a service that should be granted
• Types:
  • Negative: Prevents an action from happening in the database, like a hold
    ➢ Example: Universal Tracking or AIM service indicators that restrict students from registration or graduation
  • Positive: Provides information
    ➢ Example: Good Life Informational Hold

Service Indicator Navigation

• Navigate to myUFL
  > NavBar
  > Main Menu
  > Student Information System
  > Self Service
  > Advisor Center
  > Advisee Student Center
• Click the General Information tab
• Click “Edit Service Indicators”

• Click “Details” to provide more information

Additional training related to applying and releasing service indicators may be found at:
http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/service-indicators/
Current Schedule

- Advisors and students can quickly view current enrollment.
- This also appears on the degree audit.
- Navigate to myUFL
  > NavBar
  > Main Menu
  > Student Information System
  > Self Service
  > Advisor Center
  > Advisee Student Center
- Click “My Class Schedule”

Past/Future Enrollment

- All enrollment displays on the Advisee Student Center.
- Navigate to myUFL
  > NavBar
  > Main Menu
  > Student Information System
  > Self Service
  > Advisor Center
  > Advisee Student Center
- Click on the Academics tab to view registration by term.
• Select the term you wish to view (below).
• Course information and statistics will appear.

Milestones
• Milestones are academic requirements that are not necessarily course-related.
• Milestones may include items such as thesis/dissertation, universal tracking, exit exams or summer SUS requirement, or other non-course requirements that apply to the student.
• Academic advisors can add or remove milestones to students’ records to impact degree audits and demonstrate progress through their degree program.
• To view milestone information, navigate to myUFL
  > NavBar
  > Main Menu
  > Student Information System
  > Self Service
  > Advisor Center
Milestones are tied to a student’s program of study (e.g. UGLAS for Liberal Arts and Sciences).

- A student in multiple programs (dual degree) may have multiple milestone records.
- Be sure to assign the Milestone to the correct program.

The effective date of the milestone is checked when adding an Academic Plan on a milestone.

- You cannot add a milestone for a plan with a date that pre-dates the admission to the student’s Program/Plan.

Advisors and department staff in programs that feature an honors thesis component for graduation with Summa and Magna Cum Laude status will have to update milestones for their graduating students.

Navigate to myUFL
> NavBar
> Main Menu
> Student Information System
> Records and Enrollment
> Enroll Students
> Student Milestones

Search for student
If the search does not pull up the student in question
  - Select “Add a New Value” tab at the top of the screen and fill in the relevant information
  - Click Add

If the student already has milestones assigned to two or more programs, the search feature will pull up both “stacks.”
  - Select the relevant program to continue.
  - If the student has milestones for only one program, the milestone info will appear.
• To add a new milestone, click the “+” button on the same line as the effective date to add a new effective date (NOTE: this will pull all previous milestones forward automatically).

• Next, select the “+” sign within Milestone Detail to add a new milestone.

• On the screen that appears, select the milestone that the student is earning, and the milestone level.
  • For Honors Theses and projects, select “UGRDHRTHES”.
  • For the Milestone Level, select Magna or Summa Cum Laude. CUM LAUDE does not require a milestone.
Also enter the student’s Academic Plan on the milestone before selecting Save. 
Adding this will cause the degree audit to evaluate GPA, Course, and Milestone requirements to determine if the student meets requirements to graduate MAGNA CUM LAUDE.

Additional training related to Graduate Committees and Milestones may be found at: http://hr.ufl.edu/learnandgrow/toolkits-resource-center/ under “Student Information Systems”

New Features in myUFL

Academic Advising is now integrated with current enrollment so there is not a delay from when a student drops or adds a course to when it appears on the audit.
Advisors can post exceptions directly from the audit using a drop-down menu.
Students and advisors can view the same degree audit.

Meet Albert!

You are an advisor in the College of Liberal Arts & Sciences and are running an audit on a student named Albert. He is a pursuing a Bachelor of Science in Biology.

Run an Audit

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

Select Academic Requirements from the drop-down menu and click >>.
• Header, including name and number of Requirement Groups met (see below)
• Open or close all Requirement Groups, Requirements, and Requirement Lines (see below)

• Key information for reading Degree Audit (see below)
• First Requirement Group of each program will be in all capital letters (see below)
Requirement Groups

- Separate boxes on the degree audit that can open/close
- Groups of Requirements can be arranged in two default configurations:
  - **AND**: All Requirements must be met to meet the Requirement Group
  - **OR**: Requirement Group is met when the prescribed number of requirements are met
- An attachment point between Student Records (Student Program/Plan Stack) and Degree Audit Requirements

Characteristics of Requirement Groups

- Demarcated as separate boxes on the degree audit
- If requirements must be fulfilled, will include:
  - Status Indicators
    - Met
    - In Progress
    - Unmet
  - Details link
  - If all requirements met, will have this symbol: ✓
- As delivered, courses do not share between Requirement Groups.
- Share sets have been set-up to allow Requirement Groups to share unless there are specific curricular reasons to **NOT** allow this.
- Requirement Groups can measure
  - Min/Max GPA
• Minimum course count
• Grade points per unit
• Can be pre-conditioned to only appear on a student’s degree audit when specific conditions are met
• Measuring at the Requirement and Requirement Line Levels
• First Requirement Group of every major, minor, and certificate will appear in all capital letters

Requirement Groups

• Undergraduate degree programs will have 12 Requirement Groups

<table>
<thead>
<tr>
<th>1. Degree Name</th>
<th>7. Graduation with Honors Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Catalog Link</td>
<td>8. General Education Good Life &amp; State Core</td>
</tr>
<tr>
<td>3. Common Prerequisites</td>
<td>9. General Education Summary</td>
</tr>
<tr>
<td>5. College Requirements</td>
<td>11. University Writing Requirement (Gordon Rule)</td>
</tr>
<tr>
<td>6. Core or Major Requirements</td>
<td>12. University Requirements</td>
</tr>
</tbody>
</table>

• Next level within Requirement Groups and contained by lines
• Requirement Lines arranged into two default configurations:
  • **AND:** All Requirement lines must be met to meet the Requirement
  • **OR:** Requirement is met when the prescribed number of Requirement Lines are met

**Characteristics of Requirements**

• Status indicator sits to the left of the Requirement indicating if it’s:
  • Met
  • In Progress
  • Unmet

**Unless it is flagged to “Hide Status”**

• Requirements can be set to “Verify” or “Include in All Statistics.” In almost **ALL** cases, UF requirements are set to “Include in All Statistics” so that courses used are flagged as “used” in reports.

• The Critical Tracking informational text above the Requirements in this example is attached to the Requirement Group.

• The lines separating the Requirements from the Requirement Group text are indented.
• “Used” courses in requirements CANNOT be “used” again in other requirements within a Requirement Group.

• Requirements can be pre-conditioned to only appear on a student’s degree audit when specific conditions are met. This is frequently used in Universal Tracking.

• Requirements can measure:
  
  • Minimum Units
  
  • Minimum Courses
  
  • Minimum GPA
  
  • Minimum Grade Points/Unit

• In the vast majority of cases, these measurements are actually done at the Requirement Line Level

Requirement Lines

• Next level within Requirements-Requirement Lines are always housed under Requirements

• Can open and close to show conditions for completion

• Requirement Lines are automatically open when you open a Requirement
Characteristics of Requirement Lines

- A status indicator sits to the right of the Requirement Line indicating if it is Met, In Progress, or Unmet unless it is flagged to “Hide Status.”
- This is the level where minimum requirements and used statistics are most often captured.
- Varying levels of detail can be provided about courses or milestones that satisfy Requirement Lines based upon how the Requirement Line is built.
- Requirement Lines can be set to hide or display courses that can be used to fulfill it. This is done by selecting “Display Select Line” while creating the Requirement.
- Completed Requirement Lines display course information for how they were met.
- Most of the time, the Requirement Line is the level at which you will make exceptions.
- Requirement Lines can be connected by conjunctions:
  - “AND”
  - “OR”

  - OPTION 1
  - OPTION 2

- “OR” Requirement Lines that exist in a requirement that is otherwise connected by “AND” will appear like this. (see below) When one of these is met, the other will disappear.
• Requirement Lines can be set to “Verify”
  • Verify will not “use” courses.
  • This is most often used for GPA calculations.

• Requirement Lines can be set to “Include in All Statistics”
  • “Include in All Statistics” is set to actually count the course in the degree program.
  • Setting at this level OVERIDES what is set at the Requirement level.
  • Any course used in an “Include in All Statistics” Requirement Line cannot be used by any other Requirement Line flagged to “Include in All Statistics” within a Requirement or Requirement Group unless that line is set to “Verify.”

• When courses are used to fulfill Requirement Lines, a Status Column appears to indicate if the coursework was completed through Enrollment, Transfer Coursework, or Test Credit.

• Current and future registration will display on the degree audit with a status of “in progress.”

WHATIF Audit

• Allows a student and advisor to see what a student would look like if they modified their Student Program/Plan.
• For example, Albert, a biology student, is considering changing majors and wants to see what courses he would need to graduate.

Run a WHATIF Audit

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

- Search for Student
- Select “What-If Report” from the drop-down menu
- Click >>

Click “Create New Report” to create a new combination.

Note: If a WHATIF report has been recently run for a student, it will appear as a link next to the Create New Request button. It is always recommended to create a new request.
- Review relevant Career and Requirement Term (Catalog Year).
Under Program Scenario, select relevant Program/Plan/Sub-plan combinations

- The student’s current combination of Program/Plan/Sub-Plan information will display by default.
- To run one program, select “None” in the 2-5 program plan stack combinations.
- To run multiple programs, update the drop-downs accordingly.
- For majors and minors:
  - The Academic Program will be the college offering the major or minor.
  - The Area of Study will be the major or minor name.
- The Concentration is used to denote the major’s specialization (if offered).
- Certificates should be run with the “Non-Degree” Academic Program.
  - The Area of Study will be the College Name Offering the Certificate, followed by the Certificate Level (e.g. Liberal Arts & Sciences Undergraduate Certificate).
  - The Concentration is the actual Certificate Name. In this example, we add the European Jewish Studies Certificate to the student’s previously existing General Business major.
• When running multiple programs/plans, minors and certificates may appear before degree programs on the degree audit since they are not “attached” to the student’s active Program/Plan stack(s).

• Course Scenarios allow users to add courses with grades to show what an audit will look like IF the student earns them. In the example below, we are figuring in JST2930 with a grade of C+.

• Click “Submit Request” to view audit
At the bottom of the audit, there will be a “Cancel” link to return you to the Advisee Student Center.

Exceptions and Advising Notes

- Next we will cover how to read, write, or update exceptions and advising notes. Let’s begin with reading exceptions.

Reading Exceptions

- Course Directive
- Requirement Change
- Requirement Override
- Requirement Waiver
- Course Substitutions
Writing Exceptions

- **Course Directives**
  - Will insert or remove a course in a particular Requirement Line
  - Not available at the Requirement Level
  - To use a Course Directive, navigate to the student’s Degree Audit and open the particular Requirement Line that requires the change.

- Course Directives will ONLY be inserted into the particular Requirement Line that you select.
- If you want the same course to appear in multiple places, you must do a course directive for each place in the degree audit.
- Select the “Create Exception” button at the particular Requirement Line level

- The Exception Dropdown will open for you to select “Course Directive”
- Select “Go”
Authorize Student Exceptions page will load for user input.

- Basic information is required when posting an exception
- Two options are “Substitute” or “Exclude”

- Be sure to select where the course is located

- To place a Course Directive that will come into effect once a course is taken, select
Course Offering in the “Course Source” dropdown.

- After selecting Search, you will be taken to a screen for location of the course you wish to substitute and select Search.

![Student Course Directive Search]

- Next, confirm the course you selected by clicking the check mark by the course.

![Course Selection]

- You will be returned to the Authorize Student Exceptions page with all relevant data completed.

![Authorize Student Exceptions]

- Select “Save and Reprocess AAR” to complete the Course Directive.
- Return to the audit to view the exception.
• Reopen the Requirement Group and Requirement where you made the substitution to view the addition.

• Note the “01” in the Notes field. Clicking that link will show information about the exception that was made.

• Requirement Change
  • A Requirement Change is used to change the minimum or maximum characteristics of a Requirement or Requirement Line.
  • Most of the time, this type of exception is processed at the Requirement Line Level.
  • If a Requirement does not have minimum or maximum values, adding values will impose additional Requirement parameters for the student.

  • Requirement Change can be used to modify:
    • Required units (Credits)
    • Number of courses
- GPAs
- Let’s say we want to decrease the number of credits required for 3000 level English courses to 2 credits in the UT requirement.
- Navigate to the student’s degree audit, expand the Requirement Group and Requirement where you wish to make the change and select GO.

![Image of degree audit](image)

- The two fields we need to change are the Long Description and the Minimum Units.

![Before and After images](image)

- Select “Save and Reprocess AAR” to return to the audit.
• Open the particular Requirement Group and Requirement to note the change.
• Clicking the link above the changed requirement line will show the long description entered in the step above.

![Image of Requirement Group and Requirement]

Note the required units have been reduced and a link has been inserted to inform the user that an exception was made.

• Requirement Override
  • A Requirement Override is used to change a Requirement or a Requirement Line to another one. The alternate Requirement must be set up with the student type in advance for this to work.
  • Requirement Overrides are used for Journalism and Heavener School of Business “outside concentrations” to replace the generic requirements that exist on their audits.
  • Navigate to the Requirement Group where the “outside concentration” exists (for this example, the Advertising Core Requirement Group).
  • Select Create Exception.
  • Change the dropdown to Requirement Override.
  • Select Go.

![Image of Advertising Core Requirement Group]

• Fill in the Long Description.
• Click the Magnifying Glass next to Requirement to search for the appropriate Requirement.

• Use JM-MI N% in the description.

• Select JM-MI NCCJ.

• Select “Save and Reprocess AAR”.
• View the particular Requirement Group and Requirement to see the Requirement replaced with the new one.

7. Requirement Waiver

• A Requirement Waiver is used to waive a Requirement or Requirement Line. It will drop all courses already in the area and cause the area to be “met.”
• This should NOT be used unless it is necessary. It is preferable to use Course Directives and Requirement Changes to close out an item on the audit if the Requirement and/or Requirement Line has used courses.
• A common use of Requirement Waiver includes waiving non-course requirements or GPA requirements.
• Navigate to the Requirement or Requirement Line you intend to waive.
• Select “Create Exception” next to the Requirement Line you wish to waive.
• Select “Requirement Waiver” in the dropdown box.
• Select Go.
a. Enter an explanation in the Long Description field.
b. Select “Save and Reprocess AAR.”

Note that when you return to the audit, the Requirement Line is neither Met, nor Unmet.

8. Course Substitutions
- Course Substitutions put the substituted course into every requirement line that accepts the course for which the substitution is made.
- Course Substitutions are global in nature: the substituted course will meet requirements across majors, minors, and certificates.
• Should be used sparingly.
• When a student changes majors, the first thing the new college should check are any active course substitutions.
• Course Substitutions can be used for Universal Tracking course requirements, since these requirements change based upon the student’s UT milestone level (UT Term).
• To add a Course Substitution, scroll to the bottom of the student’s degree audit and select the “Add Course Substitution” button.

- Enter a description for the substitution.
- Select where the course is located (Enrollment, Test, or Transfer courses).

- Search for the course, and the “Substitute for” course.
- Select the magnifying glass to search or enter the Subject Area (prefix) of the course.
Advising Notes

- Advising 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.”
- To view Advising Notes, navigate to myUFL
  > NavBar
  > Main Menu
  > Student Information System
  > Self Service
  > Advisor Center
  > Advisee Student Center.
- Then click on the General Information tab.

Read/Add/Update Advising Notes

- Navigate to Advisee Student Center.
- Search for student.
- Select “Advising Notes” from the dropdown.

- On this page, advisors can update currently active notes or create new notes at the bottom.
• On the page that appears, advisors can comment on notes that already exist by clicking into the box above “Add Comment,” typing the note, then clicking the button.
• These sub-notes will follow under the original note like a message thread.

9. The sub-note inherits the Category, Subcategory, and Subject from the Note you are updating.
• To add a NEW comment:
  • Scroll to the bottom of the page
  • Select a category/subcategory
  • Type a subject
  • Indicate whether or not to display the note to the student in One.UF
  • Type the note
  • Click “Save Note”
10. To delete a note once it has been created, contact Toby’s office.

Universal Tracking

11. Reading the Critical Tracking Requirement Group
   • Summary of UT requirements appears first in text above UT requirements.
   • First requirement shows the student their current UT term.
   • UT requirements are set based upon student’s UT Milestone Level.
   • When a student does not have a UT milestone, or their milestone level is semester 5 or greater, a summary of ALL UT requirements will show on the degree audit.
   • Wherever possible, Universal Tracking terms have become cumulative, with prior term requirements adding to the current terms requirements.
   • UT Milestones are first set when an undergraduate matriculates based upon:
     • FTICs are set to UT Milestone Level 1
     • Lower Division transfer students have UT Milestone Level set to 3
     • Upper Division transfer students have UT Milestone Level set to 5
     • The system will increment UT terms for students at the beginning of the semester, and will update students that register late on a daily basis
   • Navigate to Student Milestones.
   • Universal Tracking Terms are Milestone Levels. When changing majors, advisors frequently wish to change the student’s UT term.
   • If an advisor changes the major and does not touch the UT Milestone Level (UT Term), a process will run overnight to update the Milestone information automatically, changing the Program/Plan information, and assigning the student the same UT term they were in previously.
   • If the advisor wishes to change the UT Milestone Level (UT term):
     • Go to the currently active UT Milestone (where the milestone level is NOT INACTIVE).
     • Add a new effective dated row.
• Change the Milestone Level to the UT term that the student should be under for the CURRENT term.

• For example, if the student in this example switched from English to Family Youth and Community Sciences, the FYC advisor would add a new effective dated row to the program Milestones with the English UT info.

• To change a UT Milestone:
  • Click “+” from the Student Milestone screen
  • Effective date will update

[Image of Student Milestone screen showing Milestone Level and Effective Date]

• Change the UT term from 4 to 3 and click “Save.”

[Image of Student Milestone screen showing Milestone Level set to Semester 3]
• A batch process will run overnight to adjust the milestones to the correct plans and programs.
• NOTE: The UT term will automatically increment next semester if the student is eligible to increment. Advisor changed UT terms will no longer prevent the UT term from incrementing next semester, so set the UT term accordingly.
• You can now re-run the student’s degree audit and note the UT term change in the Critical Tracking section.

What’s Next?

• I will generate a report of currently registered undergraduate students with exceptions that need to be entered for each college.
• I need to identify to whom I will send the list in each college.
• Roxanne and I will process all “administrative” exceptions (State General Education core course substitutions, summer requirement exceptions, etc.).
• Report any audit errors through our listserv process for immediate correction by my staff.

Summary/Contact Information

• Today we have covered:
  • Advisee Student Center
  • Audits/WHATIF Audits
  • Milestones
  • Reading/Writing Exceptions
  • Advising Notes
  • Universal Tracking
• Contact:
  Toby Shorey
  Director of Curriculum Monitoring & Analysis
  Office of Undergraduate Affairs
  238 B Tigert Hall
  tshorey@ufl.edu

Thank you for attending!
MILESTONES

There are several undergraduate milestones that advisors add or update to impact a student’s degree audit.

- **UNIV_TRACK** – Universal Tracking Milestone that all degree-seeking undergraduates receive (levels 1-9 represent semesters 1-9). You may need to update this, but should not have to ADD it.
- **UGRDHRTHES** – Undergraduate honors thesis milestone for students graduating magna or summa cum laude (levels MAGNA CUM LAUDE or SUMMA CUM LAUDE)
- **DOE** – College of Education NCATE codes (levels represent different NCATE programs)
- **IDSAPP** – Milestone fulfills IDS Application UT Courses Requirement (501788)
- **CHISTAMP** – Milestone fulfills Chinese Stamp Proficiency Requirement (501549)
- **CHIPAPER** – Milestone fulfills Term Paper Requirement for Chinese major (501550)
- **JPNPAPER** – Milestone fulfills Term Paper Requirement for Japanese major (501557)
- **JPNPROF** – Milestone fulfills Japanese Language Proficiency Test for Japanese major (501556)
- **UGRDIDSTHE** – Milestone fulfills IDS Core Requirement thesis line (501791)

Some milestones are placed automatically, and may be viewed but should not be updated by advisors.

- **SUMMER** – This milestone is placed after analysis of the student’s record to determine if they meet the summer requirement
- **GENED** – General Education Requirements met milestone is placed when a student receives an articulated AA or when they complete all Gen Ed requirements at UF.
- **WRITINGREQ** – Writing Requirement Met milestone is placed when a student completes writing requirement through articulation or completion of UF coursework

NAVIGATION

After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones

ADD A NEW MILESTONE

When adding a new milestone, it is crucial to remember two things:

- Make sure you add the milestone to the correct Program if a student is a Dual Degree student.
• Make sure to add a new effective dated row.

1. Enter the student’s UFID and click Search.
   • If the student has two programs, two options will appear, click the link of the program for which you intend to add the milestone.

2. Add a new effective date row by clicking the Plus (+) icon.

   ![Image of Student Information System](image-url)

   3. Note the new date, and that there are now two effective dated records.
4. Next, click the **plus (+) sign** on the milestone level (below the effective date level).
5. Notice that the Milestone number increments, and the number of milestones within the effective date went from 1 to 2.
6. Enter the Milestone and Milestone Level needed for your search. Use the magnifying glass to find search criteria if needed.
7. Click Save.
   - Other fields that can be updated include:
     - Description: Defaults from Milestone record
     - Formal Description: Defaults from Milestone record
     - Milestone Title: Would print on student transcript if the milestone is coded for transcripts
     - Comment: Free text field if advisor wishes to add note to student’s milestone.
     - Hide Comment on Stndt Self-Svc: causes milestone to not display in student center.
     - Term & Date Required: Required for UT, but not for other UGRD milestones.
     - Anticipated Term & Date: Expected completion date (not currently used for UGRD milestones)
     - Advisor/Evaluator: can optionally add your ufid when adding milestone (not required)
     - Grade Information Area: Used by UT to grade students on track and off track. Advisors do not normally update this area, but milestones can also be flagged “completed” here (not required).
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 the Toby Shorey, tshorey@ufl.edu.
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


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.
ADVISOR LINKS

This instruction guide outlines how to add the Advisor Links menu item to your NavBar in myUFL. Advisor Links are pages frequently used by advisors.

NAVIGATION AND PROCESS

Use the following navigation to navigate to the Student Services Center:

1. Click the NavBar icon
2. Click Main Menu
3. Click the Gear (settings) icon
4. Click Add Tile
5. Click in the Search box and enter Advisor
6. Click the Search button
7. Click on Advisor Links
   a. Advisor Links now appears in the Personalize NavBar list
8. Click the Done button
9. The Advisor Links icon now appears in the NavBar

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu
CHANGE A MILESTONE

NAVIGATION
After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones

CHANGE A MILESTONE

1. To Update a milestone (in this case changing the Undergraduate thesis milestone from MAGNA CUM LAUDE to SUMMA CUM LAUDE), Add a new Effective dated row first.
2. Add a new Effective dated row first. Note the new effective date, and the third record.

3. Update the fields you would like to change. Click Save.
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 the Tobin Shorey, tshorey@ufl.edu.
ACADEMIC ADVISING: COURSE DIRECTIVES

- Will insert or remove a course in a particular Requirement Line
- Not available at the Requirement Level

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

MAKE A COURSE DIRECTIVE

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click Search.

2. Click on the student’s name to view their degree audit.
3. From the dropdown menu, select **Academic Requirement**. Then, click the arrow icon.

4. After opening the degree audit for the student that you would like to make a course directive. Click **Details**.

5. Click **Create Exception**.
6. Select **Course Directive** from the dropdown menu.

![Course Directive dropdown]

7. Click **Go**.

![Go button]

8. Fill in the **Long Description**.

![Long Description field]

9. Select **Substitute** from the Directive Type dropdown box.

![Substitute dropdown]
10. Select **Enrollment** from the Course Source dropdown menu.

11. Click **Search**.
12. Search for the subject area. Click on the **Subject**.

13. Enter the Catalog Number, then click **Search**.

14. Check the checkbox next to the course.
15. Click **Save Reprocess AAR**.

16. The degree audit loads. Scroll down in the student’s degree audit until you reach the course where you added the course directive. Click **Details**.
17. Verify that the course directive is now on the student’s degree audit.

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.
COURSE SUBSTITUTION

- Replace every instance of a course on a student’s degree audit
- Impacts the entire audit

NAVIGATION

Log into myUFL, then go to:

1. Click Main Menu
2. Click Student Information System
3. Click Self Service
4. Click Advisor Center
5. Click Advisee Student Center

COURSE SUBSTITUTION

6. Search for the student’s degree audit by either UFID or first and last name. Then, click Search.

7. When the search results load, click on the student’s name or UFID to access the degree audit.

8. On the Advisee Student Center, select Academic Requirements from the dropdown menu. Then, click the double arrow icon.
9. Scroll down in the student’s degree audit until you reach the requirement group where you would like to make the course substitution. Click **Details**.

10. Under the unmet requirement, click **Details**.

11. Scroll to the bottom of the degree audit. Click **Add Course Substitution**.
   - A course substitution is global and impacts the entire degree audit.

12. Enter the **long description**.
13. Next to Select Course, click the **Search** button.

![Create Course Substitution](image)

14. Enter the **subject area**. Then, click **Search**.

![Subject Area Search](image)

15. Select the **class**. Then, click **Return**.

![Class Selection](image)

16. Next to Substitute for, click **Search**.
17. Enter the Subject Area, then click **Search**.

18. Select the course you want to make the substitution for, then click **OK**.

19. The student’s degree audit loads. Scroll down to verify that the course substitution changed. To verify that the course substitution impacted the student’s degree audit, click **Details** under the requirement group.

20. Click on the Notes.
21. Review the course substitution note.
   - You can also use Find (Control + F) to search the degree audit for the course substitution.

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 the Toby Shorey, tshorey@ufl.edu.
VIEWING STUDENTS WHO REQUIRE EXCEPTIONS

The following instruction guide will walk you through how to view student who require exceptions on both the former Student Admin Degree Audit and the new myUFL Degree Audit.

NAVIGATION

Navigate and log into Student Admin:

1. Go to the web address my.ufl.edu
2. Log in with your GatorLink Username and Password
3. Click the NavBar icon
4. Click Main Menu
5. Click Quick Links
6. Click Student Admin
7. In the Jump field in the upper left-hand corner of the screen enter csps.
8. Click the arrow to go to the page.

FILTERS

There are several filter options which allow you to narrow down your search results.

- **Filter List by College**: Select a specific college
- **Curr Reg**: Select students who are currently registered, not currently register, or all students
- **Fall Reg**: Select students who are registered for fall, not registered for fall, or all students
- **Elig to Reg**: Select students who are eligible to register, not eligible to register, or all students
- **Grad**: Select students who have applied to graduate, have no applied to graduate, or all students
- **Status**: Select the status of the exception. Either done, not done, ready for review, changed since done, or all
- **Hrs Earned**: Select greater than 100, between 90 and 100, between 60 and 89, or all
- **Degree**: Select either degree awarded or no degree awarded, or all
- **Crse/Excp**: Select exceptions only, courses only, with courses to map, with exceptions, or all
- **UT Term**: Select the desired universal tracking term or all
- **Name**: Enter the name of the student
- **UFID**: If known, enter the UFID of the student and then you can opt to sort the search results by either Name or College Major
RESULTS
Results will display below the filters. The following columns provide helpful links for entering exceptions.

- **Audit (Both):** Links to both the SASS Audit and the myUFL Degree Audit. Each audit will open in new window
- **UFID (SASS AUDIT):** The students’ UFID number link takes you to the SASS Audit
- **Name (SASS Header):** The students’ name link takes you to the SASS Header information
- **SASS Col-Maj (SASS Course):** This link takes you to the SASS Courses for that College/Major
- **Audit Counts Crse:** This link takes you to the courses that did not map to our catalog (i.e. transfer courses)
- **Audit Counts Excp:** This link takes you the list of exceptions

**NOTE:** Once you have completed the exceptions for a student, check the Done check box in that student’s row.

<table>
<thead>
<tr>
<th>Audit (Both)</th>
<th>UFID</th>
<th>Name</th>
<th>SASS Col-Maj</th>
<th>Audit Counts</th>
<th>Program Counts</th>
<th>Elig</th>
<th>Hours</th>
<th>Xfer Hrs</th>
<th>CSTAT</th>
<th>Count: 151</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>11111111</td>
<td>STUDENT 1</td>
<td>FA-GR</td>
<td>5 2 1 0 0</td>
<td>Y</td>
<td>138.00</td>
<td>60.00</td>
<td>6</td>
<td>4</td>
<td>FA GRD 2013 BFAGRA</td>
</tr>
<tr>
<td>Audit</td>
<td>22222222</td>
<td>STUDENT 2</td>
<td>FA-TH BA</td>
<td>0 2 2 0 0</td>
<td>Y</td>
<td>167.00</td>
<td>6.00</td>
<td>6</td>
<td>4</td>
<td>FA THB BA 2015 FABA</td>
</tr>
<tr>
<td>Audit</td>
<td>33333333</td>
<td>STUDENT 3</td>
<td>FS M S CF1</td>
<td>0 4 1 0 0</td>
<td>Y</td>
<td>160.00</td>
<td>0.00</td>
<td>6</td>
<td>4</td>
<td>FA MSC CF1 2015 BMUS</td>
</tr>
</tbody>
</table>

**FOR ADDITIONAL ASSISTANCE**
**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu
ACADEMIC ADVISING: MAKE A REQUIREMENT CHANGE

- A Requirement Change is used to change the minimum or maximum characteristics of a Requirement or Requirement Line.
- Most of the time, this type of exception is processed at the Requirement Line Level.
  If a Requirement does not have minimum or maximum values, adding values will impose additional Requirement parameters for the student.
  Requirement Change can be used to modify required units (Credits), number of courses, or GPAs.

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

MAKE A REQUIREMENT CHANGE

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click Search.

2. Click on the student’s name to view their degree audit.
3. From the dropdown menu, select **Academic Requirement**. Then, click the arrow icon.

4. After opening the degree audit for the student that you would like to make a requirement change, scroll down until you reach the requirement you would like to change on the degree audit. From the dropdown menu, click **Requirement Change**.
5. Click Go.

6. Enter the new values for the requirement change. Minimum units, minimum courses, maximum units allowed, and maximum courses allowed can be changed. The long description field must also be updated.

7. Click Save and Reprocess AAR.
8. Open the particular Requirement Group and Requirement to note the change.
   - The required units have been reduced and a link has been inserted to inform the user that an exception was made.
   - Clicking the linked changed requirement line will show the long description entered in the step above.

**ADDITIONAL HELP**


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.
**ACADEMIC ADVISING: MAKE A REQUIREMENT OVERRIDE**

- A Requirement Override is used to change a Requirement or a Requirement Line to another one. The alternate Requirement must be set up with the student type in advance for this to work.
- Requirement Overrides are used for Journalism and Heavener School of Business “outside concentrations” to replace the generic requirements that exist on their audits.

**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

**MAKE A REQUIREMENT OVERRIDE**

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click **Search**.

2. Click on the student’s name to view their degree audit.
3. From the dropdown menu, select **Academic Requirement**. Then, click the arrow icon.

![Dropdown Menu](image)

4. After opening the degree audit for the student that you would like to make a requirement override, scroll down until you reach the requirement group where the outside concentration is on the degree audit. Click **Details**.

![Degree Audit](image)

5. Click **Details**.
6. Click Create Exception.

7. Click Requirement Override from the dropdown menu.

8. Click Go.

9. Fill in the Long Description then click the magnifying glass next to Requirement to search for the appropriate Requirement.
10. Use “JM-MIN%” in the description field, then click Look Up.

![Look Up Requirement dialog box](image)

11. Select “JM-MINCCJ”.

![Search Results](image)

12. View the particular Requirement Group and Requirement to see the Requirement Replaced with the new one.
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.
ACADEMIC ADVISING: MAKE A REQUIREMENT WAIVER

- Requirement Waiver is used to Waive a Requirement or Requirement Line. It will drop all courses already in the area out and cause the area to be “met.”
- This should NOT be used unless it is necessary. It is preferable to use Course Directives and Requirement Changes to close out an item on the audit if the Requirement and/or Requirement Line has used courses. Common use includes waiving non-course requirements or GPA requirements.

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

MAKE A REQUIREMENT WAIVER

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click Search.

2. Click on the student’s name to view their degree audit.
3. From the dropdown menu, select **Academic Requirement**. Then, click the arrow icon.

4. Scroll down in the student’s degree audit until you reach the requirement you want to waive.

5. Click **Details**.

6. Click **Create Exception**.
7. Click **Requirement Waiver** from the dropdown menu.

8. Click **Go**.

9. Enter a Description, then click **Save and Reprocess AAR**.
   - Note that when you return to the audit, the Requirement Line is neither met, nor unmet. There is a note indicating that this line has, in fact, been waived.

10. Verify that the requirement waiver displays on the student’s degree audit.
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.
TEST CREDIT

- Gives a student course credit for a previously completed test
- Test credit is limited to 45 credits

NAVIGATION

Log into myUFL, then go to:

1. Click **Main Menu**
2. Click **Student Information System**
3. Click **Records and Enrollment**
4. Click **Transfer Credit Evaluation**
5. Click **Adjust Transfer & Test Credits**

TEST CREDIT

1. Search for the student’s degree audit either by UFID or first and last name. Then, click **Search**.

   *Adjust Transfer Test Credit*

2. Click on the search results to display the student’s information.
3. Click the **Test Credit** tab.
4. Enter “N” for each course that will not count for credit.
   - Up to 45 credits can be used for course credit.
   - If possible, select credits that can’t be used in the student’s degree program.

6. Reduce credits until the amount of test credit is at 45 credits (maximum). Then, click Save.
   - Note that the units transferred will update when you click Save.

**ADDITIONAL HELP**


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 the Toby Shorey, tshorey@ufl.edu.
TRANSFER CREDIT

- Gives a student course credit for a previously completed course
- Transfer credit is limited to 60 credits from two year institutions

NAVIGATION

Log into myUFL, then go to:

1. Click Main Menu
2. Click Student Information System
3. Click Records and Enrollment
4. Click Transfer Credit Evaluation
5. Click Adjust Transfer & Test Credits

TRANSFER CREDIT

1. Search for the student’s degree audit either by UFID or first and last name. Then, click Search.

   Adjust Transfer Test Credit Screen

2. Click on the search results to display the student’s information.
3. Click the Course Credit tab.
4. Enter “N” for each course that will not count for credit.
   - Up to 60 credits can be used for course credit.
   - If possible, select credits that can’t be used in the student’s degree program.
   - Reduce credits until the amount of test credit is at 60 credits (maximum).
5. Click **Save**. Note that the units transferred total will update when you click Save.

**ADDITIONAL HELP**


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 the Toby Shorey, tshorey@ufl.edu.
ACADEMIC ADVISING: UPDATE 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.

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

UPDATE 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. After reaching the student’s degree audit, scroll down on the audit to the note section of the degree audit.
   - Advisors can comment on notes that already exist.
   - These subnotes will follow under the original note like a message thread.
   - The subnote inherits the Category, Subcategory, and Subject from the Note you are updating.
5. Click the **note field**, and enter your comment.

6. Click **Add Comment**.
7. Click **Display to Student** if you would like the note to display in OneUF.
8. 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.
**MILESTONES – CHANGE UT MILESTONE LEVEL**

**NAVIGATION**

After logging into myUFL, use the following navigation path:

*myUFL > NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones*

**UNIVERSAL TRACKING**

- Universal Tracking Terms are Milestone Levels. When changing majors, advisors frequently wish to change the student’s UT term.

- If an advisor changes the major and does not touch the UT Milestone Level (UT Term), a process will run overnight to update the Milestone information automatically, changing the Program/Plan information, and assigning the student the same UT term they were in previously.

- Advisors will need to use information obtained from the adjusted Milestone to determine the appropriate Milestone Level/Tracking Semester adjustment. For example, if their adjustment is applied to an older or current enrollment term (Term Required) Milestone, they will need to remember that a Tracking Level/Tracking Semester increase for the next applicable enrollment term will occur unless the student has withdrawn from all courses during the enrollment term to which the adjusted Milestone applies or a SEMESTER 5 Tracking Semester where a passing final grade is required for an increase.

**TERMINOLOGY**

- **Academic Program or College**: Within the context of Universal Tracking, this value represents the Primary College.

- **Effective Date**: This date reflects the most recent Milestone update for an Institution, Career, and Program associated Milestone group.

- **Milestone**: Universal Tracking Milestones within an Institution, Career, and Program associated Milestone group are defined by the value UNIV_TRACK.

- **Milestone Level or Tracking Term**: Tracking Terms are defined using the values SEMESTER 1 through SEMESTER 9. Milestones using the Milestone Level definition of INACTIVE are not in use as of the most recent process update (CS SEMESTER 1 = Old system UT Term 1).

- **Academic Plan or Major**: Within the context of Universal Tracking, this value represents the Primary Major.

- **Term Required or Enrollment Term**: Enrollment Terms represent the University of Florida Years and Terms to which the Universal Tracking Milestones apply.
IF THE ADVISOR WISHES TO CHANGE THE UT MILESTONE LEVEL (UT TERM):

- Go to the currently active UT Milestone (where the milestone level is NOT INACTIVE).
- Add a new effective dated row
- Change the UT Milestone Level
- Save

CHANGING THE UT MILESTONE LEVEL (UT TERM):

1. On the Fine an Existing Value tab, enter UFID, Academic Institution (UFLOR), and Career Field (UGRD).
2. Click Search.
3. Select the desired search result entry.

   **Note:** If an Undergraduate Milestone is associated with only one College Program, the Student Milestone page will appear. When Milestones associated with more than one College Program exist, click on the search result entry.

4. Search for the Universal Tracking (UNIV_TRACK) Milestone on the Student Milestones page using the arrows on the Milestone Detail bar.

   **Note:** More than one Milestone may be associated with a Program.
5. Use **Previous in List/Next in List** buttons at the bottom of the Student Milestones page to move from Program to Program when more than one Program association exists.

**Note**: Do not use a Universal Tracking Milestone where the Milestone Level/Tracking Semester is populated with INACTIVE.

1. Once the correct Milestone is located, click the **Plus (+) icon** to update the effective date.
2. Note the new Effective Date.
3. Change the **Milestone Level** to the UT term that the student should be under for the **CURRENT term**.

![Milestone Level change screenshot]

4. Add **Comment**.

![Comment added screenshot]

5. Click **Save**.

![Save button and comment details]

- A batch process will run overnight to adjust the milestones to the correct plan and program.
NOTE: The UT term will automatically increment next semester if the student is eligible to increment. Advisor changed UT terms will no longer prevent the UT term from incrementing next semester, so set the UT term accordingly.

- You can immediately re-run the student’s degree audit and note the effect of the UT term change in the Critical Tracking section.

FOR ADDITIONAL ASSISTANCE

Toolkit Resource Center

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Processes or Policies related to Academic Advising
Toby Shorey
tshorey@ufl.edu