

Academic Advising in myUFL

PV0100

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

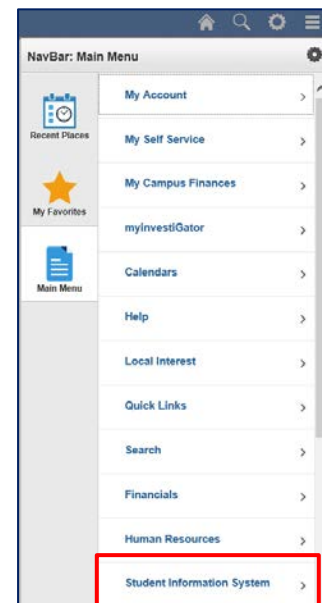
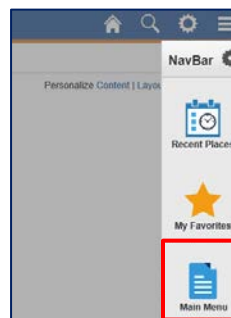
This information can be found in the Student Center

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

Advisee's Student Center
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 🔍


Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive


Search Clear Basic Search  Save Search Criteria

- Review Academic and Personal Information

Tobin Shorey
 Faculty Center | Advisor Center | Search | Learning Management

By Address | Student Center | General Info | Transfer Credit | Academics

Advisee Student Center
 CLBERTA ALLIGATOR

Academics
 No Class Schedule
 Shopping Cart
 No Planets
 other academic...  ⓘ

Personal Information

Demographic Data	Contact Information	Billing Address
Emergency Contact	Permanent Address None	None
	Primary Phone 115-1111	Home E-mail None

Holdings
 Past Due Debt 16,962.82
 Register Restrict
 Registerable
 Register Restrict
 Registerable
 OFC DSO Restrict
 Registration
 Register Restrict
 Registerable
 COL LS Restrict
 Registration
 COL LS Restrict
 Registration
 COL LS Restrict
 Registration
 COL LS Restrict
 Registration
 Currency used is US Dollar. [Details >](#)

To Do List
 No To Dos.

Enrollment Dates
 Open Enrollment Dates

Advisor
 Program Advisor
 None Assigned

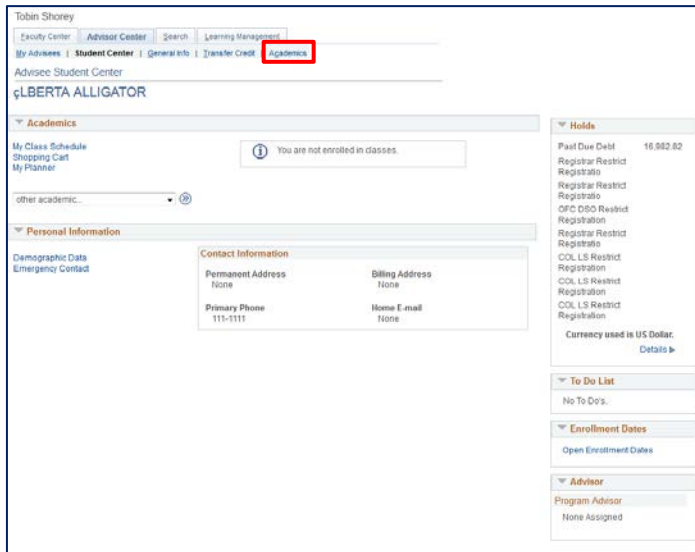
[Return To Search](#) [Noth](#)

Degree Program/Attributes

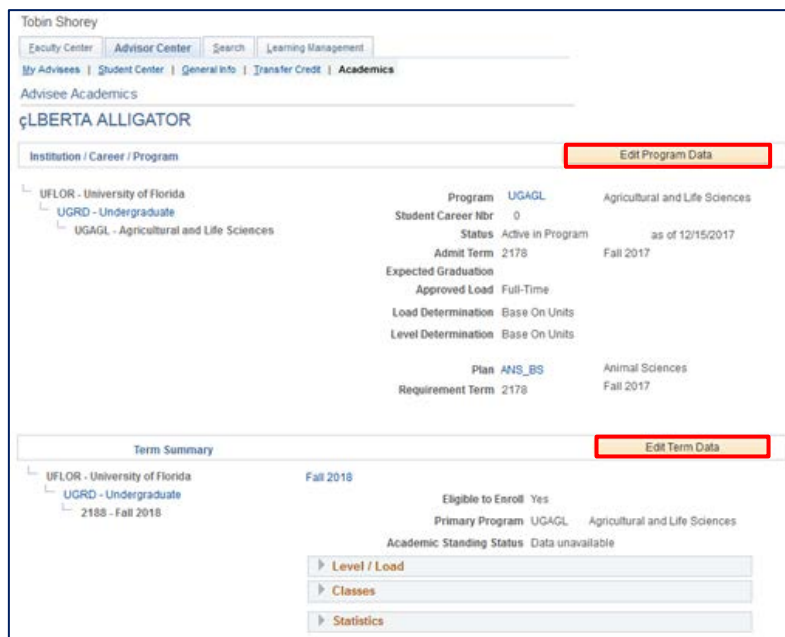
- When a student is matriculated by admissions, a Student Program/Plan record is created which includes:
 - Career
 - Program
 - Plan
 - Sub-Plan
- Additional training related to Student Program/Plan may be found at: <http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/>.
- 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

Tobin Shorey

Faculty Center | Advisor Center | Search | Learning Management

My Advisees | Student Center | **General Info** | Transfer Credit | Academics

Advisee Student Center

çLBERTA ALLIGATOR

Academics

My Class Schedule
Shopping Cart
My Planner

other academic...

Personal Information

Demographic Data
Emergency Contact

Contact Information

Permanent Address	Billing Address
None	None
Primary Phone	Home E-mail
111-1111	None

Holds

Past Due Debt	16,982.82
Registrar Restrict Registration	
Registrar Restrict Registration	
OFC DSO Restrict Registration	
Registrar Restrict Registration	
COL LS Restrict Registration	
COL LS Restrict Registration	
COL LS Restrict Registration	

Currency used is US Dollar.
Details ►

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”

Tobin Shorey

Faculty Center | Advisor Center | Search | Learning Management

My Advisees | Student Center | General Info | Transfer Credit | Academics

Advisee Student Center

CLBERTA ALLIGATOR

▼ Academics

My Class Schedule

Shopping Cart

My Planner

other academic... [X]

▼ Personal Information

Demographic Data

Emergency Contact

Contact Information

Permanent Address	Billing Address
None	None
Primary Phone	Home E-mail
111-1111	None

▼ Holds

Past Due Debt 16,982.82

Registrar Restrict Registration

Registrar Restrict Registration

Registrar Restrict Registration

OFC DSO Restrict Registration

Registrar Restrict Registration

Registrar Restrict Registration

COL LS Restrict Registration

COL LS Restrict Registration

COL LS Restrict Registration

Currency used is US Dollar.

[Details ▶](#)

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.

Tobin Shorey

Faculty Center | Advisor Center | Search | Learning Management

My Advisees | Student Center | General Info | Transfer Credit | **Academics**

Advisee Student Center

çLBERTA ALLIGATOR

Academics

My Class Schedule
Shopping Cart
My Planner

other academic...

Personal Information

Demographic Data
Emergency Contact

Contact Information

Permanent Address	Billing Address
None	None
Primary Phone	Home E-mail
111-1111	None

Holds

Past Due Debt 16,982.82

Registrar Restrict Registrato

Registrar Restrict Registrato

OFC DSO Restrict Registrato

Registrar Restrict Registrato

COL LS Restrict Registrato

COL LS Restrict Registrato

COL LS Restrict Registrato

Currency used is US Dollar.

[Details >](#)

- Select the term you wish to view (below).
- Course information and statistics will appear.

Term Summary [Edit Term Data](#)

UFLOR - University of Florida

Fall 2017

UGRD - Undergraduate

- 2178 - Fall 2017
- 2175 - Summer 2017
- 2171 - Spring 2017
- 2168 - Fall 2016
- 2165 - Summer 2016
- 2161 - Spring 2016
- 2158 - Fall 2015

Eligible to Enroll Yes

Primary Program UGAGL Agricultural and Life Sciences

Academic Standing Status Data unavailable

Level / Load

Academic Level - Projected Senior

Academic Level - Term Start Senior

Academic Level - Term End Senior

Approved Academic Load Full-Time

Academic Load Enrolled Full-Time

Classes

Enrolled Dropped Wait Listed

Class	Description	Units	Grading	Grade	Status
AEC 3030C-ADV (1171)	Effect Oral Communica (Laboratory)	3.00	Letter Grade	B+	✓
ANT 2410-ADV (20735)	Cultural Anthropology (Lecture)	3.00	Letter Grade		✓
ANT 3514C-ADV (20737)	Intro Biolog Anthro (Laboratory)	4.00	Letter Grade	A	✓
ANT 4274-ADV (20738)	Political Anthropol (Lecture)	3.00	Letter Grade		✓
GLY 2010C-ADV (20736)	Physical Geology (Laboratory)	4.00	Letter Grade		✓

[Quick Enrollment](#)

Statistics

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

> Advisee Student Center

Faculty Center | Advisor Center | Search | Learning Management

My Advisees | Student Center | General Info | Transfer Credit | Academics

Advisee Student Center
Albert Alligator

Academics

My Class Schedule
Shopping Cart
My Planner

You are not enrolled in classes.

other academic...

Personal Information

Demographic Data
Emergency Contact

Contact Information	
Permanent Address	Local Physical Address
None	None
Local Phone	Email
None	gators@test.ufl.edu

Communication Center

Go To Communication Center

Holds

No Holds.

To Do List

No To Do's.

Milestones

SUS Summer Requirement
Universal Tracking

Details >

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor
None Assigned

Return To Search | Notify

- 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

Student Milestones

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

ID: begins with []

Academic Institution: = [UFLOR]

Academic Career: = []

Academic Program: = []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

- 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

Student Milestones

Find an Existing Value | Add a New Value

ID: 01010101

Academic Institution: UFLOR

Academic Career: UGRD

Academic Program: UGLAS

Add

Find an Existing Value | Add a New Value

- 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.

Academic Institution University of Florida Academic Career Undergraduate
Academic Program Liberal Arts and Sciences

*Effective Date 10/31/2017 Milestone Copy

Milestone Detail Find | View All First 1 of 1 Last

*Milestone UNIV_TRACK *Milestone Nbr 10

Milestone Level SEMESTER 4 Semester 4

Milestone Complete Not Completed

Academic Plan EH_BA English

Description Universal Tracking

Formal Description Universal Tracking

Milestone Title

Comment

Hide Comment on Stndt Self-Svc

Manage Milestone Documents

Term Required Date Required

Anticipated Term Anticipated Date

*Transcript Level Never Print *Print Milestone Detail Never Print

Advised by Committee

Advisors *Advisor/Evaluator Name Personalize Find | E21 | 1 of 1 Last

Attempts Allowed 1 Personalize Find | E21 | 1 of 1 Last

Grade Information	Enrollment Details	Milestone Complete	How Attempted	Date Attempted
Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	
1		Not Completed		

Save Return to Search Notify Add Update/Display Include History Correct History

Student Milestones | Supporting Data

- 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).

Academic Institution University of Florida Academic Career Undergraduate
Academic Program Liberal Arts and Sciences

*Effective Date 10/31/2017 Milestone Copy

Milestone Detail Find | View All First 1 of 1 Last

*Milestone UNIV_TRACK *Milestone Nbr 10

Milestone Level SEMESTER 4 Semester 4

Milestone Complete Not Completed

Academic Plan EH_BA English

Description Universal Tracking

Formal Description Universal Tracking

Milestone Title

- Next, select the "+" sign within Milestone Detail to add a new milestone.

Milestone Detail Find | View All First 1 of 1 Last

*Milestone UNIV_TRACK *Milestone Nbr 10

Milestone Level SEMESTER 3 Semester 3

Milestone Complete Not Completed

Academic Plan EH_BA English

Description Universal Tracking

Formal Description Universal Tracking

Milestone Title

- On the screen that appears, select the milestone that the student is earning, and the milestone level.
 - For Honors Theses and projects, select "UGRDHRTHESES".
 - For the Milestone Level, select Magna or Summa Cum Laude. CUM LAUDE does not require a milestone.

*Effective Date 01/08/2018

Milestone Copy

Milestone Detail Find | View All First 1 of 1 Last

*Milestone UGRDHRTHES *Milestone Nbr 10

Milestone Level MAGNA CUM LAUDE Magna Cum Laude

Milestone Complete Not Completed

Academic Plan EH_BA English

Description Undergraduate Thesis

Formal Description Undergraduate Honors Thesis Submitted

- 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.

*Effective Date 01/08/2018

Milestone Copy

Milestone Detail Find | View All First 1 of 1 Last

*Milestone UGRDHRTHES *Milestone Nbr 10

Milestone Level MAGNA CUM LAUDE Magna Cum Laude

Milestone Complete Not Completed

Academic Plan EH_BA English

Description Undergraduate Thesis

Formal Description Undergraduate Honors Thesis Submitted

- 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 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 >>.

Faculty Center | **Advisor Center** | Search | Learning Management

My Advisees | **Student Center** | General Info | Transfer Credit | Academics


Advisee Student Center

çLBERTA ALLIGATOR

Academics

My Class Schedule
Shopping Cart
My Planner

You are not enrolled in classes.

other academic... 

Academic Requirements

Advising Notes
Assignments
Course History
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
What-if Report

Contact Information

Permanent Address None	Billing Address None
Primary Phone 352/111-1111	Home E-mail None










- Header, including name and number of Requirement Groups met (see below)
- Open or close all Requirement Groups, Requirements, and Requirement Lines (see below)




2/10 Requirement Groups Met

This report last generated on: 12/19/2017 2:59PM

University of Florida | Undergraduate

COLLAPSE ALL **EXPAND ALL**

 Completed at UF
  In Progress
  Planned
  2-Year Transfer
 4-Year Transfer
  Exam or Test
  Internal Transfer
  Other Transfer
 Other Course

 Requirement Satisfied
  Requirement Satisfied-IP Course
  Requirement Not Satisfied

BACHELOR OF SCIENCE WITH A MAJOR IN BIOLOGY - PREPROFESSIONAL

Bachelor of Science with a major in Biology - Preprofessional - 120 Credit Program










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




2/10 Requirement Groups Met

This report last generated on: 12/19/2017 2:59PM

University of Florida | Undergraduate

COLLAPSE ALL **EXPAND ALL**

 Completed at UF
  In Progress
  Planned
  2-Year Transfer
 4-Year Transfer
  Exam or Test
  Internal Transfer
  Other Transfer
 Other Course

 Requirement Satisfied
  Requirement Satisfied-IP Course
  Requirement Not Satisfied

BACHELOR OF SCIENCE WITH A MAJOR IN BIOLOGY - PREPROFESSIONAL

Bachelor of Science with a major in Biology - Preprofessional - 120 Credit Program

Requirement Groups

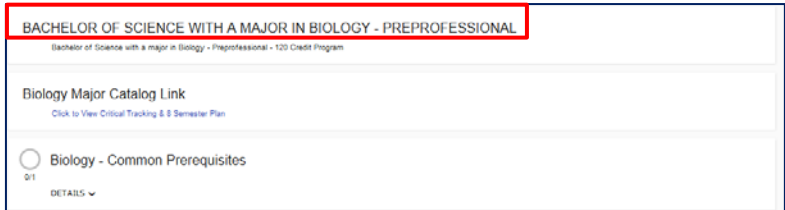
- Separate boxes on the degree audit that can open/close
- Groups of Requirements can be arranged in two default configurations:
 - **AND**: All Requirements must be met to meet the Requirement Group
 - **OR**: Requirement Group is met when the prescribed number of requirements are met
- An attachment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

Requirement Groups

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

1. Degree Name	7. Graduation with Honors Requirements
2. Catalog Link	8. General Education Good Life & State Core
3. Common Prerequisites	9. General Education Summary
4. Critical Tracking	10. General Education International/Diversity Requirement
5. College Requirements	11. University Writing Requirement (Gordon Rule)
6. Core or Major Requirements	12. University Requirements

- Next level within Requirement Groups and contained by lines

Biology - Critical Tracking

HIDE ^

Critical Tracking records each student's progress in courses that are required for entry to each major. Please note the critical-tracking requirements below on a per-semester basis.

For degree requirements outside of the major, refer to CLAS Degree Requirements: Structure of a CLAS Degree.

Equivalent critical-tracking courses as determined by the State of Florida Common Course Prerequisites may be used for transfer students.

Semester 1

- * Complete one of the following: BSC 2010/2010L or CHM 1025 or CHM 1030 or CHM 2040/2045L or MAC 1147 or equivalent or higher math course
- * 2.0 UF GPA required

Semester 2

- * Complete CHM 1030 or CHM 2040/2045L and one of the following: BSC 2010/2010L or MAC 1147 or equivalent or higher MAC course
- * 2.0 UF GPA required

Semester 3

- * Complete BSC 2010/2010L and MAC 1147 or equivalent or higher MAC course
- * 2.0 UF GPA required

Semester 4

- * Complete CHM 1031 or CHM 2040/2045L, BSC 2011/2011L, and MAC 1147 or equivalent or higher MAC course with a 2.5 GPA required for all critical-tracking courses
- * 2.0 UF GPA required

Semester 5

- * Complete at least one biology distribution course
- * 2.5 GPA required for all critical-tracking courses
- * 2.0 UF GPA required

Critical Tracking Semester 2

You are in Critical Tracking Semester 2

- ✘ Critical Tracking Courses
DETAILS ▾
- ✔ Critical Tracking GPA (2.5 GPA Required)
DETAILS ▾
- UT Overall GPA
DETAILS ▾


Requirements

- 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.

 Biology - Critical Tracking
2/3
HIDE ^

Critical Tracking records each student's progress in courses that are required for entry to each major. Please note the critical-tracking requirements below on a per-semester basis.

For degree requirements outside of the major, refer to CLAS Degree Requirements: Structure of a CLAS Degree.

Equivalent critical-tracking courses as determined by the State of Florida Common Course Prerequisites may be used for transfer students.

Semester 1
 * Complete one of the following: BSC 2010/2010L, or CHM 1025 or CHM 1030 or CHM 2045/2045L, or IMAC 1147 or equivalent or higher math course
 * 2.0 UF GPA required


Semester 2
 * Complete CHM 1030 or CHM 2045/2045L and one of the following: BSC 2010/2010L or MAC 1147 or equivalent or higher MAC course
 * 2.0 UF GPA required


Semester 3
 * Complete BSC 2010/2010L and MAC 1147 or equivalent or higher MAC course
 * 2.0 UF GPA required

Semester 4
 * Complete CHM 1031 or CHM 2046/2046L, BSC 2011/2011L, and MAC 1147 or equivalent or higher IMAC course with a 2.5 GPA required for all critical-tracking courses
 * 2.0 UF GPA required

Semester 5
 * Complete at least one biology distribution course
 * 2.5 GPA required for all critical-tracking courses
 * 2.0 UF GPA required

Critical Tracking Semester 2
 You are in Critical Tracking Semester 2

 Critical Tracking Courses
 DETAILS v

 Critical Tracking GPA (2.5 GPA Required)
 DETAILS v

- “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

✖ Critical Tracking Courses
 HIDE ^
 Not Satisfied: Complete two of the following: CHM2045/2045L, MAC2311, or BSC2010/2010L

✖ CHM2045 - General Chemistry 1
 Not Satisfied:

- Units: 3.00 required, 0.00 taken, 3.00 needed
- Courses: 1 required, 0 taken, 1 needed

✖ CHM2045L - General Chemistry 1 Lab
 Not Satisfied:

- Units: 1.00 required, 0.00 taken, 1.00 needed
- Courses: 1 required, 0 taken, 1 needed

✔ MAC2311 - Analytical Geometry & Calculus 1
 Satisfied:

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MAC2311	Analyt Geom and Calo 1	4.00	Fall 2016	C+	UP

✖ BSC2010 - Integrative Principles of Biology 1
 Not Satisfied:

- Units: 3.00 required, 0.00 taken, 3.00 needed
- Courses: 1 required, 0 taken, 1 needed

✖ BSC2010L - Integrative Principles of Biology 1 Lab
 Not Satisfied:

- Units: 1.00 required, 0.00 taken, 1.00 needed
- Courses: 1 required, 0 taken, 1 needed

Requirement Lines are separated by grey lines

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.

Clearly denotes that only one of them has been met

Biology - Preprofessional Core Requirement	
<p>Not Satisfied:</p> <p>• Units: 28.00 required, 0.00 taken, 28.00 needed</p>	
<p>Genetics</p> <p>Not Satisfied: Select 1 of the following: PCB3063, PCB4522, AGR3303</p> <p>• Units: 3.00 required, 0.00 taken, 3.00 needed</p>	
<p>Physiology</p> <p>Not Satisfied: Select from: PCB4723C, PCB3713C, BSC3096</p> <p>• Units: 5.00 required, 0.00 taken, 5.00 needed</p>	
<p>CELLULAR BIOLOGY OPTION 1: MCB3020 & MCB3020L - Basic Bio Microorganisms & Lab</p> <p>Not Satisfied: (These course will not count for both the major requirement and as ALS elective credit)</p> <p>• Units: 4.00 required, 0.00 taken, 4.00 needed • Courses: 2 required, 0 taken, 2 needed</p>	
<p>CELLULAR BIOLOGY OPTION 2: PCB3134 - Eukaryotic Cell Structure & Function</p> <p>Not Satisfied:</p> <p>• Units: 3.00 required, 0.00 taken, 3.00 needed</p>	
<p>BSC4936 - Critical Analysis of Biological Research</p> <p>Not Satisfied:</p> <p>• Units: 2.00 required, 0.00 taken, 2.00 needed</p>	

- 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 OVERRIDES 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."

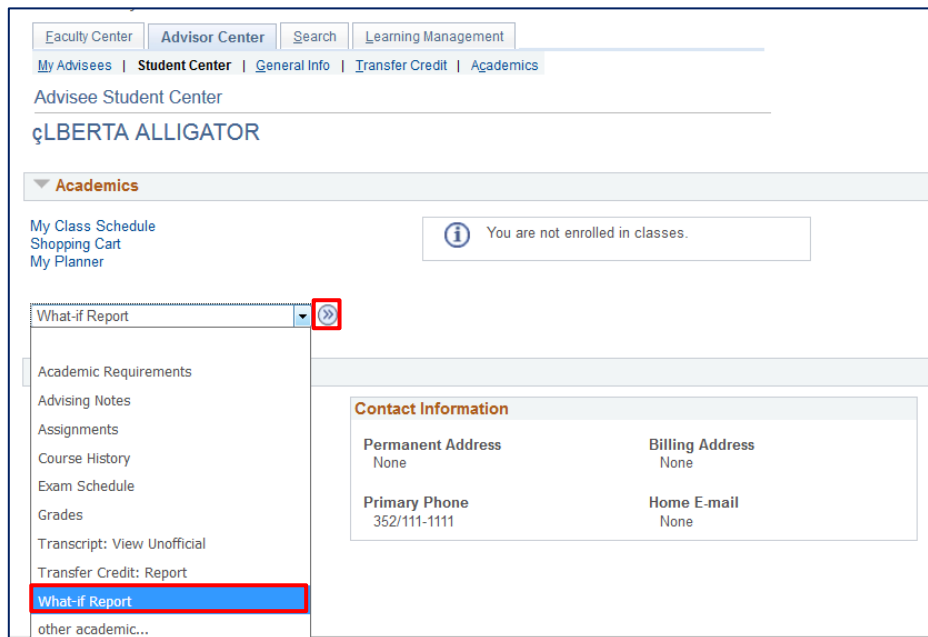
WHATIF Audit

- 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.

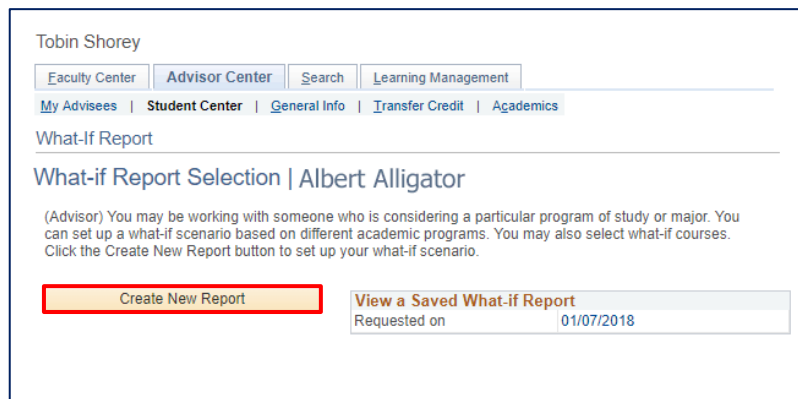
Run a WHATIF Audit

- 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).

Tobin Shorey

Faculty Center | Advisor Center | Search | Learning Management

My Advisees | Student Center | General Info | Transfer Credit | Academics

What-If Report

Create What-if Scenario | Albert Alligator

(Advisor) You may be working with someone who is considering a particular program of study or major. Using this page, you can set up a what-if scenario based on different academic programs. You may also select what-if courses.

Select the Submit Request button to request a degree progress report for the individual based on what-if information you provided.

[Return to Report Selection](#)

Career Scenario

Select a career for which you want the change to take place.

Institution: University of Florida

Career: Undergraduate

Catalog Year: Spring 2018

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to five scenarios.

Academic Program	Area of Study	Concentration
Business - Undergraduate	Bus Admin-General Studies - BA in Business Administration	n/a
None	None	None
None	None	None
None	None	None
None	None	None

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

- Under Program Scenario, select relevant Program/Plan/Sub-plan combinations

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to five scenarios.

Academic Program	Area of Study	Concentration
Business - Undergraduate	Bus Admin-General Studies - BA in Business Administration	n/a
Liberal Arts and Sciences - Non-Degree	Liberal Arts and Sciences Undergraduate Certificate	European Jewish Studies - CRT
None	None	None
None	None	None
None	None	None

- 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.

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to five scenarios.

Academic Program	Area of Study	Concentration
Business - Undergraduate	Bus Admin-General Studies - BA in Business Administration	n/a
Liberal Arts and Sciences - Non-Degree	Liberal Arts and Sciences Undergraduate Certificate	European Jewish Studies - CRT
None	None	None
None	None	None
None	None	None

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[Browse Course Catalog](#)

What-If Course List [Personalize](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Course

- When running multiple program/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+.

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[Browse Course Catalog](#)

What-If Course List [Personalize](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Course	Description	Units	*Term	Grade	Delete
JST 2930	Special Topics in Jewish Studies	3.00	Spring 2018	C+	

[Submit Request](#)

- Click "Submit Request" to view audit

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

Browse Course Catalog

What-If Course List [Personalize](#) | [View All](#) | [\[?\]](#) First 1 of 1 Last

Course	Description	Units	*Term	Grade	Delete
JST 2930	Special Topics in Jewish Studies	3.00	Spring 2018	C+	

[Submit Request](#)

- At the bottom of the audit, there will be a "Cancel" link to return you to the Advisee Student Center.

Linguistics Minor
02
DETAILS ▾

Summary of All Academic Credit

University of Florida Courses
DETAILS ▾

Transfer Credit
DETAILS ▾

Test Credit
DETAILS ▾

Other Credit
DETAILS ▾

Go to top
[CANCEL](#)

Exceptions and Advising Notes

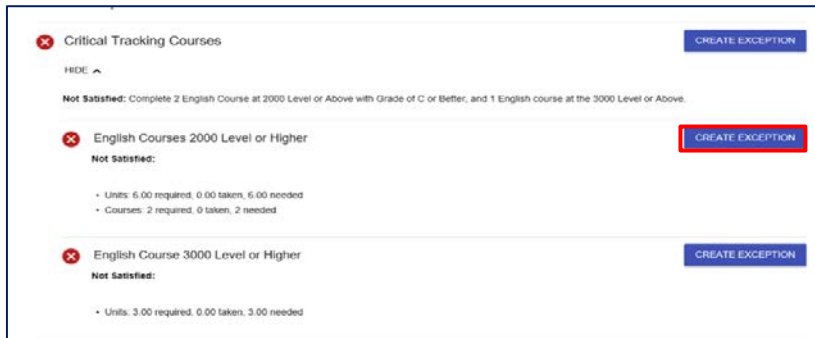
- Next we will cover how to read, write, or update exceptions and advising notes. Let's begin with reading exceptions.

Reading Exceptions

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

Writing Exceptions

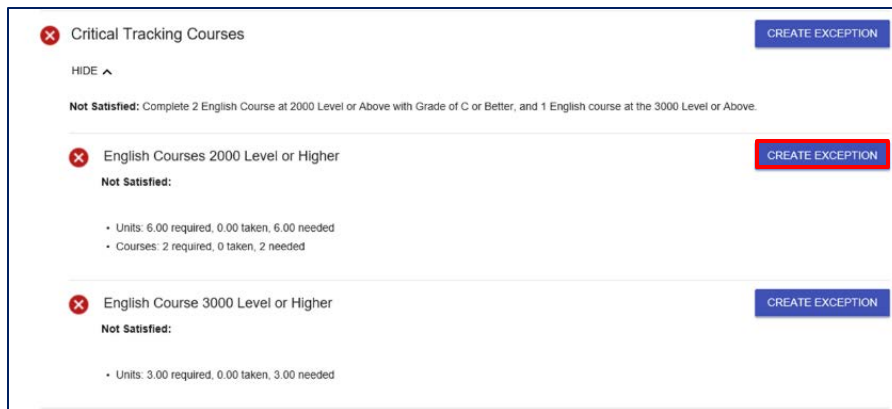
- Course Directives
 - Will insert or remove a course in a particular Requirement Line
 - Not available at the Requirement Level
 - To use a Course Directive, navigate to the student's Degree Audit and open the particular Requirement Line that requires the change.



The screenshot shows a degree audit interface with three requirement lines. Each line has a red 'X' icon and a 'CREATE EXCEPTION' button. The first line is 'Critical Tracking Courses' with a 'HIDE' dropdown and a 'CREATE EXCEPTION' button. The second line is 'English Courses 2000 Level or Higher' with a 'CREATE EXCEPTION' button highlighted in red. The third line is 'English Course 3000 Level or Higher' with a 'CREATE EXCEPTION' button. Each line also displays 'Not Satisfied' status and specific unit and course requirements.

If you are authorized, you will see the "Create Exception" button.

- 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



This screenshot is identical to the one above, showing the same three requirement lines with 'CREATE EXCEPTION' buttons. The 'English Courses 2000 Level or Higher' button is highlighted in red.

- The Exception Dropdown will open for you to select "Course Directive"
- Select "Go"

Critical Tracking Courses CREATE EXCEPTION

HIDE ^

Not Satisfied: Complete 2 English Course at 2000 Level or Above with Grade of C or Better, and 1 English course at the 3000 Level or Above.

English Courses 2000 Level or Higher Course Directive GO CANCEL

Not Satisfied:

- Units: 6.00 required, 0.00 taken, 6.00 needed
- Courses: 2 required, 0 taken, 2 needed

English Course 3000 Level or Higher CREATE EXCEPTION

Not Satisfied:

- Units: 3.00 required, 0.00 taken, 3.00 needed

- The

Authorize Student Exceptions page will load for user input.

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

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Course Sub Approved by faculty.

Direct Courses to

Requirement Group: 501419 EH Critical Tracking

Requirement: 000501532 EH UT 5 Courses

Line Nbr: 0020 English Course 2000 Level

Directed Courses 1 of 1

*Course 0001 + -

Sequence

Course Source Enrollment Search

Directive Type **Substitute**

- Be sure to select where the course is located

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Course Sub Approved by faculty.

Direct Courses to

Requirement Group: 501419 EH Critical Tracking

Requirement: 000501532 EH UT 5 Courses

Line Nbr: 0020 English Course 2000 Level

Directed Courses 1 of 1

*Course 0001 + -

Sequence

Course Source Enrollment Search

Directive Type **Substitute**

- 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

Academic Institution University of Florida

Subject Area

Catalog Nbr

Description

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

Course Selection

Find | View All | First 1 of 1 Last

Course Information	Additional Information	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned
1 <input checked="" type="checkbox"/>	Subject: ENC Catalog Nbr: 1102 Course Name: Argument and Persuasion	012278	10236	8089	1	2168	1	A-	3.00

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

Authorize Student Exceptions

Description

Advisement Override: 000000000

Loop Description:

Direct Courses to

Requirement Group: 501419 EH Critical Tracking

Requirement: 900001532 EH UT 5 Courses

Line Nbr: 0020 English Course 2000 Level

Directed Courses 1 of 1

*Course 0001 *Directive Type Substitute

Sequence Course Source Enrollment Search

Subject: ENC Catalog: 1102 Argument and Persuasion

Course ID: 012278 Offer Nbr: 1

Grade: A Units: 3.00

Session: 1 Section: 8089 Class Nbr: 10236

Term: 2168 Fall 2016

Directed Units: Min Grade Points/unit:

Directed Courses: Course Topic ID:

Key information needed to create the exception has been generated.

- Select "Save and Reprocess AAR" to complete the Course Directive.
- Return to the audit to view the exception.

Directed Courses 1 of 1

*Course *Directive Type + -

Sequence

Subject ENC Catalog 1102 Argument and Persuasion

Course ID 012278 Offer Nbr 1

Grade A- Units 3.00

Session 1 Section 8089 Class Nbr 10236

Term Fall 2016

Directed Units Min Grade Points/Unit:

Directed Courses

Course Topic ID

- 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.

Critical Tracking Courses

HIDE ^


Not Satisfied: Complete 2 English Course at 2000 Level or Above with Grade of C or Better, and 1 English course at the 3000 Level or Above.

English Courses 2000 Level or Higher

Not Satisfied:

- Units: 6.00 required, 3.00 taken, 3.00 needed
- Courses: 2 required, 1 taken, 1 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ENC1102	Argument and Persuasion	3.00	Fall 2016	A-	01	

English Course 3000 Level or Higher

Not Satisfied:

- Units: 3.00 required, 0.00 taken, 3.00 needed

- 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.

Critical Tracking Courses CREATE EXCEPTION

HIDE ^

Not Satisfied: Complete 2 English Course at 2000 Level or Above with Grade of C or Better, and 1 English course at the 3000 Level or Above.

English Courses 2000 Level or Higher CREATE EXCEPTION

Not Satisfied:

- Units: 6.00 required, 3.00 taken, 3.00 needed
- Courses: 2 required, 1 taken, 1 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ENC1102	Argument and Persuasion	3.00	Fall 2016	A-	01	UT

English Course 3000 Level or Higher Requirement Change GO CANCEL

Not Satisfied:

- Units: 3.00 required, 0.00 taken, 3.00 needed

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

Before

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description:

Requirement Line to Change

Requirement Group: 501419 EH Critical Tracking

Requirement: 000501532 EH UT 5 Courses

Line Nbr: 0030 3000 Level English Course

New Values

Minimum Units: 3.00

Save and Reprocess AAR Save Cancel

After

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Reduce required credits to 2 per department

Requirement Line to Change

Requirement Group: 501419 EH Critical Tracking

Requirement: 000501532 EH UT 5 Courses

Line Nbr: 0030 3000 Level English Course

New Values

Minimum Units: 2.00

Save and Reprocess AAR Save Cancel

- Select "Save and Reprocess AAR" to return to the audit.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Reduce required credits to 2 per department

Requirement Line to Change

Requirement Group: 501419 EH Critical Tracking

Requirement: 000501532 EH UT 5 Courses

Line Nbr: 0030 3000 Level English Course

New Values

Minimum Units: 2.00

Save and Reprocess AAR Save Cancel

- 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.

Critical Tracking Courses CREATE EXCEPTION

HIDE ^

Not Satisfied: Complete 2 English Course at 2000 Level or Above with Grade of C or Better, and 1 English course at the 3000 Level or Above.

English Courses 2000 Level or Higher CREATE EXCEPTION

Not Satisfied:

- Units: 6.00 required, 3.00 taken, 3.00 needed
- Courses: 2 required, 1 taken, 1 needed

The following courses were used to satisfy this requirement

Course	Description	Units	When	Grade	Notes	Status
ENC1102	Argument and Persuasion	3.00	Fall 2016	A-	D1	

English Course 3000 Level or Higher CREATE EXCEPTION

Not Satisfied:

Note 02: Required units of courses have been changed.

- Units: 2.00 required, 0.00 taken, 2.00 needed

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

Advertising - Core Requirements

0/4

HIDE ^

Not Satisfied:

- Advertising Preprofessional Courses** CREATE EXCEPTION
- Advertising Core Requirement** CREATE EXCEPTION
- Summary of Advertising Electives** CREATE EXCEPTION
- Outside Concentration** Requirement Override GO CANCEL

HIDE ^

Not Satisfied: Specify Outside Concentration in Room 1060 Weimer.
Courses cannot be used to meet other requirements. Outside concentrations require 12 credits in a department outside of the college unless otherwise noted.

- Fill in the Long Description.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Change to Criminology Requirement

Requirement to Override

Requirement Group: 503705 ADV Core Requirements

Requirement: 000503874 Outside Concentrations

New Values

Requirement Group

Requirement

Save and Reprocess AAR Save Cancel

- Click the Magnifying Glass next to Requirement to search for the appropriate Requirement.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Change to Criminology Requirement

Requirement to Override

Requirement Group: 503705 ADV Core Requirements

Requirement: 000503874 Outside Concentrations

New Values

Requirement Group

Requirement

Save and Reprocess AAR Save Cancel

- Use JM-MIN% in the description.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Change to Criminology Requirement

Requirement to Override

Requirement Group: 503705

Requirement: 000503874

New Values

Requirement Group

Requirement

Save and Reprocess AAR Save

Look Up Requirement

Academic Institution: UFLOR

Academic Requirement: begins with

Academic Career: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Sub-Plan: begins with

Description: begins with JM-MIN%

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 48 Last

Academic Requirement	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan	Description
000503892	UGRD	(blank)	(blank)	(blank)	JM-MNFA
000503822	UGRD	(blank)	(blank)	(blank)	JM-MNFA-S
000504547	UGRD	(blank)	(blank)	(blank)	JM-MNAGC
000503682	UGRD	(blank)	(blank)	(blank)	JM-MNAGG
000503684	UGRD	(blank)	(blank)	(blank)	JM-MNAPY

- Select JM-MINCCJ.
- Select "Save and Reprocess AAR".

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Change to Criminology Requirement

Requirement to Override

Requirement Group: 503705 ADV Core Requirements

Requirement: 000503874 Outside Concentrations

New Values

Requirement Group: []

Requirement: 000503567 x JM-MINCCJ

Save and Reprocess AAR Save Cancel

- View the particular Requirement Group and Requirement to see the Requirement replaced with the new one.

Advertising - Core Requirements

04

HIDE ^

Not Satisfied:

- Advertising Preprofessional Courses CREATE EXCEPTION
- Advertising Core Requirement CREATE EXCEPTION
- Summary of Advertising Electives CREATE EXCEPTION
- Criminology Concentration CREATE EXCEPTION

HIDE ^

Not Satisfied:

- Minimum 12 hours required (limit of 3 hours below 3000 level) CREATE EXCEPTION

New Requirement appears

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."

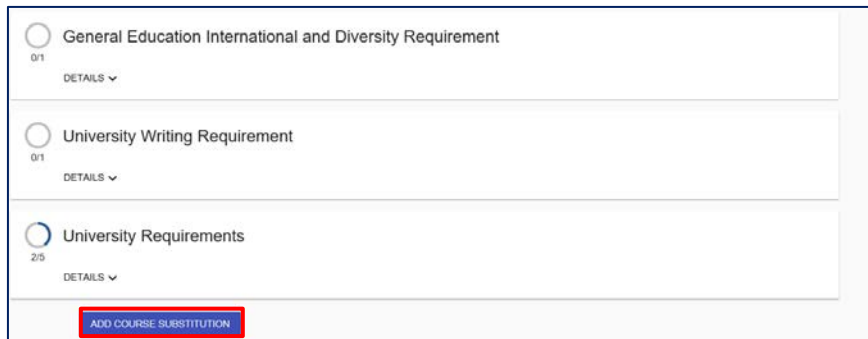
- Note that when you return to the audit, the Requirement Line is neither Met, nor Unmet.

There is a note indicating that this line has been waived.

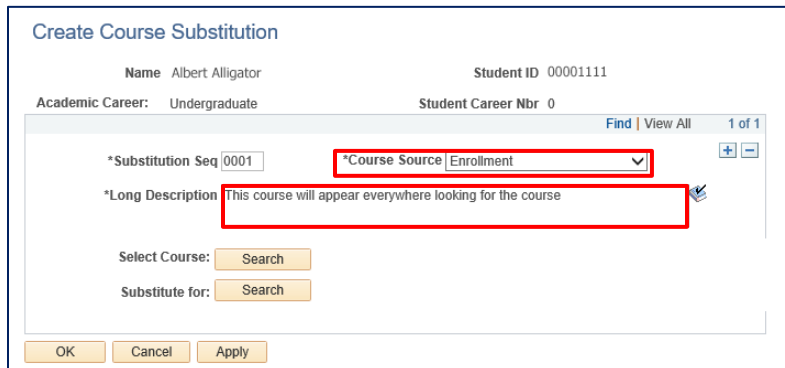
8. Course Substitutions

- 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.

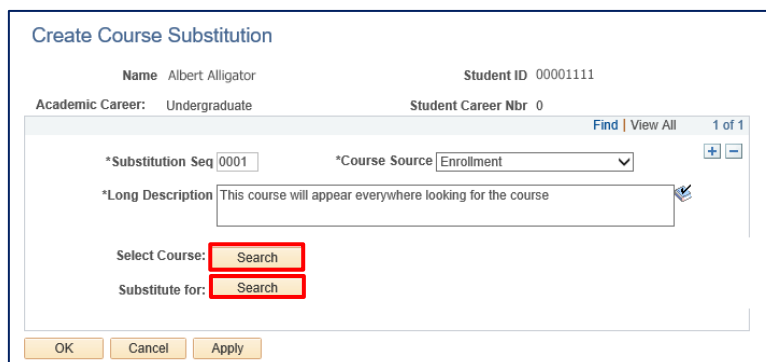
- Should be used sparingly.
- When a student changes majors, the first thing the new college should check are any active course substitutions.
- Course Substitutions can be used for Universal Tracking course requirements, since these requirements change based upon the student's UT milestone level (UT 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.

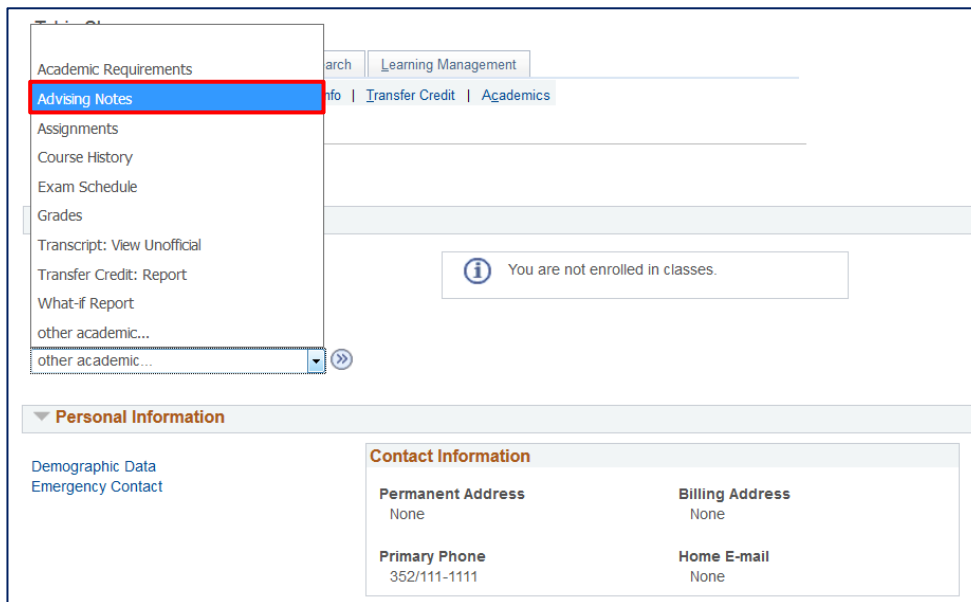


Advising Notes

- 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.

Advising Notes

ID 1112222 Category
 Institution UFLOR University of Florida

Notes 1-7 of 7

Note ID 00001	Subject CONVNOTES / GENERAL	<input type="checkbox"/> Display to Student
Category CONVNOTES	Created 10/28/2016	<input checked="" type="checkbox"/> Open Note
Subcategory GENERAL	Advisor 55553333 Alberta Gator	

Comments 1 of 1

met re: 171 schedule and mjr chg to PCL. considering DD with Advertising or PR. Had Q about Benaquisto as well.
 - RXG

Seq 1 Created 10/28/2016 By UF_CONVERSION

Nbr

Note ID 00002	Subject CONVNOTES / GENERAL	1112222	<input type="checkbox"/> Display to Student
Category CONVNOTES	Created 12/01/2016		<input checked="" type="checkbox"/> Open Note
Subcategory GENERAL	Advisor Alberta Gator		

Comments 1 of 1

Ref stu to CS & Italian depts for OSS signatures (UF GPA courses). Stu will return for AAC approval. Stu is also pursuing a CS minor & is hoping to apply for scholarships if she can declare CS 171. Told stu that since she is coming in with 45 AP credits, if she does well 168, we could possibly add CS minor so she can apply for scholarships for OSS. Stu returned for AAC approval. Stu received course approval from program coordinator Sherrie Nunn. Signed OSS paperwork for 176, stu will take ITT3930 & CLA3930. - RXF

Seq 1 Created 12/01/2016 By UF_CONVERSION

Nbr

- 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.

Note ID 00002	Subject CONVNOTES / GENERAL	<input type="checkbox"/> Display to Student
Category CONVNOTES	Created 12/01/2016	<input checked="" type="checkbox"/> Open Note
Subcategory GENERAL	Advisor 55553333 Alberta Gator	

Comments 1 of 1

Ref stu to CS & Italian depts for OSS signatures (UF GPA courses). Stu will return for AAC approval. Stu is also pursuing a CS minor & is hoping to apply for scholarships if she can declare CS 171. Told stu that since she is coming in with 45 AP credits, if she does well 168, we could possibly add CS minor so she can apply for scholarships for OSS. Stu returned for AAC approval. Stu received course approval from program coordinator Sherrie Nunn. Signed OSS paperwork for 176, stu will take ITT3930 & CLA3930. - RXF

Seq 1 Created 12/01/2016 By UF_CONVERSION

Nbr

Heard back from student, and they applied for the minor successfully!

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"

Note ID	00007	Subject	CONVEXCEPT / CS	<input type="checkbox"/> Display to Student
Category	CONVEXCEPT	Created	01/25/2017	<input checked="" type="checkbox"/> Open Note
Subcategory	CS	Advisor	55553333 Alberta Gator	

▼ Comments		1 of 1
EUH3931	EUH3931##2#H	201701 - KS
Seq	1	Created 01/25/2017 By UF_CONVERSION
Nbr		

Add New Note

*Category PERSONAL *Subject Great Conversation with Student

*Subcategory GENERAL Display to Student

Comments

I spoke with the student, and we both agreed that I am awesome. |

Contact the Director of Curriculum Analysis to update or remove committed notes.

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

Academic Institution University of Florida Academic Career Undergraduate
Academic Program Liberal Arts and Sciences

Find | View All First 1 of 1 Last

*Effective Date 10/31/2017 Milestone Copy + -

Milestone Detail Find | View All First 1 of 1 Last

*Milestone UNIV_TRACK *Milestone Nbr 10
Milestone Level SEMESTER 4 Semester 4
Milestone Complete Not Completed
Academic Plan EH_BA English
Description Universal Tracking
Formal Description Universal Tracking
Milestone Title
Comment
 Hide Comment on Stndt Self-Svc
Manage Milestone Documents
Term Required
Anticipated Term
*Transcript Level Never Print *Print Milestone Detail Never Print
 Advised by Committee

Advisors Personalize | Find | First 1 of 1 Last
*Advisor/Evaluator Name
1

Attempts Allowed 1

Attempts Personalize | Find | First 1 of 1 Last

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Not Completed		

Save Return to Search Notify Add Update/Display Include History Correct History

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

Academic Institution University of Florida Academic Career Undergraduate
Academic Program Liberal Arts and Sciences

Find | View All First 1 of 2 Last

*Effective Date 01/08/2018 Milestone Copy + -

Milestone Detail Find | View All First 1 of 1 Last

*Milestone UNIV_TRACK *Milestone Nbr 10
Milestone Level SEMESTER 3 Semester 3
Milestone Complete Not Completed
Academic Plan EH_BA English
Description Universal Tracking
Formal Description Universal Tracking
Milestone Title
Comment
 Hide Comment on Stndt Self-Svc

- 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!

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**.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

2. Click on the name of the student to reach their degree audit.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID:
 Campus ID:
 National ID:
 Last Name:
 First Name:
 Case Sensitive

Basic Search

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
00000542	Alligator,Albert	Unknown	**/**/****	(blank)	*****	USA	SSN			ALLIGATOR	ALBERT
02062630	Alligator,Alberta B	Female	**/**/****	(blank)	*****	USA	SSN			ALLIGATOR	ALBERTA

3. From the dropdown menu, select **Advising Notes**.

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

Alberta Alligator

▼ Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

i You are not enrolled in classes.

other academic...

- Academic Requirements
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial

Contact Information

Permanent Address None	Billing Address None
Primary Phone 352/111-1111	Home E-mail None

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

[< Degree Progress Report](#) **Advising Notes**

[Add Comment](#)

Note ID 00003 Subject CONVNOTES / GENERAL Display to Student
 Category CONVNOTES Created 07/01/2016 Open Note
 Subcategory GENERAL Advisor

Comments 1 of 1

Going for graphic design. FALL: WARP, DIG1000c, and IUF1000. - DXM

Seq 1 Created 07/01/2016 By UF_CONVERSION
 Nbr

[Add Comment](#)

Add New Note

*Category *Subject
 *Subcategory Display to Student
 Comments
Contact the Director of Curriculum Analysis to update or remove committed notes.

[Save Note](#)

5. Click **Look up**.

Look Up Category Help

Academic Institution: UFLOR

Note Category: begins with

Description: begins with

[Basic Lookup](#)

6. Click the **type of note** you would like to add.

Look Up Category Help

Academic Institution: UFLOR

Note Category: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-14 of 14 Last

Note Category	Description
CONVEXCEPT	01. Conversion Exceptions
CONVNOTES	02. Conversion Advising Notes
AUTONOTE	03. System Generated Note
DEGREEPROG	04. Degree Progress & Reg
MAJORCNG	05. Major Change
PROGRESS	06. Academic Progress
DEGREECOMP	07. Degree Complements
EXPLEARN	08. Experiential Learning/Plan
PETITIONS	09. Petitions
GRADSCH	10. Grad Degree Prog Change
POLICY	11. Policy Questions
PERSONAL	12. Personal Advice

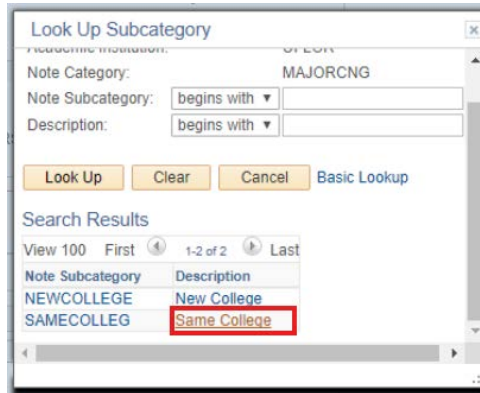
7. Click the **search icon** next to the category field.

The screenshot shows the 'Advising Notes' interface. At the top, there are tabs for 'Degree Progress Report' and 'Advising Notes'. Below the tabs, there is a text area with an 'Add Comment' button. A table displays note details: Note ID 00003, Subject CONVNOTES / GENERAL, Category CONVNOTES, Subcategory GENERAL, Created 07/01/2016, and Advisor. There are checkboxes for 'Display to Student' and 'Open Note'. A 'Comments' section shows a single comment: 'Going for graphic design. FALL: WARP, DIG1000c, and IUF1000. - DXM' with sequence number 1, created on 07/01/2016 by UF_CONVERSION. Below this is another 'Add Comment' button. The 'Add New Note' section has fields for '*Category' (MAJORCNG) and '*Subcategory' with search icons. A 'Look up Subcategory (Alt+S)' button is highlighted with a red box. A 'Save Note' button is at the bottom right.

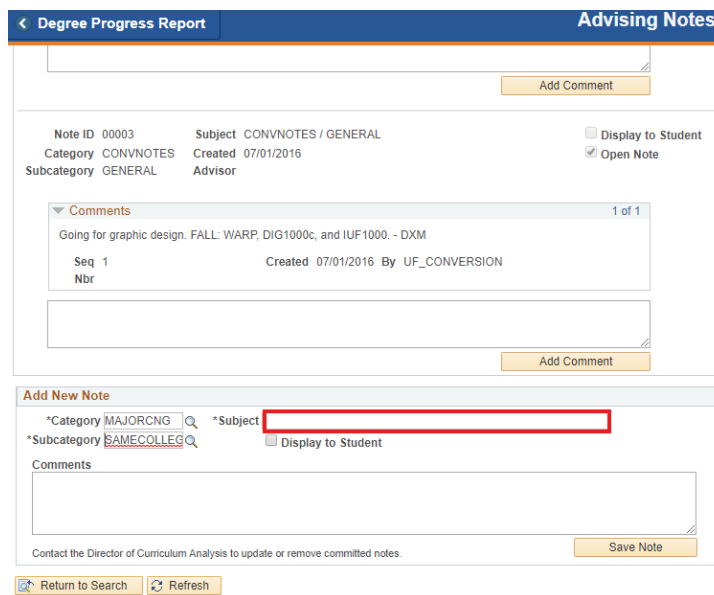
8. Click **Look Up**.

The screenshot shows a 'Look Up Subcategory' dialog box. It contains the following fields: 'Academic Institution' (UFLOR), 'Note Category' (MAJORCNG), 'Note Subcategory' (begins with dropdown), and 'Description' (begins with dropdown). At the bottom, there are buttons for 'Look Up', 'Clear', and 'Cancel'. The 'Look Up' button is highlighted with a red box. A 'Basic Lookup' link is also present.

9. Click the **subcategory type**.



10. Enter the **Subject**.



11. Enter **Comments**.

< Degree Progress Report **Advising Notes**

Add Comment

Note ID 00003 Subject CONVNOTES / GENERAL Display to Student
Category CONVNOTES Created 07/01/2016 Open Note
Subcategory GENERAL Advisor

Comments 1 of 1
Going for graphic design. FALL: WARP, DIG1000c, and IUF1000. - DXM
Seq 1 Created 07/01/2016 By UF_CONVERSION
Nbr

Add Comment

Add New Note

*Category MAJORCNG *Subject Change from ADV to JM
*Subcategory SAMECOLLEG Display to Student

Comments
Student indicated a desire to change major from Advertising to Journalism. Processing major change in Student Program/Plan effective immediately.

Contact the Director of Curriculum Analysis to update or remove committed notes. **Save Note**

Return to Search Refresh

12. Click **Save Note**.

< Degree Progress Report **Advising Notes**

Add Comment

Note ID 00003 Subject CONVNOTES / GENERAL Display to Student
Category CONVNOTES Created 07/01/2016 Open Note
Subcategory GENERAL Advisor

Comments 1 of 1
Going for graphic design. FALL: WARP, DIG1000c, and IUF1000. - DXM
Seq 1 Created 07/01/2016 By UF_CONVERSION
Nbr

Add Comment

Add New Note

*Category MAJORCNG *Subject Change from ADV to JM
*Subcategory SAMECOLLEG Display to Student

Comments
Student indicated a desire to change major from Advertising to Journalism. Processing major change in Student Program/Plan effective immediately.

Contact the Director of Curriculum Analysis to update or remove committed notes. **Save Note**

Return to Search Refresh

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.

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

ACADEMIC ADVISING: BULK COURSE DIRECTIVES

Advisors may use the Bulk Course Directive functionality to place courses into specific Requirement Lines on a Degree Audit. This feature allows for placing multiple courses into one Requirement Line simultaneously as well as placing a single course onto multiple Requirement Lines with one action.

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Self Service](#) > [Advisor Center](#) > [Advisee Student Center](#)

Student Services Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Campus Community](#) > [Student Services Center](#)

ENTER A BULK COURSE DIRECTIVE

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

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

2. Click on the **student's name** to view their degree audit.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with [] ALLIGATOR x

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID	Short Description	Last Name	First Name
55551212	Alligator, Albert	Unknown	****/****	(blank)	*****	USA	SSN		ALLIGATOR	ALBERT

3. From the dropdown menu, select **Academic Requirements**. Then, click the **arrow icon**.

Albert Alligator ID 55551212

Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid

Albert's Student Center

- Academic Requirements
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Deadlines URL Gradebook

This Week's Schedule

Class	Schedule	Units
CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00

4. The audit loads. Select **Collapse All**.

5. Select the **Requirement Group**.

6. Select the **Requirement Line**.

7. Click the **Create Exception drop down menu**.

8. Select **Bulk Crse Directive** and click the **arrow icon**.

9. The **Bulk Course Directive** screen appears.

Note: You may need to scroll to the left or right to view information.

10. On the right side of the screen, locate the first **Requirement Line** from which you arrived on this page.

Req Num	Crse Directs	Group	Requirement	Line
14				History Research Seminar
15				21 Credits in History Must Be Taken at UF
16		UF Quest and State Core Gen Ed	University Required Course	IUF1000 - What is the Good Life
17			State General Education Requirement	Composition
18				Humanities

11. Locate any additional **Requirement Lines**.

12. **Scroll** back to the left.

13. Find the **course** on the left for which you want to enter a Course Directive.
14. Enter the **Requirement Line Numbers** from the right hand of the screen, separated by a comma (no spaces).

Crse	Reqs	Institution	Term Taken	Subject / Catalog Nbr	Ext Crse Descr	Units Accepted	Grade
x1	<input type="text"/>	Eastern Florida State College	2014 FALL	ENC 1101	COMMUNICATIONS 1	3.000	C
x2	<input type="text"/>	Eastern Florida State College	2014 FALL	REL 2300	WORLD RELIGIONS	3.000	C
x3	<input type="text"/>	Eastern Florida State College	2014 FALL	SYG 2000	INTRO TO SOCIOLOGY	3.000	B
x4	<input type="text"/>	Eastern Florida State College	2014 SUMR	SLS 1101	SUCCESS STRATEGIES	3.000	B
x5	<input type="text"/>	Eastern Florida State College	2014 SUMR	SPC 2608	FUNDS OF SPEECH	3.000	B
x6	<input type="text"/>	Eastern Florida State College	2015 SPR	AST 1002	INTRO TO ASTRONOMY	3.000	E
x7	<input type="text"/>	Eastern Florida State College	2015 SPR	ENC 1102	COMMUNICATIONS 2	3.000	W
x8	<input type="text"/>	Eastern Florida State College	2015 SPR	PSY 2012	GEN PSYCHOLOGY	3.000	D
x9	<input type="text"/>	Santa Fe College Florida	2015 FALL	ENC 1102	COLLEGE COMP 2	3.000	A
x10	18,23	Santa Fe College Florida	2015 FALL	HUM 2020	INTRO TO HUM	3.000	B

15. Select **Save and Process** at the bottom of the Bulk Course Directive screen.
16. Enter **Comments** for Requirement Number 18.
17. Select **OK**.

Provide Comments

Comments

Req Num	Group	Requirement	Line
18	UF Quest and State Core Gen Ed	State General Education Requirement	Humanities

Courses	Crse/Trans/Test/Other
x10	Add - Transfer Credit: Santa Fe College Florida 2015 FALL HUM 2020

18. Enter **Comments** for Requirement Line Number 23.
19. Select **OK**.

20. Return to the Degree Audit to check that the Course Directives have been properly applied.
21. Select **Collapse All**.
22. Scroll down and select the **Requirement Group** for the first Requirement for which you created a directive.
23. Select the **Requirement Line** for the first Requirement for which you created a directive.
24. Verify the **Course Directive** was properly applied.

(18)-Humanities *Crse Directive

Satisfied: Complete One of the Following
 Courses: ARH2000, HUM1020, LIT2000,
 MUL2010, PHI2010, THE2000

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
HUM L000	Transfer HUM Course	3.00	Summer 2017	B	05	T2

25. Select the **Requirement Group** for the second Requirement for which you created a directive.
26. Select the **Requirement Line** for the second Requirement for which you created a directive.
27. Verify the **Course Directive** was properly applied.

(23)-Humanities *Crse Directive

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
CLA3160	Ancient Egypt	3.00	Summer 2017	B		UF
HUM L000	Transfer HUM Course	3.00	Summer 2017	B	06	T2
REL2300	Intro World Religions	3.00	Summer 2017	C		T2

28. You can also get to the Bulk Course Directive page by selecting the **Bulk Course Directive button** at the bottom of the audit. If a Course Directive has already been entered for a student, it will be visible on this page. You can double check that the Course Directives appear correctly. You can also delete the Course Directive from this page and click Save and Reprocess.

- ▶ General Education International and Diversity Requirement ✔
- ▶ University Writing Requirement ✘
- ▶ History - Criteria for Graduation with Honors
- ▶ History - Common Prerequisites for Transfer Admission ✔
- ▶ University Requirements ✘

Add Course Substitution
Bulk Course Directives

29. Double check that the **Course Directives** appear correctly.

x1		Eastern Florida State College	2014 FALL	ENC 1101	COMMUNICATIONS 1	3.000	C
x2		Eastern Florida State College	2014 FALL	REL 2300	WORLD RELIGIONS	3.000	C
x3		Eastern Florida State College	2014 FALL	SYG 2000	INTRO TO SOCIOLOGY	3.000	B
x4		Eastern Florida State College	2014 SUMR	SLS 1101	SUCCESS STRATEGIES	3.000	B
x5		Eastern Florida State College	2014 SUMR	SPC 2608	FUNDS OF SPEECH	3.000	B
x6		Eastern Florida State College	2015 SPR	AST 1002	INTRO TO ASTRONOMY	3.000	E
x7		Eastern Florida State College	2015 SPR	ENC 1102	COMMUNICATIONS 2	3.000	W
x8		Eastern Florida State College	2015 SPR	PSY 2012	GEN PSYCHOLOGY	3.000	D
x9		Santa Fe College Florida	2015 FALL	ENC 1102	COLLEGE COMP 2	3.000	A
x10	18,23	Santa Fe College Florida	2015 FALL	HUM 2020	INTRO TO HUM	3.000	B

30. Course **x10** now also appears on the appropriate Requirement Lines.

16		UF Quest and State Core Gen Ed	University Required Course	IUF1000 - What is the Good Life
17			State General Education Requirement	Composition
18	x10			Humanities
19				Social and Behavioral Science
20				Mathematics
21				Biological and Physical Sciences
22		CLAS Basic Distribution Requirements	Composition (6 Credits)	Composition
23	x10		Humanities (9 Credits)	Humanities

31. If no changes were made, scroll to the bottom of the page and select **Cancel**.

ADDITIONAL HELP

Further resources are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>.

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: COURSE DIRECTIVES

- Will insert or remove a course in a particular Requirement Line
- Not available at the Requirement Level
- Are the most common type of exception

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Self Service](#) > [Advisor Center](#) > [Advisee Student Center](#)

Student Services Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Campus Community](#) > [Student Services Center](#)

ENTER A COURSE DIRECTIVE

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

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID: begins with [dropdown] 55551212 [x]
Campus ID: begins with [dropdown] [input]
National ID: begins with [dropdown] [input]
Last Name: begins with [dropdown] [input]
First Name: begins with [dropdown] [input]

Case Sensitive

Search [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Click on the student's name to view their degree audit.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID:
 Campus ID:
 National ID:
 Last Name: ALLIGATOR
 First Name:

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
55551212	Alligator, Albert	Unknown	****/****	(blank)	*****	USA	SSN	ALLIGATOR	ALBERT

- From the dropdown menu, select **Academic Requirements**. Then, click the **arrow icon**.

Albert Alligator ID 55551212 ★

[Student Center](#)
[General Info](#)
[Admissions](#)
[Transfer Credit](#)
[Academics](#)
[Finances](#)
[Financial Aid](#)

Albert's Student Center


- Academic Requirements
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Deadlines
 URL
 Gradebook

This Week's Schedule

	Class	Schedule	Units
<input type="button" value="📅"/>	CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00




- The audit loads. Select **Collapse All**.







Albert Alligator ID 55551212 

University of Florida | Undergraduate

This report last generated on 07/09/2018 10:52AM

-


 Completed at UF
  In Progress
  Planned

 2-Year Transfer
  4-Year Transfer
  Exam or Test
  Internal Transfer
  Other Transfer
  Other Course

Requirement Satisfied
 Requirement Satisfied-IP Course
 Requirement Not Satisfied


▶ BACHELOR OF SCIENCE WITH A MAJOR IN BIOLOGY - PREPROFESSIONAL


▶ [Biology Major Catalog Link for Catalog Year 2016](#)


▼ **Biology - Critical Tracking** 

Not Satisfied: Critical Tracking records each student's progress in courses that are required for entry to each major. Please note the critical-tracking requirements below on a per-semester basis.


5. Select the **Requirement Group**.


▶ **CLAS Basic Distribution Requirements** 

▶ General Education International and Diversity Requirement 

▶ University Writing Requirement 


▶ Biology - Criteria for Graduation with Honors


▶ Biology - Common Prerequisites for Transfer Admission 

▶ University Requirements 

6. Select the **Requirement Line**.

▶ **(45)-Humanities**

Social & Behavioral Sciences (9 Credits) 

Satisfied: 

7. Click the Create Exception drop down menu and select **Crse Directive** and click the **arrow icon**.

Composition (6 Credits) ✓

Satisfied: create exception ▾ >>

▶ (44)-Composition

Humanities (9 Credits) ✗

Not Satisfied: create exception ▾ >>

▼ (45)-Humanities

- Bulk Crse Direct
- Crse Directive
- Req Change
- Req Waiver
- create exception >>

• Units: 9.00 required, 6.00 taken, 3.00 needed

8. Enter the **Long Description**.

Description

Advisement Override: 000000000

Long Description: TJS

9. Select the **Course Source** drop down menu.

10. Click on **Transfer Courses**.

11. Click **Search**.

Course Source: Transfer Courses ▾

Search

12. Enter **Subject Area**.

13. Click **Search**.

Student Course Directive Search

Academic Institution University of Florida

Subject Area HUM x

Catalog Nbr

Description

14. Select **Course Subject** check box and click **Return**.

Find First 1 of 1 Last

Course Information		Additional Information					
Subject	Catalog Nbr	Course Name	Course ID	Artic Term	Official Grade	Units Earned	
1 <input checked="" type="checkbox"/> HUM	L000	Transfer HUM Course	029040	2171	A	3.00	

15. Scroll down to the bottom of the audit and select **Save and Return**.

16. Return to the Degree Audit and make sure the new course appears.

(45)-Humanities

The following courses were used to satisfy this requirement:

Personalize | View All | 1-3 of 3

Course	Description	Units	When	Grade	Notes	Status
HUM L000	Transfer HUM Course	3.00	Spring 2017	A	01	TZ
IUF1000	What Is the Good Life	3.00	Spring 2017	A		UF
REL2300	Intro World Religions	3.00	Spring 2017	A		TZ

ADDITIONAL HELP

Further resources are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>.

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.

ADVISING: COURSE SUBSTITUTION

- Replaces every instance of a course on a student's degree audit
- Impacts the entire audit
- Should be used sparingly

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Self Service](#) > [Advisor Center](#) > [Advisee Student Center](#)

Student Services Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Campus Community](#) > [Student Services Center](#)

ENTER A COURSE SUBSTITUTION

1. Search for the student's Degree Audit by either UFID or first and last name. Then, click **Search**.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

2. When the search results load, click on the **student's name** or **UFID** to access the degree audit.
3. On the Advisee Student Center, select **Academic Requirements** from the dropdown menu. Then, click the **arrow icon**.

Faculty Center | **Advisor Center** | Search | Learning Management
 My Advisees | **Student Center** | General Info | Transfer Credit | Academics
 Advisee Student Center

- Academic Planner
- Academic Requirements**
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Deadlines | URL

This Week's Schedule

Class	Schedule	Units
AMH 3593-4H30 LEC (10285) Six Week - Second	MoTuWeThFr 12:30PM - 1:45PM Keene-Flint Hall 0101	3.00

4. The Degree Audit appears. Select **Collapse All**.

Advisee Requirements
Albert Alligator
 University of Florida | Undergraduate

This report last generated on 07/13/2018 1:39PM

UF Completed at UF IP In Progress ★ Planned
 T2 2-Year Transfer T4 4-Year Transfer EX Exam or Test IN Internal Transfer TR Other Transfer OT Other Course
 Requirement Satisfied Requirement Satisfied-IP Course Requirement Not Satisfied

- ▶ **BACHELOR OF ARTS WITH A MAJOR IN HISTORY**
- ▶ **History - Major Catalog Link for Catalog Year 2017**
- ▶ **History - Critical Tracking**
- ▼ **History - College Requirements**

5. Scroll down to the bottom of the audit and select the type of course you wish to substitute. In this example, we will select **Transfer Credit**.

▶ University of Florida Courses

▶ Transfer Credit

▶ Test Credit

▶ Other Credit

6. Locate the course you wish to substitute.

Institution	Term Taken	External Subject / Catalog Nbr	Units Taken	Grade Input	Status	Equivalent Subject / Catlg Nbr	Units Accepted	Grade
Eastern Florida State College	2014 FALL	ENC 1101	3.00	C	Posted	ENC 1101	3.000	C
Eastern Florida State College	2014 FALL	REL 2300	3.00	C	Posted	REL 2300	3.000	C
Eastern Florida State College	2014 FALL	SYG 2000	3.00	B	Posted	SYG 2000	3.000	B
Eastern Florida State College	2014 SUMR	SLS 1101	3.00	B	Posted	SLS L000	3.000	B
Eastern Florida State College	2014 SUMR	SPC 2608	3.00	B	Posted	SPC 2608	3.000	B
Eastern Florida State College	2015 SPR	AST 1002	3.00	E	Posted	AST 1002	3.000	E
Eastern Florida State College	2015 SPR	ENC 1102	3.00	W	Posted	ENC 1102	3.000	W
Eastern Florida State College	2015 SPR	PSY 2012	3.00	D	Posted	PSY 2012	3.000	D
Santa Fe College Florida	2015 FALL	ENC 1102	3.00	A	Posted	ENC 1102	3.000	A
Santa Fe College Florida	2015 FALL	HUM 2020	3.00	B	Posted	HUM L000	3.000	B
Santa Fe College Florida	2015 FALL	MAT 1033	3.00	B	Posted	MAT L000	3.000	B
Santa Fe College Florida	2016 FALL	AMH 2020	3.00	A	Posted	AMH 2020	3.000	A
Santa Fe College Florida	2016 FALL	AMH 2091	3.00	A	Posted	AMH L000	3.000	A

7. Scroll down to the bottom of the audit and select **Add Course Substitution**.

A screenshot of a web interface showing a list of requirements. The requirements are: University Writing Requirement (with a red X icon), History - Criteria for Graduation with Honors, History - Common Prerequisites for Transfer Admission (with a green checkmark icon), and University Requirements (with a red X icon). Below the list are two buttons: 'Add Course Substitution' (highlighted with a red border) and 'Bulk Course Directives'.

8. Select the Course Source drop-down menu. In this example, we will select **Transfer Courses**.

A screenshot of the 'Create Course Substitution' form. The form displays student information: Name Albert Alligator, Student ID 55551212, Academic Career: Undergraduate, and Student Career Nbr 0. There are search buttons for 'Select Course' and 'Substitute for'. The '*Course Source' dropdown menu is open, showing options: Course Offerings, Enrollment, Other Credit, Test Credit, and Transfer Courses. 'Transfer Courses' is highlighted with a red box. The '*Substitution Seq' is set to 0001.

9. Enter **Long Description**.

10. Click **Search**.

A screenshot of the 'Create Course Substitution' form. The '*Course Source' dropdown menu is now closed and set to 'Transfer Courses'. The '*Long Description' field contains the text 'Course Sub for AMH2631' and is highlighted with a red box. The 'Search' button under 'Select Course' is also highlighted with a red box. The '*Substitution Seq' remains 0001.

11. Enter **Subject Area**.

12. Click **Search**.

Student Course Subs Search

Academic Institution University of Florida

Subject Area

13. Select the **check box** for the desired class.

Course Selection

Personalize | Find | View All | | | First 1-2 of 2 Last

Subject	Catalog	
<input checked="" type="checkbox"/> AMH	L000	Transfer AMH Course
<input checked="" type="checkbox"/> AMH	2020	Us Since 1877

14. Select **Search**.

Create Course Substitution

Name Albert Alligator Student ID 55551212

Academic Career: Undergraduate Student Career Nbr 0

Find | View All 1 of 1

*Substitution Seq *Course Source

*Long Description

Select Course: 027870 AMH L000 Transfer AMH Course

Substitute for:

15. Enter **Subject Area**.

16. Click **Search**.

Student Course Subs Search

Academic Institution University of Florida

Subject Area **AMH** x American History

Search

Return

17. To view more subjects, select **View 100**. Then scroll down to the class you want to create a substitution for.

<input checked="" type="checkbox"/>	AMH	2093	Africa-Am His 1877-Pr
<input checked="" type="checkbox"/>	AMH	2631	His of Sustainability
<input checked="" type="checkbox"/>	AMH	2631	His of Sustainability

18. Select **OK**.

Create Course Substitution

Name Albert Alligator Student ID 55551212

Academic Career: Undergraduate Student Career Nbr 0

Find | View All 1 of 1

*Substitution Seq 0001 *Course Source Transfer Courses

*Long Description Course Sub for AMH2631

Select Course: Search 027870 AMH L000 Transfer AMH Course

Substitute for: Search 026355 AMH 2631 His of Sustainability

OK Cancel Apply

19. Return to audit and make sure the substitution appears. This is shown by a **check mark**.

(11)-9 Credits Must Be from American or European History Courses

Satisfied: create exception

The following courses were used to satisfy this requirement:

Personalize | View All | 1-5 of 5

Course	Description	Units	When	Grade	Notes	Status
AMH L000	Transfer AMH Course	3.00	Summer 2017	A	04	<input checked="" type="checkbox"/>
AMH2020	Us Since 1877	3.00	Summer 2017	A		<input type="checkbox"/>
AMH3593	Oral History	3.00	Summer 2018			<input type="checkbox"/>
AMH3931	Special Topics/Am His	3.00	Summer 2017	C		<input type="checkbox"/>
AMH3931	Special Topics/Am His	3.00	Summer 2018			<input type="checkbox"/>

Eastern Florida State College	2015 SPR	PSY 2012	3.00	D	Posted	PSY 2012	3.000	D	
Santa Fe College Florida	2015 FALL	ENC 1102	3.00	A	Posted	ENC 1102	3.000	A	
Santa Fe College Florida	2015 FALL	HUM 2020	3.00	B	Posted	HUM L000	3.000	B	
Santa Fe College Florida	2015 FALL	MAT 1033	3.00	B	Posted	MAT L000	3.000	B	
Santa Fe College Florida	2016 FALL	AMH 2020	3.00	A	Posted	AMH 2020	3.000	A	
Santa Fe College Florida	2016 FALL	AMH 2091	3.00	A	Posted	AMH L000	3.000	A	<input checked="" type="checkbox"/>

ADDITIONAL HELP

Further resources are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>.

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

SASS / CS Finders Help

Refresh Top Forward

Filter List by College: Select a College (Click plus sign at far left to hide/show filters b

Curr Reg: Select	Fall Reg: Select	Elig to Reg: Select	Grad: Select	Status: Select
Hrs Ernd: Select	Degree: Select	Crse/Excp: Select	UT Term: Select	Name: [Text Field]

UFID:
[Text Field]

*ignore filters

Sort by:

Name

Col-Maj

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.

Audit	UFID	Name	SASS Col-Maj	Audit Counts		Program Counts			Elig	Hours	Xfer Hrs	CSTAT								Count: 151	
(Both)	(SASS Audit)	(SASS Header)	(SASS Course)	Crse	Excp	Major	Minor	Cert	to Reg	Erd	Acpt	UT Term	Class	Col	Maj	Trk	Ctlg Yr	Deg	Done ?	Status	
Audit	11111111	STUDENT 1	FA--GR	5	2	1	0	0	Y	138.00	60.00	6	4	FA	GRD		2015	BFAGRA	<input type="checkbox"/>	Not done:	
Audit	22222222	STUDENT 2	FA--TH BA	0	2	2	0	0	Y	107.00	6.00	6	4	FA	THB	BA	2015	FABA	<input type="checkbox"/>	Not done:	
Audit	33333333	STUDENT 3	FA--MS CFI	0	4	1	0	0	Y	160.00	0.00	6	4	FA	MSC	CFI	2015	BMUS	<input type="checkbox"/>	Not done:	

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

GRADUATE DEGREE AUDITS

OVERVIEW

The Graduate School utilizes Degree Audits to monitor **Graduate School Requirements** for overall credits, major credits, relevant GPAs, allowable undergraduate credits and milestones. These requirements are governed by the Graduate Council. In this instruction guide, we will review the Degree Audit, discuss exceptions, and explain how milestones impact the Graduate Degree Audit.

GRADUATE DEGREE AUDIT

Graduate School audits contain 3 main Requirement Groups, which exist for every degree program. These include:

- **Requirement Group 1:** General information on graduate programs
- **Requirement Group 2:** Plan-specific Requirements that vary from plan to plan
- **Requirement Group 3:** Credits, GPAs, and Milestones required for students to graduate with the specified degree

Requirement Groups can expand to view Requirements and Requirement Lines. The Graduate School's Office of Graduate Student Records personnel are authorized to make exceptions on Degree Audits. Currently, all requests for exceptions to Graduate School Council policies require a formal petition process through the Graduate School.

The screenshot shows the 'University of Florida | Graduate' degree audit interface. At the top, it indicates the report was last generated on 08/02/2018 1. Below this are four buttons: 'Collapse All', 'Expand All', 'View Report as PDF', and 'Return to Default'. A callout box points to the 'Collapse All' button, stating: 'Collapse All will collapse the Requirement Groups into the view below.'

Below the buttons is a legend for course status and requirement lines. A callout box points to this legend, stating: 'Key for reading course status on the Degree Audit'. The legend includes:

- Completed at UF (UP)
- In Progress (IP)
- Planned (★)
- 2-Year Transfer (T2)
- 4-Year Transfer (T4)
- Exam or Test (EX)
- Internal Transfer (IN)
- Other Transfer (OT)
- Other Course (OC)
- Requirement Satisfied (✓)
- Requirement Satisfied-IP Course (○)
- Requirement Not Satisfied (✗)




Below the legend are three expandable sections: 'Graduate Catalog Link & Course Limits', 'PhD in Mechanical Engineering: General Information', and 'Graduate School Requirements for the PhD in Mechanical Engineering'. A callout box points to these sections, stating: 'Key for reading Requirement Line, Requirement, or Requirement Group status on the Degree Audit'. The 'Graduate School Requirements' section shows a red 'X' icon, indicating a requirement that is not satisfied.

At the bottom of the main content area are two buttons: 'Add Course Substitution' and 'Bulk Course Directives'. A callout box points to these buttons, stating: '3 Requirement Groups'.

At the bottom of the page, there are four expandable sections: 'University of Florida Courses', 'Transfer Credit', 'Test Credit', and 'Other Credit'.

University of Florida | Graduate

This report last generated on 08/02/2018 12:00PM

Not Satisfied: The following requirements are monitored by the Graduate School.

Satisfied: A Bachelor's Degree must be on file for this student.

Not Satisfied: The following are university-level course requirements for this degree program. The academic unit overseeing this degree program also has its own, more specific requirements necessary for graduation.

Not Satisfied: The Graduate School requires at least 90 credits towards this degree with a minimum grade of C or better.

- Units: 90.00 required, 24.00 taken, 66.00 needed
- GPA: 3.000 required, 3.900 actual

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CAP6817	Adv Machine Learning	3.00	Fall 2017	A	
COP5636	Adv Data Structures	3.00	Fall 2017	A-	
EEL6935	Spec Topic Elect Engr	3.00	Spring 2018	A	
EGM6936	Graduate Seminar	1.00	Spring 2018	A	
EML7979	Advanced Research	3.00	Fall 2017	S	
EML7979	Advanced Research	5.00	Spring 2018	S	
EML7979	Advanced Research	6.00	Summer 2018		

Expand All will open the Requirement Groups into the view below.

Arrow to expand or collapse

Requirement Group

Requirement

Requirement Line

GRADUATE MILESTONES

Milestones are used by the Graduate School to track non-course requirements such as a thesis/dissertation. For the Graduate School, milestones:

- Are automatically applied by the Graduate School for graduate degree plans.
- Are assigned based on the student's academic program.
- Vary depending on the degree being sought.
- Directly impact the Degree Audit and must be satisfied for the degree to be awarded.

- Examples include:
 - Doctor of Philosophy
 - Supervisory Committee
 - Qualifying Examination
 - Admission to Candidacy
 - Final Examination, Dissertation Defense
 - Final term enrollment
 - Master's (Thesis)
 - Supervisory Committee
 - Final Examination, Thesis Defense
 - Final term enrollment
 - Master's (Non-Thesis)
 - Supervisory Committee
 - Final Examination, Final Culminating Experience
 - Final term enrollment

Graduate Advisors enter data for the completion of most milestones. Thesis and Dissertation milestone status levels are assigned by the Graduate School Editorial Office upon submission of the thesis or dissertation and their associated required documents.

VIEWING MILESTONES

Graduate Milestones may be viewed in the Advisee Student Center or the Student Services Center.

Student Services Center Navigation: NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

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

Advisee Student Center
Alberta Alligator

Academics

My Class Schedule

other academic...

Deadlines URL

Fall 2018 Schedule

Class	Schedule	Units
CCJ 3024-1E51 LEC (11479) Regular Academic Session	Room TBA	3.00

Weekly Schedule ▶

Personal Information

Demographic Data

Contact Information

Permanent Address None	Billing Address None
Primary Phone 452/111-1111	Home E-mail None

Holds

No Holds.

To Do List

No To Do's.

Milestones

- Graduate Committee
- Graduate Committee
- Graduate Final Examination
- Graduate Final Examination

Enrollment D

Enrollment Appo

You may begin enrolling for the Fall 2018 Regular Academic Session session on April 5, 2018.

Milestone Information

ADDITIONAL HELP

Further resources are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>.

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 for the Graduate School, contact Marjorie Roulston at roulstonm@ufl.edu.

ACADEMIC ADVISING: 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) and number of courses.

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

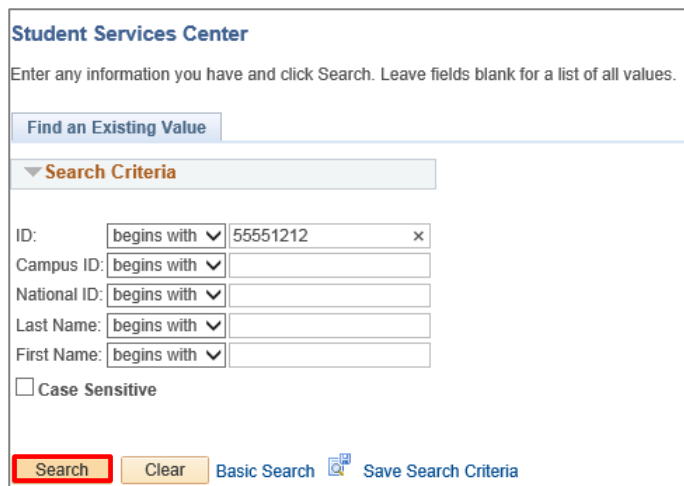
NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

Student Services Center:

NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

ENTER 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.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with [ALLIGATOR]

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
55551212	Alligator, Albert	Unknown	**/**/****	(blank)	*****	USA	SSN			ALLIGATOR	ALBERT

3. From the dropdown menu, select **Academic Requirement**. Then, click the **arrow icon**.

Albert Alligator ID 55551212

Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid

Albert's Student Center


- Academic Requirements
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Deadlines URL Gradebook

This Week's Schedule

Class	Schedule	Units
CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00




4. The Degree Audit loads. Select **Collapse All**.







Albert Alligator ID 55551212 




University of Florida | Undergraduate

This report last generated on 07/09/2018 10:57AM

-

 Completed at UF
  In Progress
  Planned









 2-Year Transfer
  4-Year Transfer
  Exam or Test
  Internal Transfer
  Other Transfer
  Other Course

 Requirement Satisfied
  Requirement Satisfied-IP Course
  Requirement Not Satisfied

▶ **BACHELOR OF SCIENCE WITH A MAJOR IN BIOLOGY - PREPROFESSIONAL**

▶ [Biology Major Catalog Link for Catalog Year 2016](#)

5. Scroll down and select the **Requirement Group**.

- ▶ **Biology - Preprofessional - College Requirements** 
- ▶ **Biology - Preprofessional Core & Elective Requirements** 
- ▶ **UF Quest and State Core Gen Ed** 
- ▶ **CLAS Basic Distribution Requirements** 
- ▶ **General Education International and Diversity Requirement** 
- ▶ **University Writing Requirement** 
- ▶ **Biology - Criteria for Graduation with Honors**
- ▶ **Biology - Common Prerequisites for Transfer Admission** 
- ▶ **University Requirements** 

6. Select the **Requirement Line**.

General Education International and Diversity Requirement

Not Satisfied:

International/Diversity Requirement

Not Satisfied: General Education International & Diversity Focus

(51)-International Focus - 3 Credits

(52)-Diversity Focus - 3 Credits

7. Review **Units**.
8. Select **Create Exception drop-down menu**.
9. Select **Requirement Change**.
10. Click **arrow**.

CLAS Basic Distribution Requirements

General Education International and Diversity Requirement

Not Satisfied:

International/Diversity Requirement

Not Satisfied: General Education International & Diversity Focus

(51)-International Focus - 3 Credits

(52)-Diversity Focus - 3 Credits

Not Satisfied: Diversity Focus - 3 Credits

• Units: 3.00 required, 0.00 taken, 3.00 needed

11. Enter **Long Description**.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description:

Requirement Line to Change

Requirement Group: 501212 BIO PRO GE-I

Requirement: 000500043 International/Diversity

Line Nbr: 0030 Diversity Focus

New Values

Minimum Units Maximum Units Allowed

Minimum Courses Maximum Courses Allowed

Save and Return Cancel

12. Enter **Minimum Units**.

13. Select **Save and Return**.

New Values

Minimum Units Maximum Units Allowed

Minimum Courses Maximum Courses Allowed

Save and Return Cancel

14. Return to the Degree Audit. Review **Units** and make sure **Requirement Change** is correct.

General Education International and Diversity Requirement

Not Satisfied:

International/Diversity Requirement ❌

Not Satisfied: General Education International & Diversity Focus ⌵ ⏪

(51)-International Focus - 3 Credits ✅

(52)-Diversity Focus - 3 Credits ❌

Not Satisfied: Diversity Focus - 3 Credits ⌵ ⏪

Note 02: Required units or courses have been changed.

- Units: 2.00 required, 0.00 taken, 2.00 needed

ADDITIONAL HELP

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

ACADEMIC ADVISING: REQUIREMENT OVERRIDE

- A Requirement Override is used to change a Requirement 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 one of the following navigation paths:

Advisee Student Center:

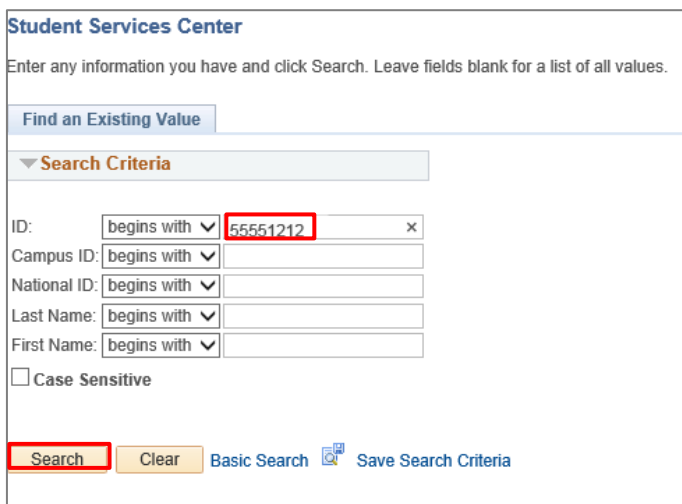
NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

Student Services Center:

NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

ENTER 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.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID:
 Campus ID:
 National ID:
 Last Name: ALLIGATOR
 First Name:

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
55551212	Alligator, Albert	Unknown	**/**/****	(blank)	*****	USA	SSN	ALLIGATOR	ALBERT

3. From the dropdown menu, select **Academic Requirement**. Then, click the **arrow icon**.

Albert Alligator ID 55551212 ★

Albert's Student Center

- Academic Requirements**
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

This Week's Schedule

Class	Schedule	Units
<input type="button" value="Info"/> CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00

4. The degree audit loads. Scroll down and select the **Requirement Group**.

Public Relations Major Catalog Link for Catalog Year 2017
Public Relations - Critical Tracking
Public Relations - College Requirements
Public Relations - Core Requirements

5. Select the **Create Exception drop-down menu** from the Outside Concentration Requirement.

(25)-Public Relations Professional Electives (Block 1: 10 Credits)
(26)-Public Relations Professional Electives (Block 2: 3 Credits)
Outside Concentration
create exception

Not Satisfied: Specify Outside Concentration in Room 1060 Weimer. Courses cannot be used to meet other requirements. Outside concentrations require 12 credits in a department outside of the college unless otherwise noted.

6. Select **Requirement Override**.
7. Click the **arrow**.

(26)-Public Relations Professional Electives (Block 2: 3 Credits)
Outside Concentration
Requirement Ov

Not Satisfied: Specify Outside Concentration in Room 1060 Weimer. Courses cannot be used to meet other requirements. Outside concentrations require 12 credits in a department outside of the college unless otherwise noted.

8. Enter a **Long Description**.

Description
Advisement Override: 00000000
Long Description: TJS

9. Select the **magnifying glass** beside Requirement to search.

New Values

Requirement Group

Requirement

Save and Return Cancel

10. Enter **Description**. In this example, we will enter **JM-MIN**.
11. Select **Look Up**.

Description

Advisement Override: 000000000

Long Description: TJS

Requirement to Override

Requirement Group: 503721 PR C

Requirement: 000503874 Outsk

New Values

Requirement Group

Requirement

Save and Return Cancel

Look Up Requirement

Academic Institution: UFLO

Academic Requirement: begins with

Academic Career: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Sub-Plan: begins with

Description: begins with JM-MIN x

Look Up Clear Cancel Basic Lookup

12. Click on the **Academic Requirement**.

000503577	UGRD	(blank)	(blank)	(blank)	JM-MINBU2
000503422	UGRD	(blank)	(blank)	(blank)	JM-MINBUS
000503567	UGRD	(blank)	(blank)	(blank)	JM-MINCCJ
000505174	UGRD	(blank)	(blank)	(blank)	JM-MINCHM
000503914	UGRD	(blank)	(blank)	(blank)	JM-MINCIS

13. Select **Save and Return**.
14. Return to the audit to make sure the override appears, and the new Requirement appears.

▶ (26)-Public Relations Professional Electives (Block 2: 3 Credits)

Criminology Concentration

Not Satisfied: *Req Override

▶ (27)-Minimum 12 hours required (limit of 3 hours below 3000 level)

▶ (28)-9 hours must be 3000 level or higher (unless pre-requirement)

ADDITIONAL HELP

Further resources are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>.

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: REQUIREMENT WAIVER

- Used to waive a Requirement or Requirement Line.
- Drops all courses already in the area out and cause the area to not be checked when the Degree Audit runs.
- 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 one of the following navigation paths:

Advisee Student Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Self Service](#) > [Advisor Center](#) > [Advisee Student Center](#)

Student Services Center:

[NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Campus Community](#) > [Student Services Center](#)

ENTER A REQUIREMENT WAIVER

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

Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

2. Click on the **student's name** to view their degree audit.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with [ALLIGATOR]

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID	Short Description	Last Name	First Name
55551212	Alligator, Albert	Unknown	****	(blank)	*****	USA	SSN		ALLIGATOR, ALBERT	

- From the dropdown menu, select **Academic Requirement**. Then, click the arrow icon.

Albert Alligator ID 55551212

Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid

Albert's Student Center

- Academic Requirements
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Deadlines URL Gradebook

This Week's Schedule

Class	Schedule	Units
CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00

- The Degree Audit loads. You may need to click on the **Requirement Group** and **Requirement Line** to expand the view and locate the course you want to waive.

Note: If the audit is already in the "expanded view," you can just scroll down to the course.

- Select the **Create Exception drop-down menu** and select **Requirement Waiver** for the course you want to waive.

Departmental Exit Exam

Not Satisfied: Students must complete the exit exam (Diagnostic of Undergraduate Chemistry Knowledge).

Requirement Change
Requirement Override
Requirement Waiver
create exception...

6. Click the **arrow**.

Departmental Exit Exam

Not Satisfied: Students must complete the exit exam (Diagnostic of Undergraduate Chemistry Knowledge).

Requirement Waiver

7. Enter **Long Description**.

Description

Advisement Override: 000000000

Long Description: TJS

8. Select **Save and Return**.

9. Return to the Degree Audit to make sure the waiver appears.

Departmental Exit Exam

Waived: Students must complete the exit exam (Diagnostic of Undergraduate Chemistry Knowledge).

TJS

*Req Waiver

ADDITIONAL HELP

Further resources are available at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>.

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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

Adjust Transfer Test Credits

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: ID begins with

[Search](#) [Advanced Search](#)

2. Click on the search results to display the student's information.
3. Click the **Test Credit** tab.

Course Credits: **Test Credits**

Course Details [Find](#) [View](#)

Institution: University of Florida Career: Undergraduate
Program: Liberal Arts and Sciences Plan: Chemistry Sub-Plan: Biochemistry

Id	Grp	Seq	Ext Institution	Ext Term & Year	Ext Subj & Crse Nbr	Ext Title	Ext Units	Ext Grade	Artic Term & Year	Subj & Crse Nbr	Title	Units
1				0								0.1

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.

Course Credits | Test Credits

Test Credit Details

Institution: University of Florida Career: Undergraduate
 Program: Liberal Arts and Sciences Plan: Chemistry Sub-Plan: Biochemistry

Mdl	Grp	Seq	Test Date	Test ID	Exam	Score	Artic Term & Year	Subj & Crse Nbr	Title	Units	Units	Grade	Excl Code
1	1	1	1	IB Converst			Fall 2013	SPN 2200	Intermed Spanish 1	3.000	3.000	P	<input type="text"/>
2	1	2	1	AP			Fall 2013	ENC 1101	Expos and Argu Writing	3.000	3.000	P	<input type="text"/>
3	1	3	1	IB Converst			Fall 2013	MAC 2311	Analyt Geom and Calc 1	4.000	4.000	P	<input type="text"/>
4	1	4	1	IB Converst			Fall 2013	MAC 2233	Survey of Calculus 1	3.000	3.000	P	<input type="text"/>
5	1	5	1	IB Converst			Fall 2013	LIT 2110	World Lit Anc to Ren	3.000	3.000	P	<input type="text"/>
6	1	6	1	IB Converst			Fall 2013	ENC 1101	Expos and Argu Writing	3.000	3.000	P	<input type="text"/>
7	1	7	1	IB Converst			Fall 2013	CHM 2045L	General Chemistry Lab	1.000	1.000	P	<input type="text"/>
8	1	8	1	IB Converst			Fall 2013	CHM 2045	General Chemistry	3.000	3.000	P	<input type="text"/>
9	1	9	1	IB Converst			Fall 2013	CHM 1030	Bas Chem Concept/Appl	3.000	3.000	P	<input type="text"/>
10	1	11	1	IB Converst			Fall 2013	BSC 2010L	Integ Prin Biol 1 Lab	1.000	1.000	P	<input type="text"/>
11	1	12	1	IB Converst			Fall 2013	BSC 2010	Integra Princ Biol 1	3.000	3.000	P	<input type="text"/>
12	1	13	1	IB Converst			Fall 2013	BSC 2009L	Lab in Biol Sciences	1.000	1.000	P	<input type="text"/>
13	1	14	1	IB Converst			Fall 2013	BSC 2009	Biological Sciences	3.000	3.000	P	<input type="text"/>
14	1	15	1	IB Converst			Fall 2013	AMH 2020	Us Since 1877	3.000	3.000	P	<input type="text"/>
15	1	16	1	IB Converst			Fall 2013	AMH 2010	United States to 1877	3.000	3.000	P	<input type="text"/>
16	1	18	1	AP			Fall 2013	MAC 2312	Analyt Geom and Calc 2	4.000	4.000	P	<input type="text"/>

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

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.

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

Adjust Transfer Test Credits

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: ID begins with

[Search](#) [Advanced Search](#)

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).

Course Details Find | View All | First 1 of 1

Institution: University of Florida Career: Undergraduate
 Program: Business Plan: Bkr Adm-In-General Studies Sub-Plan:

Seq	Req	Req	Ext Institution	Ext Term & Year	Ext Subj & Crse Nbr	Ext Title	Ext Units	Ext Grade	Orig Term & Year	Subj & Crse Nbr	Title	Units	Grade	Ext Code
1	1	1	1 Florida State Colg @ Jackson	Fall 2013	MAC 1114	COLLEGE TRIGONOMETRY	3.00	A	Fall 2016	MAC 1114	Trigonometry	3.00	A	
2	1	2	1 Florida State Colg @ Jackson	Fall 2014	MAC 2311	CALC ANALYTIC GEOM I	4.00	C	Fall 2016	MAC 2311	Analyt Geom and Calc 1	4.00	C	
3	1	3	1 Florida State Colg @ Jackson	Fall 2014	BSC 2010C	PRINC OF BIOLOGY I	4.00	B	Fall 2016	BSC 2010	Integr Princ Biol 1	4.00	B	
4	1	3	2 Florida State Colg @ Jackson						Fall 2016	MCB 3023L	Microbiology Lab	1.00	B	
5	1	4	1 Florida State Colg @ Jackson	Fall 2014	ARTH 2050	ART HISTORY I	3.00	A	Fall 2016	ARTH 2050	Intro Hist of Art 1	3.00	A	
6	1	5	1 Florida State Colg @ Jackson	Semmer 2014	HUM 2210	HUMANITIES: FNDNGS	3.00	B	Fall 2016	HUM 2210	Western Humanities	3.00	B	
7	1	6	1 Florida State Colg @ Jackson	Semmer 2013	CHM 1030C	PRINC GEN CHEMISTRY	4.00	B	Fall 2016	CHM 1031	Bas Chem Concepts I	4.00	B	
8	1	7	1 Florida State Colg @ Jackson	Semmer 2013	ENC 1101	ENGLISH COMPOSTN I	3.00	B	Fall 2016	ENC 1101	Expor and Argu Writing	3.00	B	
9	1	8	1 Florida State Colg @ Jackson	Fall 2013	AMH 2010	U S H S T O 1895	3.00	B	Fall 2016	AMH 2010	United States to 1877	3.00	B	
10	1	9	1 Florida State Colg @ Jackson	Fall 2014	SPC 2017	INT SPEECH COMMUNCTN	3.00	B	Fall 2016	SPC 1000	Transfer SPC Course	3.00	B	
11	1	10	1 Florida State Colg @ Jackson	Spring 2014	AMH 2020	U S H S T O PRES	3.00	A	Fall 2016	AMH 2020	Us Since 1877	3.00	A	
12	1	11	1 Florida State Colg @ Jackson	Spring 2014	DEP 2004	HUMAN GROWTH/DEVLPMNT	3.00	A	Fall 2016	DEP 2004	Development Psychology	3.00	A	
13	1	12	1 Florida State Colg @ Jackson	Spring 2014	ENC 1102	WRITING NON-FICTION	3.00	A	Fall 2016	ENC 1102	Argument and Persuasion	3.00	A	
14	1	13	1 Florida State Colg @ Jackson	Semmer 2014	GEA 1000	WORLD GEOGRAPHY	3.00	B	Fall 2016	GEA 1000	Geog Ckanglgl World	3.00	B	
15	1	14	1 Florida State Colg @ Jackson	Spring 2015	SYG 2010	SOCIAL PROBLEMS	3.00	B	Fall 2016	SYG 2010	Social Problems	3.00	B	
16	1	15	1 Florida State Colg @ Jackson	Spring 2015	STA 2023	ELEM STATISTICS	3.00	B	Fall 2016	STA 2023	Intro to Statistics 1	3.00	B	
17	1	16	1 Florida State Colg @ Jackson	Spring 2015	HSC 1531	MEDICAL TERMINOLOGY	3.00	A	Fall 2016	HSC 3537	Hls and Med Terminology	3.00	A	
18	1	17	1 Florida State Colg @ Jackson	Spring 2015	HUN 2201	HUMAN NUTRITION	3.00	C	Fall 2016	HUN 2201	Fund Human Nutrition	3.00	C	
19	1	18	1 Florida State Colg @ Jackson	Spring 2015	SLS 1103	STRATEGIES SUCCESS	3.00	A	Fall 2016	SLS 1000	Transfer SLS Course	3.00	A	
20	2	19	1 Santa Fe College Florida	Semmer 2016	ECO 2023	MICROECONOMICS	3.00	A	Fall 2016	ECO 2023	Prin Microeconomics	3.00	A	
21	2	20	1 Santa Fe College Florida	Semmer 2016	ACG 2071	MANAG ACCT	3.00	A	Fall 2016	ACG 2071	Intro Managerial Acct	3.00	A	
22	2	21	1 Santa Fe College Florida	Spring 2016	MAC 2233L	SURV CALC LAB MAC 223		A	Fall 2016	MAC 2233	Survey of Calculus 1	0.00	A	
23	2	22	1 Santa Fe College Florida	Spring 2016	MAC 2233	SURVEY CALCULUS MAC 223	4.00	A	Fall 2016	MAC 2233	Survey of Calculus 1	4.00	A	
24	2	23	1 Santa Fe College Florida	Spring 2016	ECO 2013	MACROECONOMICS ECO 201	3.00	B+	Fall 2016	ECO 2013	Prin Macroeconomics	3.00	B+	
25	2	24	1 Santa Fe College Florida	Spring 2016	CGS 1000	INT COLL COMPUTERS CGS 100	3.00	A	Fall 2016	CGS 1000	Transfer CGS Course	3.00	A	

5. Click **Save**. Note that the units transferred total will update when you click Save.

ADDITIONAL HELP

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

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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](#).

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

2. Click on the name of the student to reach their degree audit.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID:
 Campus ID:
 National ID:
 Last Name:
 First Name:
 Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
00000542	Alligator, Albert	Unknown	****/****	(blank)	*****	*****	USA	SSN		ALLIGATOR	ALBERT
02062630	Alligator, Alberta B	Female	****/****	(blank)	*****	*****	USA	SSN		ALLIGATOR	ALBERTA

3. From the dropdown menu, select **Advising Notes**.

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

Alberta Alligator

▼ Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

i You are not enrolled in classes.

other academic... - Academic Requirements
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial

Contact Information

Permanent Address	Billing Address
None	None
Primary Phone	Home E-mail
352/111-1111	None

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.

[< Home](#) **Advising Notes**

Advising Notes

ID Category
Institution UFLOR University of Florida

Notes 1-4 of 4

Note ID 00001 Subject CONVNOTES / GENERAL Display to Student
Category CONVNOTES Created 04/11/2017 Open Note
Subcategory GENERAL Advisor

Comments 1 of 1

Changed major to exploratory UT2 171. Stu plans to go into JM but needs a semester to get on track. Cleared off track hold. - EJM

Seq 1 Created 04/11/2017 By UF_CONVERSION
Nbr



Note ID 00002 Subject CONVNOTES / GENERAL Display to Student
Category CONVNOTES Created 11/03/2017 Open Note
Subcategory GENERAL Advisor 38058190 Nicole Dankers

5. Click the **note field**, and enter your comment.

[< Home](#) **Advising Notes**

Note ID 00004 Subject Major change from ADV to JM Display to Student
Category MAJORCNG Created 01/08/2018 Open Note
Subcategory SAMECOLLEG Advisor

Comments 1-2 of 2

Student indicated desire to change major to JM. Will change major in Student Program/Plan effective immediately

Seq Nbr 1 Created 01/08/2018 By 50166550 Shorey,Tobin J

Changed major. Met with student to select outside concentration

Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey,Tobin J

Add New Note

*Category *Subject
*Subcategory Display to Student

Comments

Contact the Director of Curriculum Analysis to update or remove committed notes.

6. Click **Add Comment**.

< Home
Advising Notes

Note ID 00004 Subject Major change from ADV to JM Display to Student
 Category MAJORCNG Created 01/08/2018 Open Note
 Subcategory SAMECOLLEG Advisor

Comments 1-2 of 2

Student indicated desire to change major to JM. Will change major in Student Program/Plan effective immediately

Seq Nbr 1	Created 01/08/2018	By 50166550	Shorey,Tobin J
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Changed major. Met with student to select outside concentration

Seq Nbr 2	Created 01/08/2018	By 50166550	Shorey,Tobin J
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Student very happy with major change after speaking to faculty

Add Comment

Add New Note Save

*Category *Subject

*Subcategory Display to Student

Comments

Save Note

Contact the Director of Curriculum Analysis to update or remove committed notes.

Return to Search Refresh

7. Click **Display to Student** if you would like the note to display in OneUF.

< Home
Advising Notes

Note ID 00004 Subject Major change from ADV to JM **Display to Student**
 Category MAJORCNG Created 01/08/2018 Open Note
 Subcategory SAMECOLLEG Advisor

Comments 1-2 of 2

Student indicated desire to change major to JM. Will change major in Student Program/Plan effective immediately

Seq Nbr 1	Created 01/08/2018	By 50166550	Shorey,Tobin J
-----------	--------------------	-------------	----------------

Changed major. Met with student to select outside concentration

Seq Nbr 2	Created 01/08/2018	By 50166550	Shorey,Tobin J
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Student very happy with major change after speaking to faculty

Add Comment

Add New Note Save

*Category *Subject

*Subcategory Display to Student

Comments

Save Note

Contact the Director of Curriculum Analysis to update or remove committed notes.

Return to Search Refresh

< Degree Progress Report
Advising Notes

Note ID 00003	Subject CONVNOTES / GENERAL	<input type="checkbox"/> Display to Student
Category CONVNOTES	Created 07/01/2016	<input checked="" type="checkbox"/> Open Note
Subcategory GENERAL	Advisor	

Comments 1 of 1

Going for graphic design. FALL: WARP, DIG1000c, and IUF1000. - DXM

Seq 1	Created 07/01/2016	By UF_CONVERSION
Nbr		

Add New Note

*Category MAJORCNG *Subject Change from ADV to JM

*Subcategory SAMECOLLEG Display to Student

Comments

Student indicated a desire to change major from Advertising to Journalism. Processing major change in Student Program/Plan effective immediately.

Contact the Director of Curriculum Analysis to update or remove committed notes.

8. Click **Save Note**.

< Degree Progress Report
Advising Notes

Note ID 00003	Subject CONVNOTES / GENERAL	<input type="checkbox"/> Display to Student
Category CONVNOTES	Created 07/01/2016	<input checked="" type="checkbox"/> Open Note
Subcategory GENERAL	Advisor	

Comments 1 of 1

Going for graphic design. FALL: WARP, DIG1000c, and IUF1000. - DXM

Seq 1	Created 07/01/2016	By UF_CONVERSION
Nbr		

Add New Note

*Category MAJORCNG *Subject Change from ADV to JM

*Subcategory SAMECOLLEG Display to Student

Comments

Student indicated a desire to change major from Advertising to Journalism. Processing major change in Student Program/Plan effective immediately.

Contact the Director of Curriculum Analysis to update or remove committed notes.

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.