ACADEMIC ADVISING: UPDATE ADVISING NOTE

ADVISING NOTES

- Advisor Notes are used to record conversations and interactions with students regarding their academic record and progress towards the degree.
- The notes are stored by the student’s ID and can be seen by other advisors.

NAVIGATION

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

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

UPDATE ADVISOR NOTE

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

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

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

6. Click Add Comment.
7. Click **Display to Student** if you would like the note to display in OneUF.
8. Click **Save Note**.
ADDITIONAL HELP

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

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

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