STUDENT SERVICES CENTER

This instruction guide will cover how to navigate to the Student Services Center and view information about an individual student.

NAVIGATION

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu** > **Student Information System** > **Campus Community** > **Student Services Center**.
3. Enter the **UF ID** of the student, if known, or enter the **Last Name** and the **First Name** of the student.
4. 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 ▾	
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

STUDENT CENTER TAB

This tab includes information related to academics, finances, personal information, to do items, milestones, enrollment dates, and advisor information.

- Academics Section: Provides links to the student's current schedule and other academic information.
  - Click **My Class Schedule** to view a student's schedule in terms other than the current term.
  - Click **Other Academic drop-down** to navigate to the student's grades if available, course history, and transfer credit information.

  Note: After viewing a student's grades, click **Cancel** to be returned to the Student Services Center.

- Finances Section: Allows you to view summary information on the student's billing information. You will not be able to view detailed billing or financial aid information unless you have the appropriate security.
- Personal Information Section: Contains contact information such as addresses, email and phone number information.

- Click **Demographic Data** to provide additional demographic information.

- Holds Section. A list all of the student's outstanding holds.

  Note: Service Indicators is the Campus Solutions term for holds. These terms refer to the same information.

- To Do List Section: A list of items that are outstanding for the student to complete.
- Milestones Section: Includes items such as thesis/dissertation or other non-course requirements that apply to the student.
- Enrollment Dates: Provides the enrollment appointment for the student.
- Advisor Section: Will list the student's advisor(s) and contact information.

  Note: Click **Details** link if you want to contact the student's advisor.

GENERAL INFORMATION TAB

This tab includes more information on service indicators, check lists, and student groups.

- Click on the **links** at the top of the page or **scroll down** to see all information.

- If there are buttons available, and you have the appropriate security, you can edit information for the student by clicking on that button. For example, if you have the ability to update a service indicator, click the **Edit Service Indicators** button and make the necessary changes.

- Click **Cancel** to be returned to the Student Services Center.

- As another example, you have the ability to **view** student groups through the general info tab. Click the **Edit Student Groups** if you have access to make changes (i.e., student group managers):
  - Student groups are viewable, be aware of the following:
    - Note the status
      - Students can be active OR inactive in a group
    - Effective dating determines WHICH groups are displayed
      - If a student group is future effective dated, it will not display through the general information tab until the effective date.

	Student Groups		Edit Student Groups
Student Group	**Description**	**Institution**	**Status**
3LW	3LWCD Appt Times	University of Florida	Inactive as of 2019-11-05
IA	Innovation Academy	University of Florida	Inactive as of 2019-02-06
IAC	Innovation Academy Preenroll	University of Florida	Inactive as of 2019-08-01
NOND	Non Degree Upload	University of Florida	Active as of 2019-08-01
NWS	New World School of the Arts (	University of Florida	Inactive as of 2019-10-21

ACADEMICS TAB

This tab allows you to view the student's Career, Program, and Plan information and view the status of the student in that program.

- Click the **program name** on the far left of the screen to view details related to the student's program and plan on the right side of the page. In this example, it is UGLAS – Liberal Arts and Sciences.

- Review **Student Career Nbr**. If a Graduate student has been in multiple majors throughout his/her graduate career, you will see a career number greater than 0.

- Review **Approved Load**. The approved load indicates that the student has been approved to pursue this program either full time or part time. It does not reflect the student's actual computed academic load in a term.
- Review **Load Determination**. This is the method by which the student's academic load will be calculated.
- Review **Level Determination**. This is the method by which students will advance to the next academic level.
- Review **Requirement Term**. This is the catalog year for the student's program.
- If you have the proper security, click **Edit Program Data** to make changes to the student's program/plan. Updates may include changes in major, minor, concentration, or requirement term. After making the changes, click **OK** to return to the Student Services Center.

Note: Although all users will have the Edit Program Data button, only those with the appropriate security will be able to change data.

ADDITIONAL HELP

Further resources are available at:
http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/.

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 adding, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or registrarhelp-l@lists.ufl.edu. You can also visit https://registrar.ufl.edu/contacts.