VIEWING STUDY ABROAD PROGRAM REGISTRATION

This instruction guide will cover how to view whether a student is successfully registered in a study abroad program.

NAVIGATION

Use the following navigation to navigate to the student’s term data:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Campus Community
5. Click Student Services Center

Or, you can use the following alternate navigation:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Student Term Information
6. Select Term Activate a Student

PROCESS

1. Locate the student’s record using the search criteria below.
   
   ![Student Services Center](image)

2. Click the Academic Summary tab.
3. Select the correct term.

   Term Summary
   - UFLOR - University of Florida
     - UGROD - Undergraduate
     - 2188 - Fall 2018
     - 2195 - Summer 2018
     - 2181 - Spring 2018
     - 2178 - Fall 2017

4. Select Edit Term Data.

   Note: This page will be read only.

5. Check to make sure you are on the correct term. You can navigate to the correct term by using the left and right arrows in the upper right corner of the page.

   Note: Each row is a semester.

6. On the main term activation page, locate the Form of Study field. This should say Study Abroad.
7. Click on the **External study** tab. This tab will provide you with the country that the study abroad program is in and the type of program.
FOR ADDITIONAL ASSISTANCE

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

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu