ACADEMIC ADVISING: ADD ADVISING NOTE

ADVISING NOTES

- Advisor Notes are used to record conversations and interactions with students regarding their academic record and progress towards the degree.
- The notes are stored by the student's ID and can be seen by other advisors.
- Advisors can flag the notes so they are visible to students in the student center. They must be flagged "Display to Student."

NAVIGATION

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

myUFL > NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center
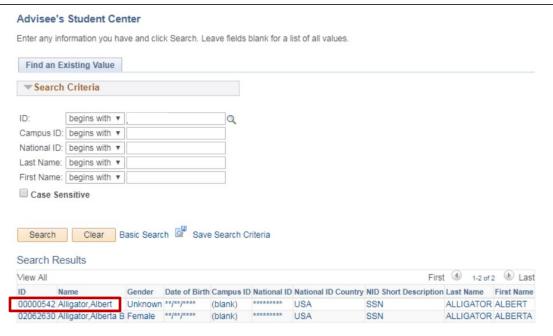
ADD AN ADVISOR NOTE

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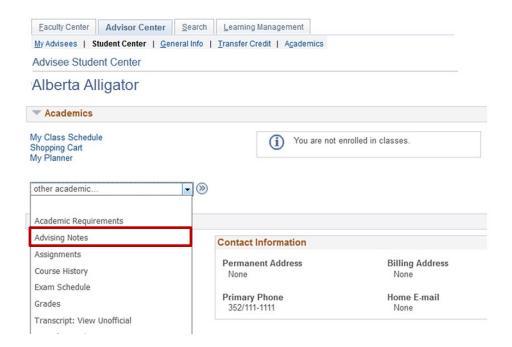

2. Click on the name of the student to reach their degree audit.

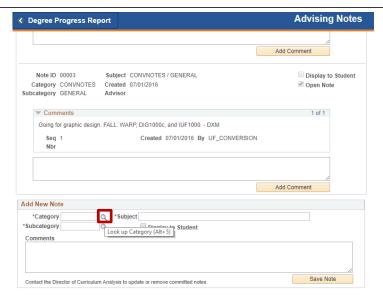3. From the dropdown menu, select **Advising Notes**.

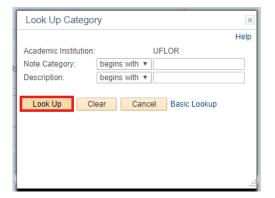

4. Scroll down on the audit to the Add New Note section. Click the **search icon next** to the category field.
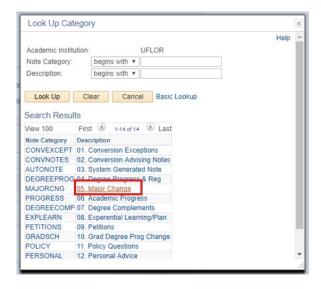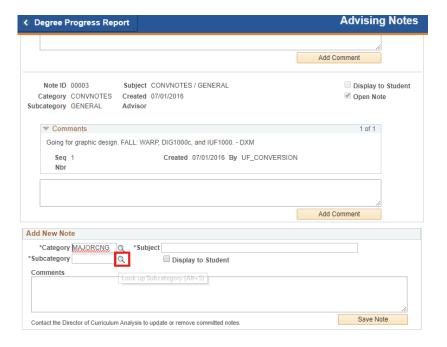
5. Click **Look up**.

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

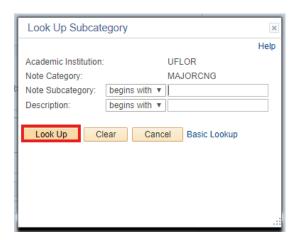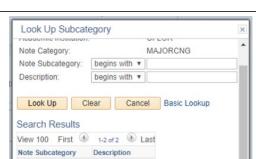7. Click the **search icon** next to the category field.
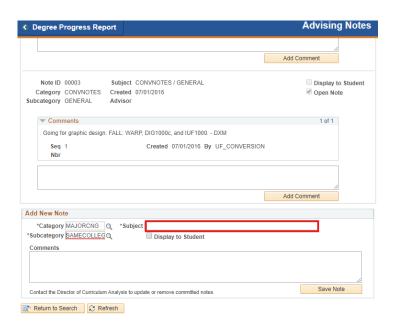

8. Click **Look Up**.

9. Click the **subcategory type**.

10. Enter the **Subject**.

11. Enter **Comments**.

< Degree Progress Report   **Advising Notes**

		☐ Display to Student
		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

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🔁 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.