

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 | USA | SSN | | ALLIGATOR | ALBERT |
| 02062630 | Alligator, Alberta B | Female | **/**/**** | (blank) | ***** | USA | 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

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

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

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 |

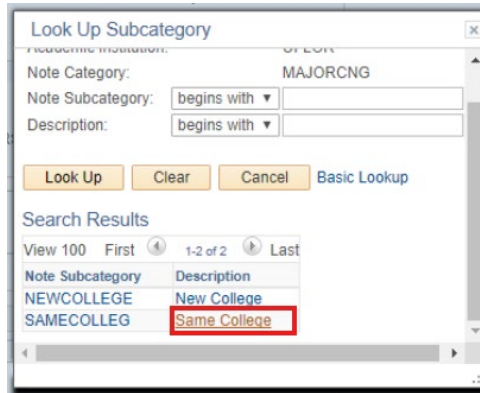
7. Click the **search icon** next to the category field.

The screenshot shows the 'Advising Notes' interface. At the top, there is a navigation bar with a back arrow and the text 'Degree Progress Report' and 'Advising Notes'. Below this is a form with several fields: 'Note ID' (00003), 'Subject' (CONVNOTES / GENERAL), 'Category' (CONVNOTES), 'Created' (07/01/2016), 'Subcategory' (GENERAL), and 'Advisor'. There are also 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'. Below the comments is a table with columns 'Seq Nbr' and 'Created By'. The 'Add Comment' button is visible. At the bottom, there is an 'Add New Note' section with fields for '*Category' (MAJORCNG), '*Subject', '*Subcategory', and 'Display to Student'. A search icon is highlighted next to the '*Subcategory' field. A tooltip 'Look up Subcategory (Alt+S)' is visible over the search icon. A 'Save Note' button is at the bottom right.

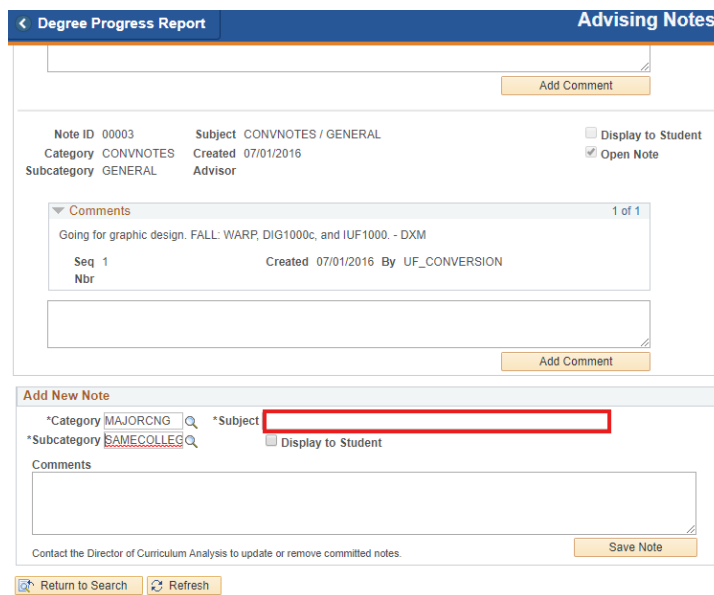
8. Click **Look Up**.

The screenshot shows a 'Look Up Subcategory' dialog box. It has a title bar with a close button and a 'Help' link. The dialog 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 four buttons: 'Look Up' (highlighted with a red box), 'Clear', 'Cancel', and 'Basic Lookup'.

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 | <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 Comment](#)

*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 | <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 Comment](#)

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[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.