Training & Organizational
Development
Human Resources
UNIVERSITY *of* FLORIDA

VIEWING STUDENTS WHO REQUIRE EXCEPTIONS

The following instruction guide will walk you through how to view student who require exceptions on both the former Student Admin Degree Audit and the new myUFL Degree Audit.

NAVIGATION

Navigate and log into Student Admin:

1. Go to the web address **my.ufl.edu**

2. Log in with your **GatorLink Username and Password**

3. Click the **NavBar** icon

4. Click **Main Menu**

5. Click **Quick Links**

6. Click **Student Admin**

7. In the **Jump** field in the upper left-hand corner of the screen enter **csps**.

8. Click the **arrow** to go to the page.

FILTERS

There are several filter options which allow you to narrow down your search results.

- **Filter List by College**: Select a specific college

- **Curr Reg**: Select students who are currently registered, not currently register, or all students

- **Fall Reg**: Select students who are registered for fall, not registered for fall, or all students

- **Elig to Reg**: Select students who are eligible to register, not eligible to register, or all students

- **Grad**: Select students who have applied to graduate, have no applied to graduate, or all students

- **Status**: Select the status of the exception. Either done, not done, ready for review, changed since done, or all

- **Hrs Earned**: Select greater than 100, between 90 and 100, between 60 and 89, or all

- **Degree**: Select either degree awarded or no degree awarded, or all

- **Crse/Excp**: Select exceptions only, courses only, with courses to map, with exceptions, or all

- **UT Term**: Select the desired universal tracking term or all

- **Name**: Enter the name of the student

- **UFID**: If known, enter the UFID of the student and then you can opt to sort the search results by either Name or College Major

RESULTS

Results will display below the filters. The following columns provide helpful links for entering exceptions.

- **Audit (Both)**: Links to both the SASS Audit and the myUFL Degree Audit. Each audit will open in new window

- **UFID (SASS AUDIT)**: The students' UFID number link takes you to the SASS Audit

- **Name (SASS Header)**: The students' name link takes you to the SASS Header information

- **SASS Col-Maj (SASS Course)**: This link takes you to the SASS Courses for that College/Major

- **Audit Counts Crse**: This link takes you to the courses that did not map to our catalog (i.e. transfer courses) •

  Audit Counts Excp: This link takes you the list of exceptions

Audit	UFID	Name	SASS Col-Maj	Audit Counts		Program Counts			Elig	Hours	Xfer Hrs	CSTAT								Count: 151	
(Both)	(SASS Audit)	(SASS Header)	(SASS Course)	Crse	Excp	Major	Minor	Cert	to Reg	Ernd	Acpt	UT Term	Class	Col	Maj	Trk	Ctlg Yr	Deg	Done ?	Status
Audit	11111111	STUDENT 1	FA--GR	5	2	1	0	0	Y	138.00	60.00	6	4	FA	GRD		2015	BFAGRA	☐	Not done:
Audit	22222222	STUDENT 2	FA--TH BA	0	2	2	0	0	Y	107.00	6.00	6	4	FA	THB	BA	2015	FABA	☐	Not done:
Audit	33333333	STUDENT 3	FA--MS CFI	0	4	1	0	0	Y	160.00	0.00	6	4	FA	MSC	CFI	2015	BMUS	☐	Not done:

NOTE: Once you have completed the exceptions for a student, check the Done check box in that student's row.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP helpdesk.ufl.edu