

ACADEMIC ADVISING: UPDATE 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.

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](#)

UPDATE 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: 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

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	SSN			ALLIGATOR	ALBERT
02062630	Alligator, Alberta B	Female	**/**/****	(blank)	*****	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. After reaching the student's degree audit, **scroll down** on the audit to the note section of the degree audit.

- Advisors can comment on notes that already exist.
- These subnotes will follow under the original note like a message thread.
- The subnote inherits the Category, Subcategory, and Subject from the Note you are updating.

[< Home](#) **Advising Notes**

Advising Notes

ID Category
Institution UFLOR University of Florida

Notes 1-4 of 4

Note ID 00001 Subject CONVNOTES / GENERAL Display to Student
Category CONVNOTES Created 04/11/2017 Open Note
Subcategory GENERAL Advisor

Comments 1 of 1

Changed major to exploratory UT2 171. Stu plans to go into JM but needs a semester to get on track. Cleared off track hold. - EJM
Seq 1 Created 04/11/2017 By UF_CONVERSION
Nbr



Note ID 00002 Subject CONVNOTES / GENERAL Display to Student
Category CONVNOTES Created 11/03/2017 Open Note
Subcategory GENERAL Advisor 38058190 Nicole Dankers

5. Click the **note field**, and enter your comment.

[< Home](#) **Advising Notes**

Note ID 00004 Subject Major change from ADV to JM Display to Student
Category MAJORCNG Created 01/08/2018 Open Note
Subcategory SAMECOLLEG Advisor

Comments 1-2 of 2

Student indicated desire to change major to JM. Will change major in Student Program/Plan effective immediately
Seq Nbr 1 Created 01/08/2018 By 50166550 Shorey,Tobin J
Changed major. Met with student to select outside concentration
Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey,Tobin J

Add New Note

*Category *Subject
*Subcategory Display to Student

Comments

Contact the Director of Curriculum Analysis to update or remove committed notes.

6. Click **Add Comment**.

[Home](#) **Advising Notes**

Note ID 00004 Subject Major change from ADV to JM Display to Student
 Category MAJORCNG Created 01/08/2018 Open Note
 Subcategory SAMECOLLEG Advisor

Comments 1-2 of 2

Student indicated desire to change major to JM. Will change major in Student Program/Plan effective immediately

Seq Nbr 1	Created 01/08/2018	By 50166550	Shorey, Tobin J
-----------	--------------------	-------------	-----------------

Changed major. Met with student to select outside concentration

Seq Nbr 2	Created 01/08/2018	By 50166550	Shorey, Tobin J
-----------	--------------------	-------------	-----------------

Student very happy with major change after speaking to faculty

Add Comment

Add New Note Save

*Category *Subject
 *Subcategory Display to Student

Comments

Contact the Director of Curriculum Analysis to update or remove committed notes. **Save Note**

[Return to Search](#) [Refresh](#)

7. Click **Display to Student** if you would like the note to display in OneUF.

[Home](#) **Advising Notes**

Note ID 00004 Subject Major change from ADV to JM **Display to Student**
 Category MAJORCNG Created 01/08/2018 Open Note
 Subcategory SAMECOLLEG Advisor

Comments 1-2 of 2

Student indicated desire to change major to JM. Will change major in Student Program/Plan effective immediately

Seq Nbr 1	Created 01/08/2018	By 50166550	Shorey, Tobin J
-----------	--------------------	-------------	-----------------

Changed major. Met with student to select outside concentration

Seq Nbr 2	Created 01/08/2018	By 50166550	Shorey, Tobin J
-----------	--------------------	-------------	-----------------

Student very happy with major change after speaking to faculty

Add Comment

Add New Note Save

*Category *Subject
 *Subcategory Display to Student

Comments

Contact the Director of Curriculum Analysis to update or remove committed notes. **Save Note**

[Return to Search](#) [Refresh](#)

< 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

Add New Note

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

8. 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

Add New Note

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

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.