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.

Jearen	enterna		
ID:	begins with	•	Q
Campus ID:	begins with	Y	
National ID:	begins with	•	
Last Name:	begins with	v	
First Name:	begins with	Y	
Case Ser	nsitive		

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



UF myUFI

Last

Advisee's Student Center

Search Criteria ID: begins with ▼ Campus ID: begins with ▼ National ID: begins with ▼ Last Name: begins with ▼ Last Name: begins with ▼ Last Name: begins with ▼ Case Sensitive Save Search Criteria Search Clear Basic Search Criteria Search Results First ④ 1-2 of 2 ● Last View All First ④ 1-2 of 2 ● Last ID Name Gender Date of Birth Campus ID National ID Country NID Short Description Last Name 00000542 Alligator,Albert Unknown */**/**** (blank) ************************************	Find an E	kisting Value								
ID: begins with •	Search	Criteria								
Campus ID: begins with Campus ID: begins with National ID: begins with Last Name: begins with Clear Basic Search Search Clear Basic Search Save Search Criteria Search Results View All First Date of Birth Campus ID National ID Country NID Short Description Last Name First Name D0000542 Alligator,Albert Unknown **/**/**** (blank) ********* USA SSN ALLIGATOR ALBERT	ID:	begins with			0					
National ID: begins with Last Name: begins with Clear Basic Search Search Clear Basic Search Search Results View All First Clear Gender Date of Birth Campus ID National ID Country NID Short Description Last Name First Name D0000542 Alligator,Albert Unknown **/**/**** (blank) ********* USA SSN ALLIGATOR ALBERT	Campus ID:	begins with v			~					
Last Name: begins with First Name: begins with Clear Basic Search Search Clear Basic Search Search Results View All First 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	National ID:	begins with V								
First Name: begins with v Case Sensitive Search Clear Basic Search Save Search Criteria Search Results View All First Image: Search Criteria ID Name Gender Date of Birth Campus ID National ID National ID Country NID Short Description Last Name First Image: Search Criteria	Last Name:	begins with v								
Case Sensitive Search Clear Basic Search Save Search Criteria Search Results View All First Gender Date of Birth Campus ID National ID Country NID Short Description Last Name First Nam 00000542 Alligator,Albert Unknown **/**/**** (blank) ********* USA SSN ALLIGATOR ALBERT	First Name:	begins with v								
Search Clear Basic Search Image: Save Search Criteria Search Results View All First 1-2 of 2 Image: Last Name ID Name Gender Date of Birth Campus ID National ID National ID Country NID Short Description Last Name D0000542 Alligator,Albert Unknown ********* USA SSN ALLIGATOR ALBERT	Case Se	nsitive								
Search Results View All First 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	Search	Clear B	asic Searc	h 🔍 Save	Search C	riteria				
View All First	Search Re	sults								
ID Name Gender Date of Birth Campus ID National ID National ID Country NID Short Description Last Name First Name 00000542 Juligator,Albert Unknown ********* USA SSN ALLIGATOR ALBERT	View All							First	t 🕙 1-2 of:	2 🕑 Las
00000542 Alligator,Albert Unknown **/**/**** (blank) ******** USA SSN ALLIGATOR ALBERT	ID N	ame	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	00000542 A	ligator,Albert	Unknown	**/**/****	(blank)	*******	USA	SSN	ALLIGATOR	ALBERT

3. From the dropdown menu, select Advising Notes.

Eaculty Center	Advisor Center	Search	Learning Management	
My Advisees S	student Center Ger	neral Info	Transfer Credit Academics	
Advisee Stude	ent Center			
Alberta A	lligator			
Academics				
/ly Class Schedu Shopping Cart /ly Planner	le		(i) You are not en	nrolled in classes.
other academic		• >>>		
Academic Requir	ements			
Advising Notes			Contact Information	
Assignments			Democrat Address	
Course History			None	None None
Exam Schedule				
Grades			Primary Phone 352/111-1111	Home E-mail
-	Upofficial			
Transcript: View	Unomicial			

- 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. ٠
 - These subnotes will follow under the original note like a message thread. ٠
 - The subnote inherits the Category, Subcategory, and Subject from the Note you are updating. •



UNIVERSITY of FLORIDA

🔇 Home



UF

Advising Notes

ID		Category
Institution UFLOR U	Iniversity of Florida	Filte
Notes		1-
Note ID 00001	Subject CONVNOTES / GENERAL	Display to Stude
Category CONVNOTES Subcategory GENERAL	Created 04/11/2017 Advisor	Open Note
Comments		1 of 1
* Commonto		1011
Changed major to explo	pratory UT2 171. Stu plans to go into JM but needs a sem	ester to get on track. Cleared off
Changed major to explo track hold EJM	pratory UT2 171. Stu plans to go into JM but needs a sem	ester to get on track. Cleared off
Changed major to explo track hold EJM Seq 1 Nbr	oratory UT2 171. Stu plans to go into JM but needs a sem Created 04/11/2017 By UF_CONVER	ester to get on track. Cleared off
Changed major to explo track hold EJM Seq 1 Nbr	oratory UT2 171. Stu plans to go into JM but needs a sem Created 04/11/2017 By UF_CONVEF	ester to get on track. Cleared off
Changed major to explo track hold EJM Seq 1 Nbr	oratory UT2 171. Stu plans to go into JM but needs a sem Created 04/11/2017 By UF_CONVEF	ester to get on track. Cleared off
Changed major to explo track hold EJM Seq 1 Nbr	oratory UT2 171. Stu plans to go into JM but needs a sem Created 04/11/2017 By UF_CONVEF	Add Comment
Changed major to explo track hold EJM Seq 1 Nbr	Created 04/11/2017 By UF_CONVER	Add Comment
Note ID 00002 Category CONVINCTES	Subject CONVNOTES / GENERAL Created 11/03/2017	Add Comment

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

Note ID 00004 Subject Major change from ADV to JM Display to Student Category MAJORCNG Created 01/08/2018 Image: Comparison of the student of the stud	Note ID 00004 Subject Major change from ADV to JM Display to Studer Category MAJORCNG Created 01/08/2018 Image: Copen Note Studcategory SAMECOLLEG Advisor Image: Copen Note Image: Copen Note 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 Lease Lease 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 Lease Lease Lease Lease Lease Add Comment Add New Note Lease Lease Lease Lease Lease	Note ID 00004 Subject Major change from ADV to JM Display to Studer Category MAJORCNG Created 01/08/2018 Image: Common S Open Note 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 Changed major. Met with student to select outside concentration Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey,Tobin J Add Comment Add Comment Add Comment Add Comment visubcategory Q *Subject	Note ID 00004 Subject Major change from ADV to JM □ Display to Studer Category MAJORCNG Created 01/08/2018 Image: Comments Image: Comments Image: Created 01/08/2018 By 50166550 Shorey, Tobin J 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 Comment Madd Comment Add Comment Image: Creategory Image: Creategory	Home			,	Advising Not
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	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 Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey,Tobin J Add Comment Add Comment	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 Comment Add New Note "Stubcategory Q Subject	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 Comment Add Comment Vidd New Note *Category Q *Subject Subcategory	Note ID 00004 Category MAJORCNO Subcategory SAMECOLL	Subject Ma G Created 01 EG Advisor	ajor change from ADV to JM /08/2018		Display to Stude
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 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 Comment Add New Note	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 Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey, Tobin J Add Comment Add Comment xdd New Note *Category *Category Q *Subject	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 Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey, Tobin J Add Comment Add Comment Vidd New Note *Category Q *Subject *Subcategory Q Display to Student	Comments				1-2 of 2
Changed major. Met with student to select outside concentration Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey,Tobin J Add Comment	Changed major. Met with student to select outside concentration Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey, Tobin J Add Comment Add New Note	Changed major. Met with student to select outside concentration Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey, Tobin J Add Comment Add New Note *Category Q *Subject 'Subcategory Q Display to Student	Changed major. Met with student to select outside concentration Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey, Tobin J Add Comment Add New Note *CategoryQ *Subject *SubcategoryQ Display to Student Comments	Student indicated de Seq Nbr 1	sire to change maj	jor to JM. Will change major in Student Pro Created 01/08/2018 By 50166550	ogram/Plan effective ir Shorey,Tobin J	mmediately
Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey,Tobin J	Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey,Tobin J Add Comment Add New Note	Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey, Tobin J Add Comment Add Comment Add New Note *Category Q *Category Q *Subject *Subcategory Q Display to Student	Seq Nbr 2 Created 01/08/2018 By 50166550 Shorey, Tobin J Add Comment Add Comment Add New Note *Category *Category Display to Student Comments	Changed major. Met	with student to sel	lect outside concentration		
Add Comment	Add Comment	Add Comment Add New Note *Category Q *Subject Subcategory Q Display to Student	Add Comment Add New Note *Category C *Subject Display to Student Comments					
	dd New Note	xtd New Note *Category Q *Subject 'Subcategory Q Display to Student	Add New Note *Category Comments	Seq Nbr 2		Created 01/08/2018 By 50166550	Shorey, Tobin J	
*Category *Subject *Subcategory © Display to Student Comments	Comments	h		Seq Nbr 2 Add New Note *Category Subcategory Comments	Q *Subject	Created 01/08/2018 By 50166550	Shorey,Tobin J	nment

6. Click Add Comment.



UNIVERSITY of FLORIDA

Home

Student Information System

myUFL

UF

 _	

Note ID 00004 Subject Major change from ADV to JM Category MAJORCNG Created 01/08/2018 Subcategory SAMECOLLEG Advisor	 □ Display to Student ✓ Open Note
▼ Comments	1-2 of 2
Student indicated desire to change major to JM. Will change major in Student Prog	gram/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 Q *Subject *Subcategory Q 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.

Note ID 00004	Subject M	ajor change from ADV to JM	Display to Studen
Category MAJORCNG ubcategory SAMECOLL	Created 01 EG Advisor	/08/2018	Open Note
 Comments 			1-2 of 2
Student indicated des	sire to change ma	jor to JM. Will change major in Studer	nt Program/Plan effective immediately
Seq Nbr 1		Created 01/08/2018 By 50166	3550 Shorey, Tobin J
Changed major. Met	with student to se	lect outside concentration	
Seq Nbr 2		Created 01/08/2018 By 50166	3550 Shorey, Tobin J
Student very happy wit	h major change a	fter speaking to faculty	le le
			Add Comment
dd New Note			Save
*Category	Q *Subjec	t	
Subcategory	Q	Display to Student	
Comments			

Training & Organizational Development *Human Resources*

UNIVERSITY of FLORIDA

Training and Organizational Development

Degree Progress Report	Advising Not
	17
	Add Comment
Note ID 00003 Subject CONVNOTES / GENERAL	Display to Studer
Category CONVNOTES Created 07/01/2016 Ibcategory GENERAL Advisor	Open Note
▼ Comments	1 of 1
Going for graphic design. FALL: WARP, DIG1000c, and IUF1000 DXM	
Seq 1 Created 07/01/2016 By UF_CONVERS	SION
	Add Comment
Id New Note	
*Category MAJORCNG Q *Subject Change from ADV to JM	
Subcategory SAMECOLLEG Q Display to Student	
comments Student indicated a desire to change major from Advertising to Journalism. Processing	major change in Student Program/Plan
effective immediately.	

8. Click Save Note.

C Degree Progress Report	Advising Notes
	Add Comment
Note ID 00003 Subject CONVNOTES / GENERAL Category CONVNOTES Created 07/01/2016 Subcategory GENERAL Advisor	□ Display to Student✓ Open Note
▼ 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 Q *Subject Change from ADV to JM *Subcategory SAMECOLLEG Display to Student	
Student indicated a desire to change major from Advertising to Journalism. Processing major effective immediately.	r change in Student Program/Plan
Contact the Director of Curriculum Analysis to update or remove committed notes.	Save Note
🖈 Return to Search 🛛 🤁 Refresh	



Student Information System

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.