STUDENT SERVICES CENTER

This instruction guide will cover how to navigate to the Student Services Center and view information about an individual student.

NAVIGATION

1. Log into myUFL using your GatorLink username and password.
2. Navigate to NavBar > Main Menu > Student Information System > Campus Community > Student Services Center.
3. Enter the UF ID of the student, if known, or enter the Last Name and the First Name of the student.
4. Click Search.

STUDENT CENTER TAB

This tab includes information related to academics, finances, personal information, to do items, milestones, enrollment dates, and advisor information.

- Academics Section: Provides links to the student’s current schedule and other academic information.
  - Click My Class Schedule to view a student’s schedule in terms other than the current term.
  - Click Other Academic drop-down to navigate to the student’s grades if available, course history, and transfer credit information.

  **Note:** After viewing a student’s grades, click Cancel to be returned to the Student Services Center.

- Finances Section: Allows you to view summary information on the student’s billing information. You will not be able to view detailed billing or financial aid information unless you have the appropriate security.
- Personal Information Section: Contains contact information such as addresses, email and phone number information.
• Click **Demographic Data** to provide additional demographic information.

• Holds Section. A list all of the student’s outstanding holds.

  **Note:** Service Indicators is the Campus Solutions term for holds. These terms refer to the same information.

• To Do List Section: A list of items that are outstanding for the student to complete.
• Milestones Section: Includes items such as thesis/dissertation or other non-course requirements that apply to the student.
• Enrollment Dates: Provides the enrollment appointment for the student.
• Advisor Section: Will list the student’s advisor(s) and contact information.

  **Note:** Click **Details** link if you want to contact the student’s advisor.
GENERAL INFORMATION TAB
This tab includes more information on service indicators, check lists, and student groups.

- Click on the links at the top of the page or scroll down to see all information.
- If there are buttons available, and you have the appropriate security, you can edit information for the student by clicking on that button. For example, if you have the ability to update a service indicator, click the Edit Service Indicators button and make the necessary changes.

- Click Cancel to be returned to the Student Services Center.
As another example, you have the ability to view student groups through the general info tab. Click the Edit Student Groups if you have access to make changes (i.e., student group managers):

- Student groups are viewable, be aware of the following:
  - Note the status
    - Students can be active OR inactive in a group
  - Effective dating determines WHICH groups are displayed
    - If a student group is future effective dated, it will not display through the general information tab until the effective date.

ACADEMICS TAB

This tab allows you to view the student’s Career, Program, and Plan information and view the status of the student in that program.

- Click the program name on the far left of the screen to view details related to the student’s program and plan on the right side of the page. In this example, it is UGLAS – Liberal Arts and Sciences.
• Review **Student Career Nbr**. If a Graduate student has been in multiple majors throughout his/her graduate career, you will see a career number greater than 0.

<table>
<thead>
<tr>
<th>Institution / Career / Program</th>
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<tbody>
<tr>
<td>UFLOR - University of Florida</td>
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<tr>
<td>UGRD - Undergraduate</td>
<td></td>
</tr>
<tr>
<td>UGLAS - Liberal Arts and Sciences</td>
<td></td>
</tr>
</tbody>
</table>

Program: UGLAS  
Student Career Nbr: 0  
Status: Active in Program  
Admit Term: 2058  
Expected Graduation: Full-Time  
Approved Load: Base On Units  
Load Determination: Base On Units  
Level Determination: Base On Units  
Plan: BUS_UMN  
Requirement Term: 2058  
Plan: CRJ_BA  
Requirement Term: 2058  
Plan: UGLAS  
Requirement Term: 2058

• Review **Approved Load**. The approved load indicates that the student has been approved to pursue this program either full time or part time. It does not reflect the student’s actual computed academic load in a term.

• Review **Load Determination**. This is the method by which the student’s academic load will be calculated.

• Review **Level Determination**. This is the method by which students will advance to the next academic level.

• Review **Requirement Term**. This is the catalog year for the student’s program.

If you have the proper security, click **Edit Program Data** to make changes to the student’s program/plan. Updates may include changes in major, minor, concentration, or requirement term. After making the changes, click **OK** to return to the Student Services Center.
**Note:** Although all users will have the Edit Program Data button, only those with the appropriate security will be able to change data.

**ADDITIONAL HELP**

Further resources are available at: [http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/](http://hr.ufl.edu/learnandgrow/toolkits-resource-center/student-information-systems/).

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 adding, changing, or removing a sub-plan, contact the Office of the University Registrar at 352-392-1374 or registrarhelp-l@lists.ufl.edu. You can also visit [https://registrar.ufl.edu/contacts](https://registrar.ufl.edu/contacts).