

## 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 Services 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](#)

### 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.

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Alberta Gator

**Academics**  
 My Class Schedule ⓘ You are not enrolled in classes. [Search for Classes](#)

other academic...

**Finances**  
 My Account ⓘ We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.  
 Account Inquiry  
 Financial Aid  
 View Financial Aid

**Personal Information**  

Demographic Data	Contact Information										
	<table border="0"> <tr> <td>University Housing</td> <td>Mailing</td> </tr> <tr> <td>None</td> <td>903 W. University Avenue</td> </tr> <tr> <td></td> <td>Gainesville, FL 32608</td> </tr> <tr> <td>Primary Phone</td> <td>Home E-mail</td> </tr> <tr> <td>352-555-1212</td> <td>None</td> </tr> </table>	University Housing	Mailing	None	903 W. University Avenue		Gainesville, FL 32608	Primary Phone	Home E-mail	352-555-1212	None
University Housing	Mailing										
None	903 W. University Avenue										
	Gainesville, FL 32608										
Primary Phone	Home E-mail										
352-555-1212	None										

**Admissions**  
 Apply for Admission ⓘ You do not have any pending applications at this time.

[Go to top](#)

**Holds**  
 OFC SHCC Restrict Registration  
[Details ▶](#)

**To Do List**  
 No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
 Program Advisor  
 None Assigned

## 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.

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[Service Indicators](#)      [Initiated Checklists](#)  
[Student Groups](#)      [Personal Data](#)  
[National ID](#)            [Names](#)  
[Addresses](#)              [Phones](#)  
[Email Addresses](#)

[Collapse All](#)  
[Expand All](#)

[Service Indicators](#)      [Edit Service Indicators](#)

Positive       Negative

**Service Indicators**      [Personalize](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Type	Details	Start Term	End Term	Start Date	End Date	Department
<input type="radio"/>	<a href="#">OFC SHCC Restrict Registration</a>	Begin Term - Svc Indicatr Use	End Term - Svc Indicatr Use	10/24/2017		SH-STUDENT HEALTH CARE CENTER

[Go to top](#)

[Initiated Checklists](#)      [Review Checklist Summary](#)

No initiated checklists found.

[Go to top](#)

[Student Groups](#)      [Edit Student Groups](#)

No student groups found.

[Go to top](#)

- Click **Cancel** to be returned to the Student Services Center.

[Add Service Indicator](#)

**Service Indicator Summary**      [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
HIC	OFC SHCC Restrict Registration	Immunization Compliance	UFLOR	0000	Begin Term	9999	End Term	10/24/2017

[Add Service Indicator](#)

[Cancel](#)

- 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.

Student Groups				Edit Student Groups
Student Group	Description	Institution	Status	
3LW	3LWCD Appt Times	University of Florida	Inactive as of 2019-11-05	
IA	Innovation Academy	University of Florida	Inactive as of 2019-02-06	
IAC	Innovation Academy Preenroll	University of Florida	Inactive as of 2019-08-01	
NOND	Non Degree Upload	University of Florida	Active as of 2019-08-01	
NWS	New World School of the Arts (	University of Florida	Inactive as of 2019-10-21	

## 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.

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Institution / Career / Program Edit Program Data

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences**

Program	UGLAS	Liberal Arts and Sciences
Student Career Nbr	0	
Status	Active in Program	as of 12/18/2007
Admit Term	2058	Fall 2005
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	BUS_UMN	Business Administration
Requirement Term	2058	Fall 2005
Plan	CRI_BA	Criminology
Requirement Term	2058	Fall 2005

- 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.

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Institution / Career / Program Edit Program Data

- UFLOR - University of Florida
  - UGRD - Undergraduate
    - UGLAS - Liberal Arts and Sciences

Program	UGLAS	Liberal Arts and Sciences
<b>Student Career Nbr</b>	<b>0</b>	
Status	Active in Program	as of 12/18/2007
Admit Term	2058	Fall 2005
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	BUS_UMN	Business Administration
Requirement Term	2058	Fall 2005
Plan	CRI_BA	Criminology
Requirement Term	2058	Fall 2005

- 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.

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Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Institution / Career / Program Edit Program Data

- ↳ UFLOR - University of Florida
  - ↳ UGRD - Undergraduate
    - ↳ UGLAS - Liberal Arts and Sciences

Program	UGLAS	Liberal Arts and Sciences
Student Career Nbr	0	
Status	Active in Program	as of 12/18/2007
Admit Term	2058	Fall 2005
Expected Graduation		
Approved Load	Full-Time	
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## ADDITIONAL HELP

Further resources are available at:

<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](mailto: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](mailto:registrarhelp-l@lists.ufl.edu). You can also visit <https://registrar.ufl.edu/contacts>.