

VIEWING STUDY ABROAD PROGRAM REGISTRATION

This instruction guide will cover how to view whether a student is successfully registered in a study abroad program.

NAVIGATION

Use the following navigation to navigate to the student's term data:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Campus Community**
5. Click **Student Services Center**

Or, you can use the following alternate navigation:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Student Term Information**
6. Select **Term Activate a Student**

PROCESS

1. Locate the student's record using the search criteria below.

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

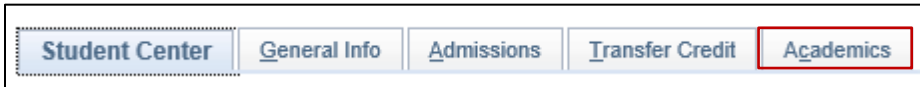
Last Name: begins with

First Name: begins with

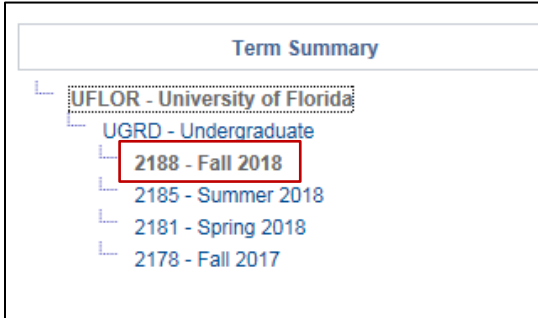
Case Sensitive

Search **Clear** Basic Search Save Search Criteria

2. Click the **Academic Summary** tab.



3. Select the correct **term**.



4. Select **Edit Term Data**.

Note: This page will be read only.

5. Check to make sure you are on the correct term. You can navigate to the correct term by using the **left** and **right arrows** in the upper right corner of the page.

Note: Each row is a semester.



6. On the main term activation page, locate the **Form of Study** field. This should say **Study Abroad**.

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | **External Study**

Academic Career Details Find | View All First 1 of 1 Last

Academic Career Undergraduate Find | View All First 1 of 5 Last

Academic Institution UFLO University of Florida

Term 2191 Spr 2019 Semester Activation Date 01/07/2019

Student Career Nbr 0 Engineering

Override All Academic Levels Academic 2018 Year

Override Projected Level Load Determination Units

Academic Level - Projected Junior *Form of Study Study Abroad

Academic Level - Term Start Junior Academic Load F Full-Time

Academic Level - Term End Junior *Billing Career UGRD

Level Determination Units Eligible To Enroll

- Click on the **External study** tab. This tab will provide you with the country that the study abroad program is in and the type of program.

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | **External Study**

Academic Career: Undergraduate Find | View All First 2 of 5

Academic Institution: University of Florida

Term: Fall 2018 Semester

Primary Academic Program: Engineering

External Org ID

Country FRA France

Study Agreement UFASAP UF Approved Study Abroad Prog

Start Date

End Date

OK Cancel Apply

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar

352-392-1374

registrar.ufl.edu