Add a Note to Student Record (Registrar)

As a registrar, you may need to Add Academic Record Notes to students’ records about deferred exam approval or academic standing, for example. You can perform virtually any task in UR Student right from your Home page. Just type the task in the search bar.

Add Academic Record Note

1. From the Home page, type Add Academic Record Note in Search
2. Press Enter or click the magnifying glass
3. Select Add Academic Record Note from the Tasks and Reports list
4. Type the Student’s Name in the student field and press Enter
5. Click the Menu icon in the Topics field
6. Select Academic Records
7. Select a topic from the drop-down list
8. Click the Menu icon in Conversation Initiated by
9. Select who Initiated the Conversation
10. Determine the Privacy Settings
   a. Private (Academic Record Only) – Typically only Registrars and Advisors see these notes; upon request students can see their record
   b. Public – any staff member can see these notes
11. The Date field prepopulates
   a. Click the Calendar icon to change the date, if applicable
12. Type the note in the Note field
   Important: Take care to enter all notes in accordance with FERPA regulations
13. Click OK
14. Review the Academic Record Note
   Important: UR Student does not have spell check. When leaving notes, be careful with spelling and observe FERPA regulations
15. Click Done