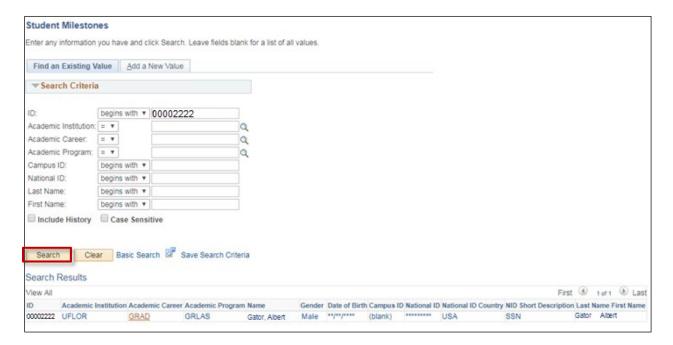# SUBMIT QUALIFYING AND FINAL EXAMS IN MYUFL FOR A GRADUATE CAREER

NAVIGATION

1. Click **NavBar**.
2. Click **Main Menu**.
3. Click **Student Information System**.
4. Click **Records and Enrollment**.
5. Click **Enroll Students**.
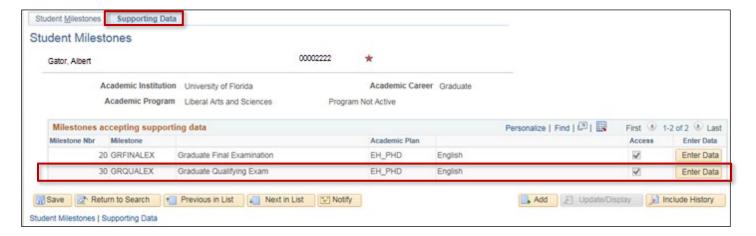6. Click **Student Milestones**.

QUALIFYING EXAM MILESTONE

1. Look up a student by UFID. Click **Search**.
2. Find the appropriate academic program (career + college) and select that row

3. Instead of entering information on the first tab, which is called **Student Milestones**, click on the **Supporting Data** tab to find milestones that are currently accepting additional information.

4. On the Supporting Data tab, identify the milestone you wish to provide additional data for, ensuring it is connected to the correct academic plan.

	UF	Training & Organizational Development
		Human Resources
		UNIVERSITY *of* FLORIDA

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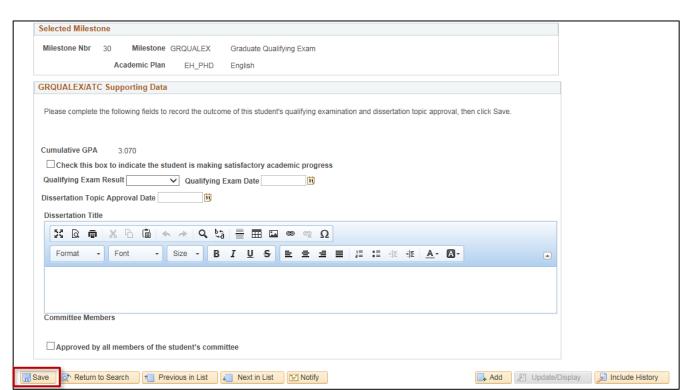Student Information System

5. Click **Enter Data**.

6. Fill out the form. If you wish, you may use your browser's print function to print a copy of this form for the committee to sign at the exam.

   Note: You will not be able to save the form with future exam dates. All information must be entered on the form prior to submitting.

   The Graduate School does not require this form. Please save the approved document with dates, outcomes and all signatures to maintain in the student's departmental records.

7. Click **Save**.
8. You can go back and view all of the student's milestones by clicking on the first tab called "Student Milestones". Click on "View All" under Milestone Detail and you will see all of the milestones that are associated with the degree program.

Selected Milestone

Milestone Nbr 30   Milestone GRQUALEX   Graduate Qualifying Exam

Academic Plan   EH_PHD   English

GRQUALEX/ATC Supporting Data

Please complete the following fields to record the outcome of this student's qualifying examination and dissertation topic approval, then click Save.

Cumulative GPA   3.070

☐ Check this box to indicate the student is making satisfactory academic progress

Qualifying Exam Result [▾] Qualifying Exam Date [   ]

Dissertation Topic Approval Date [   ]

Dissertation Title

[formatting toolbar]

Committee Members

☐ Approved by all members of the student's committee

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]   [Add] [Update/Display] [Include History]

9. After you have entered the milestone information, go back and click on the Student Milestones tab to review the changes that you made. You can review all of the milestones for the student by clicking "View All" on the same line that is called "Milestone Detail" or you can use the < and > arrows to click through each milestone for the student.
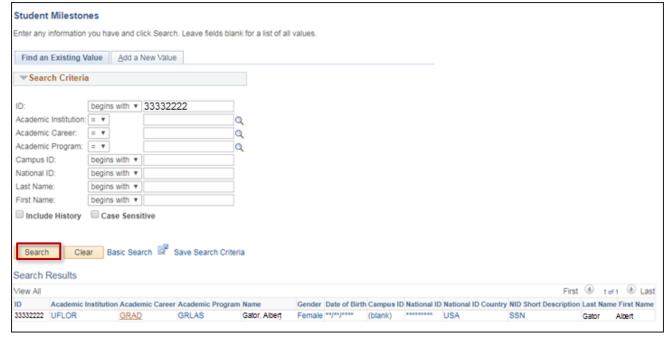
FINAL EXAM MILESTONE

The Final Examination milestone entry form is similar, but will vary depending on the degree program the student is enrolled in.
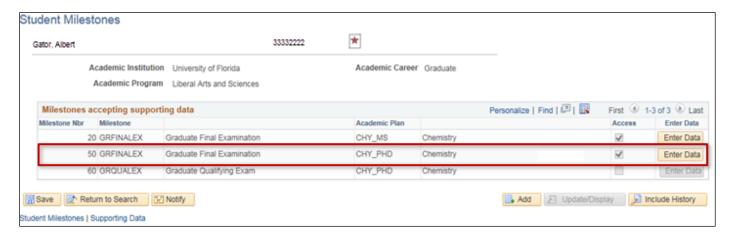
1. Look up a student by UFID. Click **Search**.
2. Find the appropriate academic program (career + college) and select that row.

3. Instead of entering information on the first tab , which is called **Student Milestones**, click on the **Supporting Data tab** to find milestones that are currently accepting additional information.

4. On the Supporting Data tab, identify the milestone you wish to provide additional data for, ensuring it is connected to the correct academic plan.
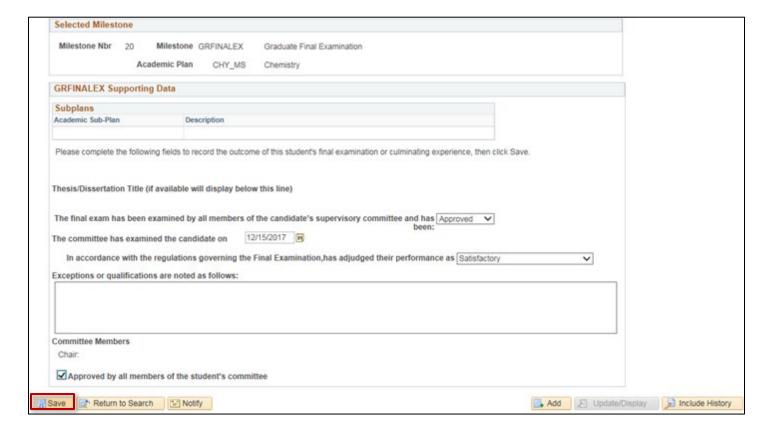
5. Click **Enter Data**.

6. Fill out the form.
   The exact wording of the form will vary from the information pictured below based on the type of plan the student is enrolled in.

Note: If you wish, you may use your browser's print function to print a copy of this form for the committee to sign the exam. The Graduate School does not require this form. Please save the file for your departmental records. You will not be able to save the form with future exam dates.

7. Click **Save**.

8. After you have entered the milestone information, go back and click on the Student Milestones tab to review the changes that you made. You can review all of the milestones for the student by clicking "View All" on the same line that is called "Milestone Detail" or you can use the < and > arrows to click through each milestone for the student.

9. Note: Once the date has been entered and the form has been saved the "Enter Data" button for the milestone will be greyed out.

ADDITIONAL HELP

Further resources are available at:
https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/.

Technical Help	**Processes and Policies**
UF Computing Help Desk	Graduate School Data Management
352-392-HELP	graddata@ufl.edu
helpdesk@ufl.edu	