

## 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

**Student Milestones**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

ID: begins with 00002222  
Academic Institution: =  
Academic Career: =  
Academic Program: =  
Campus ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with

Include History  Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1 of 1 | Last

ID	Academic Institution	Academic Career	Academic Program Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
00002222	UFLOR	GRAD	GRLAS	Gator, Albert	Male	**/**	(blank)	***** USA	SSN	Gator	Albert

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.

- Click **Enter Data**.

Student Milestones Supporting Data

**Student Milestones**

Gator, Albert 00002222 ★

Academic Institution University of Florida Academic Career Graduate  
Academic Program Liberal Arts and Sciences Program Not Active

Milestones accepting supporting data Personalize | Find | First 1-2 of 2 Last

Milestone Nbr	Milestone	Academic Plan	Access	Enter Data
20	GRFINALEX Graduate Final Examination	EH_PHD English	<input checked="" type="checkbox"/>	Enter Data
30	GRQALEX Graduate Qualifying Exam	EH_PHD English	<input checked="" type="checkbox"/>	Enter Data

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

Student Milestones | Supporting Data

- 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.

- Click **Save**.
- 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
<input type="checkbox"/> Check this box to indicate the student is making satisfactory academic progress	
Qualifying Exam Result	<input type="text"/> Qualifying Exam Date <input type="text"/>
Dissertation Topic Approval Date	<input type="text"/>
Dissertation Title	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> <span>Format</span> <span>Font</span> <span>Size</span> <b>B</b> <i>I</i> <u>U</u> <del>S</del> </div> <div style="border-top: 1px solid #ccc; height: 40px;"></div> </div>	
Committee Members	
<input type="checkbox"/> Approved by all members of the student's committee	

  

<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Next in List"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>	<input type="button" value="Include History"/>
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- 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.

- Look up a student by UFID. Click [Search](#).
- Find the appropriate academic program (career + college) and select that row.

**Student Milestones**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

ID:  33332222  
 Academic Institution:    
 Academic Career:    
 Academic Program:    
 Campus ID:   
 National ID:   
 Last Name:   
 First Name:   
 Include History  Case Sensitive

**Search Results**

View All First 1 of 1 Last

ID	Academic Institution	Academic Career	Academic Program	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
33332222	UFOR	GRAD	GRLAS	Gator, Albert	Female	**/**/****	(blank)	*****	USA		SSN		Gator	Albert

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**.

**Student Milestones**

Gator, Albert 33332222

Academic Institution University of Florida Academic Career Graduate  
 Academic Program Liberal Arts and Sciences

**Milestones accepting supporting data** Personalize | Find |  First 1-3 of 3 Last

Milestone Nbr	Milestone	Academic Plan	Access	Enter Data
20	GRFINALEX Graduate Final Examination	CHY_MS Chemistry	<input checked="" type="checkbox"/>	<input type="button" value="Enter Data"/>
50	GRFINALEX Graduate Final Examination	CHY_PHD Chemistry	<input checked="" type="checkbox"/>	<input type="button" value="Enter Data"/>
60	GRQUALEX Graduate Qualifying Exam	CHY_PHD Chemistry	<input type="checkbox"/>	<input type="button" value="Enter Data"/>

Student Milestones | Supporting 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**.

**Selected Milestone**

Milestone Nbr	20	Milestone	GRFINALEX	Graduate Final Examination
Academic Plan	CHY_MS	Chemistry		

**GRFINALEX Supporting Data**

**Subplans**

Academic Sub-Plan	Description

Please complete the following fields to record the outcome of this student's final examination or culminating experience, then click Save.

Thesis/Dissertation Title (if available will display below this line)

The final exam has been examined by all members of the candidate's supervisory committee and has been:

The committee has examined the candidate on

In accordance with the regulations governing the Final Examination, has adjudged their performance as

Exceptions or qualifications are noted as follows:

Committee Members

Chair:

Approved by all members of the student's committee

**Save** Return to Search Notify Add Update/Display Include History

- 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.
- 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**

UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

### **Processes and Policies**

Graduate School Data Management  
[graddata@ufl.edu](mailto:graddata@ufl.edu)