MILESTONES

There are several undergraduate milestones that advisors add or update to impact a student’s degree audit.

- **UNIV_TRACK** – Universal Tracking Milestone that all degree-seeking undergraduates receive (levels 1-9 represent semesters 1-9). You may need to update this, but should not have to ADD it.

- **UGRDHRTHES** – Undergraduate honors thesis milestone for students graduating magna or summa cum laude (levels MAGNA CUM LAUDE or SUMA CUM LAUDE)

- **DOE** – College of Education NCATE codes (milestone levels represent different NCATE programs)

- **IDSAPP** – Milestone fulfills IDS Application UT Requirement (501788)

- **CHISTAMP** – Milestone fulfills Chinese Stamp Proficiency Requirement (501549)

- **CHIPAPER** – Milestone fulfills Term Paper Requirement for Chinese major (501550)

- **JPNPAPER** – Milestone fulfills Term Paper Requirement for Japanese major (501557)

- **JPNPROF** – Milestone fulfills Japanese Language Proficiency Test for Japanese major (501556)

- **UGRDIDSTHE** – Milestone fulfills IDS Core Requirement thesis line (501791)

Some milestones are placed automatically, and may be viewed but should not be updated by advisors.

- **SUMMER** – This milestone is placed after analysis of the student’s record to determine if they meet the summer requirement

- **GENED** – General Education Requirements met milestone is placed when a student receives an articulated AA or when they complete all Gen Ed requirements at UF.

- **WRITINGREQ** – Writing Requirement Met milestone is placed when a student completes writing requirement through articulation or completion of UF coursework

NAVIGATION

After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones
ADD A NEW MILESTONE

When adding a new milestone, it is crucial to remember two things:

- Make sure you add the milestone to the correct Program if a student is a Dual Degree student.
- Make sure to add a new effective dated row.

1. Enter the student’s UFID and click **Search**.
   - If the student has two programs, two options will appear, click the link of the program for which you intend to add the milestone.

2. Add a new effective date row by clicking the **Plus (+) icon**.
3. Note the new date, and that there are now two effective dated records.
4. Next, click the **plus (+) sign** on the milestone level (below the effective date level).
5. Notice that the Milestone number increments, and the number of milestones within the effective date went from 1 to 2.
6. Enter the Milestone and Milestone Level needed for your search. Use the magnifying glass to find search criteria if needed.

7. Click Save.
   - Other fields that can be updated include:
     - Description: Defaults from Milestone record
     - Formal Description: Defaults from Milestone record
     - Milestone Title: Would print on student transcript if the milestone is coded for transcripts
     - Comment: Free text field if advisor wishes to add note to student’s milestone.
     - Hide Comment on Stndt Self-Svc: causes milestone to not display in student center.
     - Term & Date Required: Required for UT, but not for other UGRD milestones.
     - Anticipated Term & Date: Expected completion date (not currently used for UGRD milestones)
     - Advisor/Evaluator: can optionally add your ufid when adding milestone (not required)
     - Grade Information Area: Used by UT to grade students on track and off track. Advisors do not normally update this area, but milestones can also be flagged “completed” here (not required).
FOR ADDITIONAL ASSISTANCE

Toolkit Resource Center

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Processes or Policies related to Academic Advising
Toby Shorey
tshorey@ufl.edu