

CHANGE A MILESTONE

NAVIGATION

After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones

CHANGE A MILESTONE

1. Search for the Student using UFID or Name. If the student has multiple effective programs, choose the one relevant to your program

Student Milestones

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

Search Criteria

ID: 02062630

Academic Institution:

Academic Career:

Academic Program:

Campus ID:

National ID:

Last Name:

First Name:

Include History
 Correct History
 Case Sensitive

Search Results

View All First 1-2 of 2 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
02062630	UFLOR	GRAD	GRENG	Alligator, Alberta B	Female	08/02/1996	(blank)	*****	USA		SSN		ALLIGATOR	ALBERTA
02062630	UFLOR	UGRD	UGLAS	Alligator, Alberta B	Female	08/02/1996	(blank)	*****	USA		SSN		ALLIGATOR	ALBERTA

Find an Existing Value | Add a New Value

- To Update a milestone (in this case changing the Undergraduate thesis milestone from MAGNA CUM LAUDE to SUMMA CUM LAUDE), you will need to add a new Effective Dated Row first.

The screenshot displays the 'Student Milestones' interface for a student named Alberta Alligator (ID: 02062630). The interface is divided into several sections:

- Student Milestones Header:** Shows the student's name, ID, and navigation options like 'Find | View All' and 'first 1 of 2 Last'.
- Academic Information:** Lists the Academic Institution (University of Florida), Academic Career (Undergraduate), and Academic Program (Liberal Arts and Sciences).
- Milestone Detail Section:**
 - *Effective Date:** 04/03/2018 (highlighted with a red box).
 - *Milestone:** UGRDHRTHES
 - Milestone Level:** MAGNA CUM LAUDE
 - Milestone Nbr:** 20
 - Milestone Complete:** Not Completed
 - Academic Plan:** GLY_BA (Geology)
 - Description:** Undergraduate Thesis
 - Formal Description:** Undergraduate Honors Thesis Submitted
 - Milestone Title:** (Empty text area)
 - Comment:** (Empty text area)
 - Hide Comment on Stdnt Self-Svc:** (Unchecked checkbox)
 - Manage Milestone Documents:** (Section header)
 - Term Required:** (Empty text field)
 - Anticipated Term:** (Empty text field)
 - *Transcript Level:** Never Print
 - Date Required:** (Empty text field)
 - Anticipated Date:** (Empty text field)
 - *Print Milestone Detail:** Always Print
 - Advised by Committee:** (Unchecked checkbox)
- Advisors Section:** Shows a table with columns for *Advisor/Evaluator, Name, and a search icon. It includes 'Personalize | Find | [Print] | First 1 of 1 Last' navigation.
- Attempts Section:** Shows a table with columns for Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, *Milestone Complete, How Attempted, and Date Attempted. It includes 'Personalize | Find | [Print] | First 1 of 1 Last' navigation.
- Bottom Navigation:** Includes buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.

- To add a new Effective Dated Row, click the plus button on the Effective Date row. This will copy the milestones from the previous row FORWARD to today's date.

The screenshot displays the 'Student Milestones' interface for a student named Alberta Alligator (ID: 02062630). The interface is divided into several sections:

- Student Information:** Displays the student's name, ID, academic institution (University of Florida), academic career (Undergraduate), and academic program (Liberal Arts and Sciences).
- Milestone Copy:** A button to copy the current milestone to a new row, highlighted with a red box. It is located next to the 'Effective Date' field.
- Milestone Detail:** A form for editing or adding a milestone. Fields include:
 - *Effective Date: 04/05/2018
 - *Milestone: UGRDHRTHE
 - *Milestone Nbr: 20
 - Milestone Level: MAGNA CUM LAUDE
 - Milestone Complete: Not Completed
 - Academic Plan: GLY_BA
 - Description: Undergraduate Thesis
 - Formal Description: Undergraduate Honors Thesis Submitted
 - Milestone Title: (Empty text area)
 - Comment: (Empty text area)
 - Term Required: (Empty dropdown)
 - Anticipated Term: (Empty dropdown)
 - *Transcript Level: Never Print
 - *Print Milestone Detail: Always Print
- Advisors:** A table with columns for *Advisor/Evaluator and Name. It shows one advisor with ID 1.
- Attempts:** A table with columns for Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, *Milestone Complete, How Attempted, and Date Attempted. It shows one attempt with ID 1 and a status of 'Not Completed'.

At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The footer text reads 'Student Milestones | Supporting Data'.

- Search for the relevant milestone in the Milestone Details. In this case, it is the SECOND milestone (2 of 2). Update the fields you would like to change. In this case, simply change the Milestone Level from MAGNA CUM LAUDE to SUMMA CUM LAUDE. Click Save.

Student Milestones Supporting Data

Student Milestones

Alberta Alligator 02062630

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

*Effective Date 04/05/2018 Milestone Copy

Milestone Detail Find | View All First 2 of 2 Last

*Milestone UGRDHRTHES *Milestone Nbr 20
Milestone Level SUMMA CUM LAUDE Summa Cum Laude
Milestone Complete Not Completed
Academic Plan GLY_BA Geology
Description Undergraduate Thesis
Formal Description Undergraduate Honors Thesis Submitted
Milestone Title
Comment
 Hide Comment on Stdnt Self-Svc
Manage Milestone Documents
Term Required Date Required
Anticipated Term Anticipated Date
*Transcript Level Never Print *Print Milestone Detail Always Print
 Advised by Committee

Advisors Personalize | Find | First 1 of 1 Last

*Advisor/Evaluator	Name
1	

Attempts Allowed

Attempts Personalize | Find | First 1 of 1 Last

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Not Completed		

Save Notify Add Update/Display Include History Correct History

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