

MILESTONES – CHANGE UT MILESTONE LEVEL

NAVIGATION

After logging into myUFL, use the following navigation path:

[myUFL](#) > [NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Student Milestones](#)

UNIVERSAL TRACKING

- Universal Tracking Terms are Milestone Levels. When changing majors, advisors frequently wish to change the student's UT term.
- If an advisor changes the major and does not touch the UT Milestone Level (UT Term), a process will run overnight to update the Milestone information automatically, changing the Program/Plan information, and assigning the student the same UT term they were in previously.
- Advisors will need to use information obtained from the adjusted Milestone to determine the appropriate Milestone Level/Tracking Semester adjustment. For example, if their adjustment is applied to an older or current enrollment term (Term Required) Milestone, they will need to remember that a Tracking Level/Tracking Semester increase for the next applicable enrollment term will occur unless the student has withdrawn from all courses during the enrollment term to which the adjusted Milestone applies or a SEMESTER 5 Tracking Semester where a passing final grade is required for an increase.

TERMINOLOGY

- **Academic Program or College:** Within the context of Universal Tracking, this value represents the Primary College.
- **Effective Date:** This date reflects the most recent Milestone update for an Institution, Career, and Program associated Milestone group.
- **Milestone:** Universal Tracking Milestones within an Institution, Career, and Program associated Milestone group are defined by the value UNIV_TRACK.
- **Milestone Level or Tracking Term:** Tracking Terms are defined using the values SEMESTER 1 through SEMESTER 9. Milestones using the Milestone Level definition of INACTIVE are not in use as of the most recent process update (CS SEMESTER 1 = Old system UT Term 1).
- **Academic Plan or Major:** Within the context of Universal Tracking, this value represents the Primary Major.
- **Term Required or Enrollment Term:** Enrollment Terms represent the University of Florida Years and Terms to which the Universal Tracking Milestones apply.

IF THE ADVISOR WISHES TO CHANGE THE UT MILESTONE LEVEL (UT TERM):

- Go to the currently active UT Milestone (where the milestone level is NOT INACTIVE).
- Add a new effective dated row
- Change the UT Milestone Level
- Save

CHANGING THE UT MILESTONE LEVEL (UT TERM):

1. On the Find an Existing Value tab, enter **UFID**, Academic Institution (**UF**), and Career Field (**UGRD**).
2. Click **Search**.

The screenshot shows the 'Student Milestones' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'ID' (begins with 11112222), 'Academic Institution' (UF), 'Academic Career' (UGRD), 'Academic Program' (blank), 'Campus ID' (begins with), 'National ID' (begins with), 'Last Name' (begins with), and 'First Name' (begins with). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

3. Select the desired search result **entry**.

Note: If an Undergraduate Milestone is associated with only one College Program, the Student Milestone page will appear. When Milestones associated with more than one College Program exist, click on the search result entry.

4. Search for the Universal Tracking (UNIV_TRACK) Milestone on the Student Milestones page using the **arrows** on the Milestone Detail bar.

Note: More than one Milestone may be associated with a Program.

The screenshot shows the 'Student Milestones' page for a student named Alberta Alligator (ID: 11112222). The page displays academic information: University of Florida, Undergraduate, Liberal Arts and Sciences. A search filter for 'Effective Date' is set to 04/05/2016. Below this, a 'Milestone Detail' section is visible with search filters for 'Milestone' (UNIV_TRACK), 'Milestone Level' (SEMESTER 2), 'Milestone Nbr' (10), 'Milestone Complete' (Not Completed), 'Academic Plan' (GLY_BA), and 'Description' (Universal Tracking). At the bottom of the detail section, there are navigation buttons: 'First', '1 of 2', and 'Last', which are highlighted with a red box.

- Use **Previous in List/Next in List** buttons at the bottom of the Student Milestones page to move from Program to Program when more than one Program association exists.

The screenshot shows the 'Attempts' page for a student milestone. It includes a table with columns for 'Attempt Nbr', 'Grading Scheme', 'Grading Basis', 'Grade Input', '*Milestone Complete', 'How Attempted', and 'Date Attempted'. The first row shows attempt 1 with 'Not Completed' status. Below the table, there are several action buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'Previous in List' and 'Next in List' buttons are highlighted with a red box.

Note: Do not use a Universal Tracking Milestone where the Milestone Level/Tracking Semester is populated with INACTIVE.

- Once the correct Milestone is located, click the **Plus (+) icon** to update the effective date.

Student Milestones Supporting Data

Student Milestones

Alberta Alligator 1111222

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 1 of 2 Last

*Milestone UNIV_TRACK *Milestone Nbr 10
Milestone Level SEMESTER 2 Semester 2
Milestone Complete Not Completed
Academic Plan GLY_BA Geology
Description Universal Tracking
Formal Description Universal Tracking
Milestone Title
Comment
 Hide Comment on Stndt Self-Svc

2. Note the new **Effective Date**.

Student Milestones Supporting Data

Student Milestones

Alberta Alligator 1111222

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

*Effective Date 04/07/2018 Milestone Copy

Milestone Detail Find | View All First 1 of 3 Last

*Milestone UNIV_TRACK *Milestone Nbr 10
Milestone Level SEMESTER 2 Semester 2
Milestone Complete Not Completed
Academic Plan GLY_BA Geology
Description Universal Tracking
Formal Description Universal Tracking

- Change the **Milestone Level** to the UT term that the student should be under for the **CURRENT term**.

The screenshot shows the 'Student Milestones' interface for student Alberta Alligator (ID 1111222). The 'Milestone Detail' section is active, showing the following information:

- Milestone Level:** SEMESTER 3 (highlighted with a red box)
- Milestone Complete:** Not Completed
- Academic Plan:** GLY_BA (Geology)
- Description:** Universal Tracking
- Formal Description:** Universal Tracking
- Milestone Title:** (Empty field)
- Comment:** (Empty field)

- Add **Comment**.

The screenshot shows the same 'Student Milestones' interface. The 'Comment' field is now populated with the text: "Tracking Semester changed to Semester 3 to reflect change of major activity." The 'Milestone Level' field remains highlighted with a red box.

- Click **Save**.

The screenshot shows the 'Attempts' table with the following columns: Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, Milestone Complete, How Attempted, and Date Attempted. The 'Save' button at the bottom left is highlighted with a red box.

- A batch process will run overnight to adjust the milestones to the correct plan and program.

NOTE: The UT term will automatically increment next semester if the student is eligible to increment. Advisor changed UT terms will no longer prevent the UT term from incrementing next semester, so set the UT term accordingly.

- You can immediately re-run the student's degree audit and note the effect of the UT term change in the Critical Tracking section.

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

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