

ENTERING THE QUALIFYING EXAMINATION IN THE STUDENT INFORMATION SYSTEM(SIS)

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 EXAMINATION

1. Look up a student by **UFID**. Click **Search**

Student Milestones

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

Search Criteria

ID: begins with

Academic Institution: =

Academic Career: =

Academic Program: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

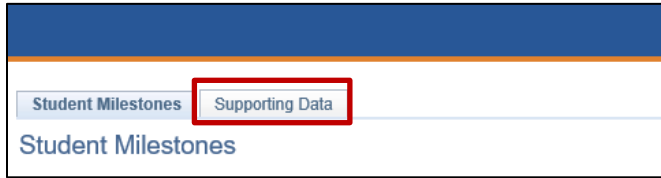
First Name: begins with

Include History
 Case Sensitive

2. Click on any field in the Search Results table to view the student's milestones.

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
12341234	UFLOR	GRAD	GRAGL	Gator	Male	**/**/****	(blank)	*****	USA		SSN		Gator	Alli
12341234	UFLOR	GRAD	GRLAS	Gator	Male	**/**/****	(blank)	*****	USA		SSN		Gator	Alli

- Click the **Supporting Data** tab.



- Locate the **Graduate Qualifying Exam** milestone and select **Enter Data**.

Milestones accepting supporting data					Personalize	Find	First	1-3 of 3	Last
Milestone Nbr	Milestone	Academic Plan	Access	Enter Data					
20	GRQUALEX	Graduate Qualifying Exam	AGB_PHD	Agricultural & Biological Eng	<input checked="" type="checkbox"/>				<input type="button" value="Enter Data"/>
50	GRFINALEX	Graduate Final Examination	AGB_PHD	Agricultural & Biological Eng	<input checked="" type="checkbox"/>				<input type="button" value="Enter Data"/>
70	IDP	Individual Development Plan	AGB_PHD	Agricultural & Biological Eng	<input checked="" type="checkbox"/>				<input type="button" value="Enter 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.

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.

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.

- Select the checkbox to indicate the student is making satisfactory academic progress.

GRQUALEX/ATC Supporting Data

The original, printed version of the Qualifying Examination form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via myUFL SIS to the Graduate School.

To print a copy of this form for signatures from the student's committee, use your browser's print function (Ctrl+P on a Windows machine or Apple+P on a Mac).

Please complete the following fields after the student has completed their qualifying examination, then click Save to submit to the Graduate School.

This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.

Cumulative GPA 3.730

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

Qualifying Exam Result Qualifying Exam Date

Dissertation Topic Approval Date

Dissertation Title

- Select the **Qualifying Exam Result** drop down menu and select **Pass**.

Please complete the following fields after the student has completed their qualifying examination, then click Save to submit to the Graduate School.

This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.

Cumulative GPA 3.730

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

Qualifying Exam Result Qualifying Exam Date

Dissertation Topic Approval Date

- Click the calendar icon to select the **Qualifying Exam Date**.

GRQUALEX/ATC Supporting Data
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 Please complete the following fields after the student has completed their qualifying examination.
 This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.
 Cumulative GPA 3.730
 Check this box to indicate the student is making satisfactory academic progress
 Qualifying Exam Result Pass Qualifying Exam Date
 Dissertation Topic Approval Date
 Dissertation Title

Calendar
 February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

 Current Date

- Click the calendar icon to select the **Dissertation Topic Approval Date**.

GRQUALEX/ATC Supporting Data
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 To print a copy of this form for signatures from the student's committee, use your browser's print function (Ctrl+P on a Windows machine or Apple+P on a Mac).
 Please complete the following fields after the student has completed their qualifying examination.
 This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.
 Cumulative GPA 3.730
 Check this box to indicate the student is making satisfactory academic progress
 Qualifying Exam Result Pass Qualifying Exam Date
 Dissertation Topic Approval Date
 Dissertation Title

Calendar
 February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

 Current Date

- Enter the **Dissertation Title** and select **Approved by all members of the student's committee**. **Note:** Academic unit faculty and staff who complete this form are indicating that all information is true, correct and agreed to by the graduate student's supervisory committee.

This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.
 Cumulative GPA 3.730
 Check this box to indicate the student is making satisfactory academic progress
 Qualifying Exam Result Pass Qualifying Exam Date 02/17/2020
 Dissertation Topic Approval Date 02/19/2020
 Dissertation Title
 Committee Members
 Chair: _____ Member: _____ Member: _____ External: _____ Member: _____
 Approved by all members of the student's committee

10. Click **Save**.

Dissertation Title
 This is the title of the student's dissertation
 Committee Members
 Chair: APPLE, CANDY Member: CASE, JUSTIN Member: DAY, SONNY
 Approved by all members of the student's committee

Note: After clicking the save button the user will automatically be returned to the Student Milestones page where they can use the arrow buttons to navigate to the appropriate milestone to verify that the information was entered correctly.

11. Use the arrows to navigate to the milestone.

Student Milestones
 Academic Institution University of Florida Academic Career Graduate
 Academic Program Agricultural and Life Sciences
 Effective Date 02/25/2020 Milestone Copy
Milestone Detail Find | View All First 1 of 7 Last
 Milestone GRAD_GRAD Milestone Nbr 10
 Milestone Level 2168 Fall 2016
 Milestone Complete Completed

12. Confirm that the Milestone level for the **GRQUALEX** milestone is set to **PASS1**.

Milestone Detail Find | View All First 2 of 7
 Milestone GRQUALEX Milestone Nbr 20
 Milestone Level PASS1 Passed Qualifying Exam
 Milestone Complete Completed
 Academic Plan AGB_PHD Agricultural & Biological Eng
 Description Graduate Qualifying Exam
 Formal Description Graduate Qualifying Exam
 Milestone Title

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

Processes and Policies

Graduate School Data Management

graddata@ufl.edu