

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**.

The screenshot displays the 'Student Milestones' interface. At the top, the student's name 'Alberta Alligator' and UFID '02062630' are shown. Below this, the academic institution is 'University of Florida' and the academic career is 'Undergraduate'. The academic program is 'Liberal Arts and Sciences'. The 'Milestone Detail' section is active, showing a table with one row. The table has columns for 'Milestone Level' (SEMESTER 2), 'Milestone Complete' (Not Completed), 'Academic Plan' (GLY_BA), 'Description' (Universal Tracking), 'Formal Description' (Universal Tracking), 'Milestone Title', and 'Comment'. A red box highlights the 'Milestone Copy' button with a plus icon. Below the table, there are sections for 'Advisors' and 'Attempts'. The 'Attempts' section shows a table with columns for 'Attempt Nbr', 'Grading Scheme', 'Grading Basis', 'Grade Input', 'Milestone Complete', 'How Attempted', and 'Date Attempted'. The first attempt is listed as 'Not Completed'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- Note the new date, and that there are now two effective dated records.

Student Milestones

Supporting Data

Student Milestones

Alberta Alligator 02062630

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

Find | View All

First 1 of 2 Last

*Effective Date 04/03/2018

Milestone Copy

Milestone Detail

Find | View All

First 1 of 1 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 Stdnt Self-Svc

Manage Milestone Documents

Term Required

Date Required

Anticipated Term

Anticipated Date

*Transcript Level Never Print

*Print Milestone Detail Never Print

Advised by Committee

Advisors

Personalize | Find

First 1 of 1 Last

*Advisor/Evaluator	Name
1	

Attempts Allowed 1

Attempts

Personalize | Find

First 1 of 1 Last

Grade Information

Enrollment Details

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

Student Milestones | Supporting Data

- Next, click the **plus (+) sign** on the milestone level (below the effective date level).

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 04/03/2018 Milestone Copy

Milestone Detail Find | View All First 1 of 1 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 Stdnt Self-Svc

Manage Milestone Documents

Term Required Anticipated Term

Date Required Anticipated Date

*Transcript Level Never Print *Print Milestone Detail Never Print

☐ Advised by Committee

Advisors Personalize Find First 1 of 1 Last

*Advisor/Evaluator Name

Attempts Allowed

Attempts Personalize Find First 1 of 1 Last

Grade Information Enrollment Details

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

Student Milestones | Supporting Data

- Notice that the Milestone number increments, and the number of milestones within the effective date went from 1 to 2.

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 04/03/2018

Milestone Copy

Milestone Detail

*Milestone 20

Milestone Level

Milestone Complete Not Completed

Academic Plan

Description

Formal Description

Milestone Title

Comment

☐ Hide Comment on Stdnt Self-Svc

Manage Milestone Documents

Term Required

Anticipated Term

*Transcript Level

☐ Advised by Committee

Advisors

*Advisor/Evaluator Name

Attempts Allowed

Attempts

Grade Information Enrollment Details

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

Student Milestones | Supporting Data

6. Enter the Milestone and Milestone Level needed for your search. Use the magnifying glass to find search criteria if needed.

The screenshot displays the 'Student Milestones' system interface. The 'Milestone Detail' section is highlighted with a red box, showing fields for '*Milestone' and 'Milestone Level', both with magnifying glass icons. Other visible fields include '*Effective Date' (04/03/2018), 'Milestone Nbr' (20), 'Academic Plan', 'Description', 'Formal Description', 'Milestone Title', 'Comment', 'Term Required', 'Anticipated Term', '*Transcript Level', 'Date Required', 'Anticipated Date', and '*Print Milestone Detail'. The interface also includes sections for 'Advisors' and 'Attempts'.

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: casues 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).

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 04/03/2018 Milestone Copy

Milestone Detail Find | View All First 2 of 2 Last

*Milestone UGRDHRTHEs *Milestone Nbr 20

Milestone Level MAGNA CUM LAUDE Magna Cum Laude

Milestone Complete Not Completed

Academic Plan 3LY_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 Anticipated Term

*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

Grade Information Enrollment Details

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

Student Milestones | Supporting Data

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