

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 SUMMA 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 for a student named Alberta Alligator (UFID: 02062630). The interface is divided into several sections:

- Student Information:** Name (Alberta Alligator), UFID (02062630), Academic Institution (University of Florida), Academic Career (Undergraduate), and Academic Program (Liberal Arts and Sciences).
- Milestone Copy Section:** Contains a search bar for the effective date (03/01/2018) and a 'Milestone Copy' button. A red box highlights a Plus (+) icon next to the search bar, which is used to add a new effective date row.
- Milestone Detail Section:** Includes fields for Milestone Level (SEMESTER 2), Milestone Nbr (10), Milestone Complete (Not Completed), Academic Plan (GLY_BA), Description (Universal Tracking), and Formal Description (Universal Tracking). There are also fields for Milestone Title and Comment.
- Advisors Section:** A table with columns for Advisor/Evaluator and Name. The first row shows '1' in the Advisor/Evaluator column.
- Attempts Section:** A table with columns for Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, Milestone Complete, How Attempted, and Date Attempted. The first row shows '1' in the Attempt Nbr column and 'Not Completed' in the Milestone Complete column.
- Buttons:** At the bottom, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.

3. 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 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

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

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 academic information (University of Florida, Undergraduate, Liberal Arts and Sciences).
- Milestone Detail Section:**
 - *Effective Date:** 04/03/2018
 - Milestone Copy:** 1 of 2 (highlighted in red)
 - *Milestone Nbr:** 20 (highlighted in red)
 - Milestone Level:** (empty)
 - Milestone Complete:** Not Completed
 - Academic Plan:** (empty)
 - Description:** (empty)
 - Formal Description:** (empty)
 - Milestone Title:** (empty)
 - Comment:** (empty)
 - Hide Comment on Stdnt Self-Svc:**
 - Manage Milestone Documents:**
 - Term Required:** (empty)
 - Anticipated Term:** (empty)
 - *Transcript Level:** (empty)
 - Date Required:** (empty)
 - Anticipated Date:** (empty)
 - *Print Milestone Detail:** (empty)
- Advisors Section:** Shows a table with columns for Advisor/Evaluator, Name, and a search icon. One advisor is listed.
- Attempts Section:** Shows a table with columns for Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, *Milestone Complete, How Attempted, and Date Attempted. One attempt is listed with 'Not Completed'.

At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- 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' application. At the top, it shows the user 'Alberta Alligator' with ID '02062630'. Below this, it identifies the 'Academic Institution' as 'University of Florida' and the 'Academic Program' as 'Liberal Arts and Sciences'. The 'Milestone Detail' section is the primary focus, containing several search and input fields. A red box highlights the '*Milestone' and '*Milestone Level' search fields. Other fields in this section include '*Effective Date' (set to 04/03/2018), 'Milestone Nbr' (set to 20), 'Academic Plan', 'Description', 'Formal Description', 'Milestone Title', and a 'Comment' text area. There are also checkboxes for 'Hide Comment on Stndt Self-Svc' and 'Advised by Committee'. Below the milestone details, there are sections for 'Advisors' (with one advisor listed) and 'Attempts' (with one attempt listed as 'Not Completed'). At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- 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 SLY_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

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

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