VIEWING CRITICAL TRACKING INFORMATION

This instruction guide will walk you through how to view critical tracking information on a degree audit. Critical Tracking Requirements are the course and GPA requirements broken down by semester for a particular major.

NAVIGATION

1. Go to myUFL and log in using your username and password.
2. Click NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center.
3. Search for the student using the student’s First and Last Name and click Search. Click on the student’s name.
4. OR, enter the student’s UFID and click Search.

RUN AN AUDIT

- Select Academic Requirements from the drop-down menu.
- Click the >> button.
LOCATE CRITICAL TRACKING SECTION OF AUDIT

- Locate **Critical Tracking** section.
  - This section of the audit checks the student’s Universal Tracking (UT) term from the UNIV_TRACK milestone and shows tracking information for that particular UT term.
  - There are two types of UT requirements: course and GPA. Being off-track for courses, GPA, or both will be indicated when the predictive and final analyses are run.

- Click **Details**.

  ![Health Education and Behavior Community Health Promotion - Critical Tracking](image)

- Review Critical Tracking information broken down by semester.

  ![Health Education and Behavior Community Health Promotion - Critical Tracking](image)
FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Processes
Toby Shorey
tshorey@ufl.edu