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a Tracking Level/Tracking Semester increase for the next applicable enrollment term will occur unless the student has withdrawn from all courses during the enrollment term to which the adjusted Milestone applies or a SEMESTER 5 Tracking Semester where a passing final grade is required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 Fine an Existing Value tab, enter **UFID**, Academic Institution (**UFLOR**), and Career Field (**UGRD**).
2. Click **Search**.

Student Milestones

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

| Find an Existing Value | Add a New Value |

▼ Search Criteria

ID:	begins with ✔	11112222	✕
Academic Institution:	= ✔	UFLOR	🔍
Academic Career:	= ✔	UGRD	🔍
Academic Program:	= ✔		🔍
Campus ID:	begins with ✔		
National ID:	begins with ✔		
Last Name:	begins with ✔		
First Name:	begins with ✔		

☐ Include History ☐ Correct History ☐ Case Sensitive

| Search | Clear | Basic Search 📝 Save Search Criteria |

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.

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5. 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.

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

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

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

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

4. Add **Comment**.

5. Click **Save**.

- 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	**Processes or Policies related**
The UF Computing Help Desk	**to Academic Advising**
352-392-HELP	Toby Shorey
helpdesk.ufl.edu	tshorey@ufl.edu.