ENTERING THE MDA MILESTONE IN THE STUDENT INFORMATION SYSTEM (SIS) – COLLEGE LEVEL

NAVIGATION

NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones

MASTER’S DEGREE ACKNOWLEDGEMENT (MDA)

1. Look up student by UFID. Click Search.

2. Click the Supporting Data tab.

Be sure to select the correct program plan if more than one result is displayed.
3. Locate the **Graduate MDA Milestone** (GRADMDA) and select **ENTER DATA**.

This milestone details page will then display the proposal details as submitted by the previous staff/department/program user.

There will be one additional field now available to enter the **Decision by College Level Authority**.

4. Select the **college level decision** via the drop-down menu and hit **SAVE**.
5. You will automatically return to the main Student Milestones tab. Here verify the following on changes the page, as shown in the screenshot below:

- **Milestone Level** = AFFIRMED or DENIED-C
- **Comment** = Name of Master’s Degree Institution
- **Advisor/Evaluator** = your ID
- **Attempts section Milestone Complete** = Not Completed and Date Attempted = date
  
  supporting data page was saved/submitted
Notes and Best Practices:

- The reports will be developed to aid in identifying MDA eligible students and status of requests.
- Consideration for the MDA milestone should begin in the admission review stage for an applicant.
- The MDA milestone should only be submitted after the student has matriculated and enrolled.
- The program-level proposal must be completed prior to college-level decision.
- College-level affirmation decision should be completed no earlier than the day after the program-level proposal.
- Colleges and programs should develop a notification system, such as email, to advise the next level of pending MDAs.