



MSN Term Progress Report

Students beginning the MSN program are required to submit a Term Progress Report at the start of each semester. Term Progress Reports must be uploaded into the [Student Tracking System](#) by the end of the first month of a new semester (e.g. September 30, January 30, and May 30).

- **Step 1:**
Go to [Student Tracking System \(STS\)](#) & login with your CWL (Campus Wide Login).
*Please note, STS is best accessed from an up-to-date version of Chrome.
- **Step 2:**

The screenshot shows the Student Tracking System (STS) interface. At the top, there is a navigation bar with links for NEWS, EVENTS, DIRECTORIES, SEARCH UBC, and myUBC LOGIN. Below this is a green banner with the UBC logo and the text 'Student Tracking System'. The main content area is titled 'Students' and includes a 'View Student' button and a search field. The 'MSN Program' section contains a message: 'Start of Term Report Requests' and 'The student has not yet uploaded a start of term report.' A note below states: 'Note: The start of term report form can be downloaded here.' To the right of the main content is a vertical menu with buttons for Summary, My Tasks, Activity, Programs, Courses, Supervisory Committee, Progress, Milestones, and Awards. At the bottom of the page, there is a footer with the text: 'Student Tracking System v1.8.0.0 | Copyright © 2009-2012 UBC School of Nursing. | Contact STS Support'.

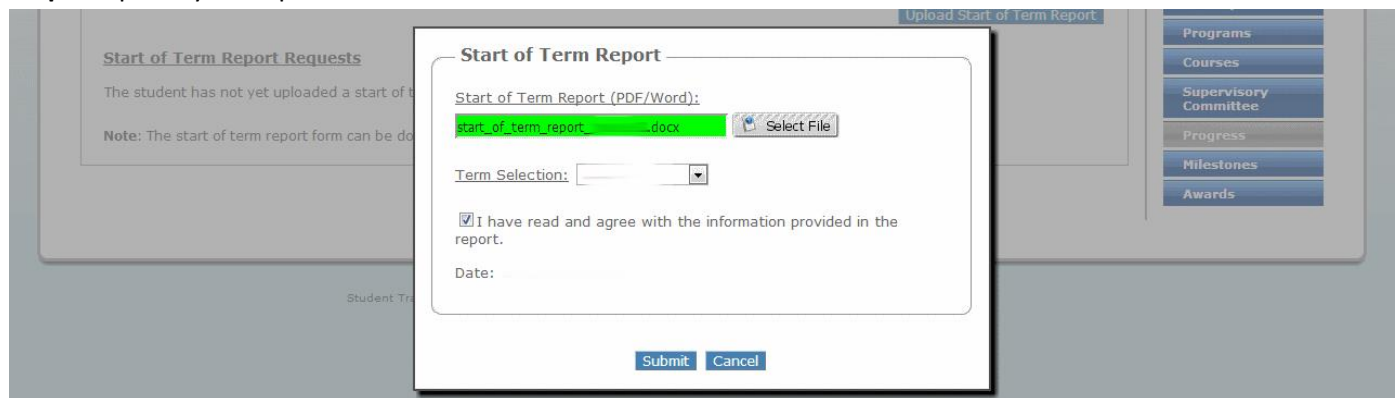
Click on “Progress” on the left hand side & download the MSN Term Progress Report.

Best practice is to complete your term progress report is to set up a meeting with your provisional advisor or supervisor to review with them, and then upload the term progress report after you’ve had a chance to incorporate revisions from your meeting. However, keep in mind that as you develop your relationship with your provisional advisor & supervisor, you will develop your own workflow together.

- **Step 3:**
Save your report according to the following format:
Last Name, First Name – Month-DD-YYYY.doc
e.g. Doe, Jane – September-15-2012.doc
*Please upload documents as *.doc or Word Documents. STS will only accept *.doc, *.docx, or *.pdf documents.



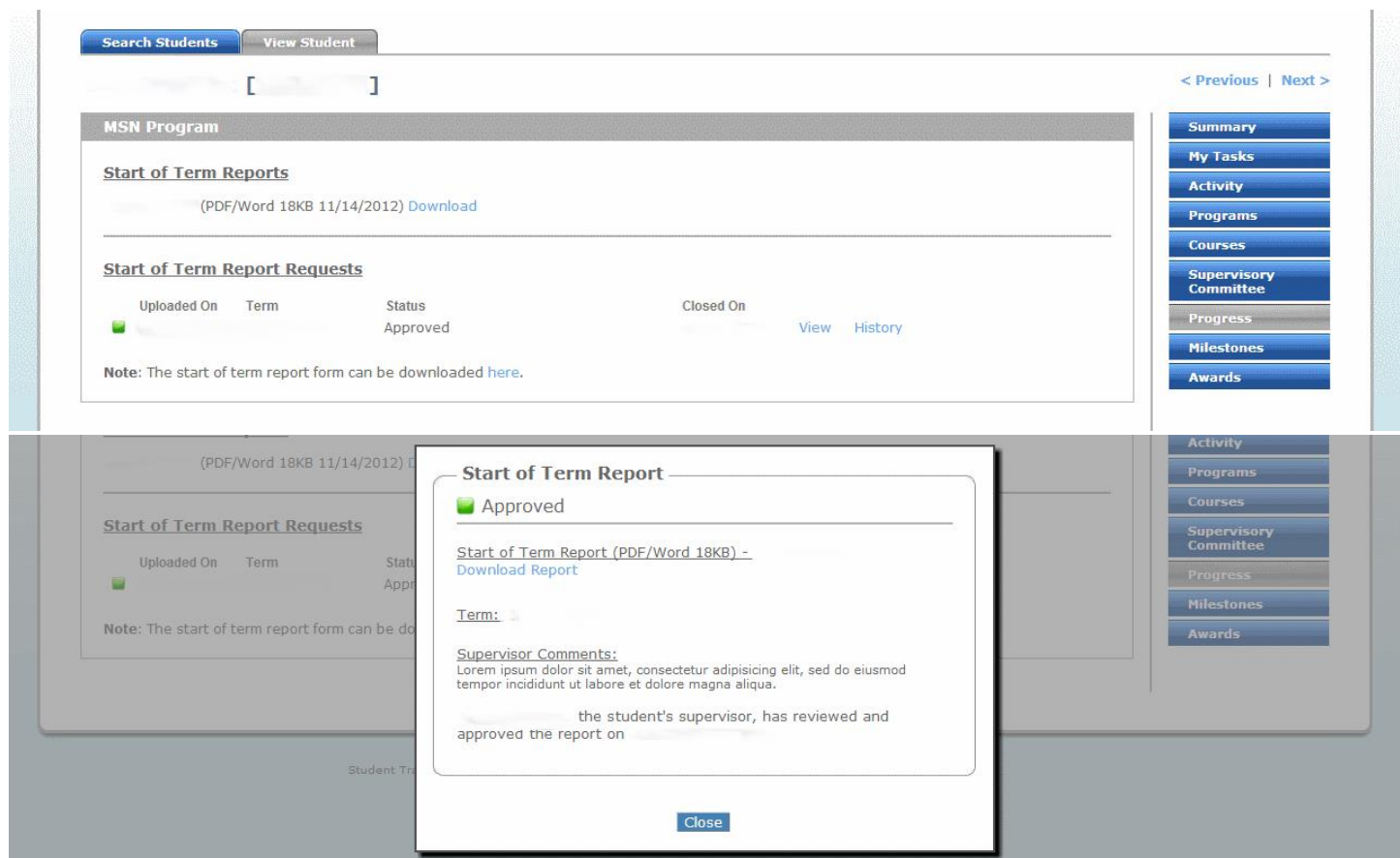
- **Step 4:** Upload your report into STS



- **Step 5:** Provisional Advisor or Supervisor receives notification, reviews, and approves your report!

For Future Terms:

Go to the same place on the Student Tracking System, download a copy of your old report, save it as a new document (based on the file naming conventions described above), and update the form based on your current term's progress. After meeting with your supervisor or provisional advisor, you can upload the new form (with an updated file name) using the same steps as above.





Notifications from STS:

STS will send you reminders when your Term Progress Reports are due. An example notification is included below:

From: no-reply@nursing.ubc.ca
Sent: Wednesday, November 14, 2012 10:46 AM
To: Leung, Brian
Subject: Start of Term Report Reminder

Dear Student,

Once again, we are asking all MSN students to submit a start of term report. The form can be downloaded from <https://sts.nursing.ubc.ca/forms/MSNStudentAdvisoryUpdateForm.docx>. Your progress report is mandatory and must be submitted by January 30th.

We encourage you to take this opportunity to discuss your program goals and milestones with your supervisor/advisor. Failure to maintain regular contact with your supervisor may place you in academic jeopardy.

Please visit <http://sts.nursing.ubc.ca> to upload the completed start of term report in Word format. The upload can be done under the Progress tab.

If your thesis proposal has been approved, please visit <http://sts.nursing.ubc.ca> and check the box in the Milestones tab.

Regards,

The Student Tracking System

This email was automatically sent by the Student Tracking System at the UBC School of Nursing. If you have any questions related to this email please contact the School of Nursing Student Support Services.

For all technical problems and inquiries, including system access, please submit a request at <http://it.ubc.ca/SOS>.

Disclaimer: The information in this email reflects the current status of our records. If any information in this email is inaccurate, please contact the School of Nursing Student Support Services immediately.