

Milestones

Navigation: [CalCentral](#) > **Advising Resources** section > **Milestones** link

or

[Campus Solutions](#): **Main Menu** > **Records and Enrollment** > **Enroll Students** > **Student Milestones**

Milestones are non-course requirements a student must complete toward degree progress to graduate. All graduate students have milestones. A majority of the graduate milestones are overseen by the departments; a few are overseen by Graduate Division.

This job aid will cover how to:

- Look up a student with an existing Milestone
- Adding the first Milestone to a student.
- Adding additional Milestones to a student

In this example, we have logged into *Cal Central*, and clicked the *Milestones* link.



Looking up an Existing Milestone

Under the **Find an Existing Value** tab:

Search by the Student ID or name and click the **Search** button.

If no milestones exist for this student, you will see the message, **“No matching values were found.”**

The screenshot shows the 'Student Milestones' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values'. There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below is a 'Search Criteria' section with several input fields: ID (begins with), Academic Institution (dropdown with UCB01), Academic Career (dropdown), Academic Program (dropdown), Campus ID (begins with), National ID (begins with), Last Name (begins with GRAD), and First Name (begins with GIUSEPPE). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. A red box highlights the message 'No matching values were found.' at the bottom of the form.

If a student already has at least one milestone, their milestone(s) will appear.

In this example, this student has three milestones.

The first milestone displayed is **Qualifying Exam Approval**.

To scroll through the milestones, click the **arrow keys**.

The screenshot shows the 'Student Milestones' page for Glenda Grad. The student's academic institution is UC Berkeley and their academic career is Graduate. The milestone being viewed is 'Qualifying Exam Approval' with an effective date of 11/28/2016. The milestone is marked as 'Completed'. The interface includes various input fields for details like 'Milestone Nbr' (10), 'Description', and 'Formal Description'. At the bottom, there is an 'Attempts' table with one entry for attempt 1, which is 'Completed' on 11/28/2016. Navigation buttons like 'Return to Search' and 'Save' are visible at the bottom of the page.

When finished, click the **Return to Search** button to return the **Student Milestones** page.

Adding a Milestone to a student for the first time.

If a search confirms a student doesn't have any milestones, we can add one.

Click the **Add a New Value** tab.

NOTE: This step is only necessary for the first milestone.

Enter the **student ID**, **Career**, and **Academic Program**.

NOTE: **Institution** should default to **UCBo1**. If it is blank, enter it.

Click the **Add** button.

Student Milestones
Enter any information you have and click Search. Leave fields blank for

Find an Existing Value **Add a New Value**

Student Milestones

Find an Existing Value **Add a New Value**

ID: 29999999
Academic Institution: UCB01
Academic Career: GRAD
Academic Program: GPRFL

Add

If a student has never had a milestone added before, then a blank milestone page for the student appears.

The **Effective Date** will display today's date. Let that default unless instructed otherwise.

Enter the **Milestone**.

At the bottom of the page, pull down the **Milestone Complete** list and select the appropriate status.

Remember to click **Save** when done.

Student Milestones

Academic Institution: UC Berkeley Academic Career: Graduate
Academic Program: Graduate Professional Programs

Find | View All First 1 of 1 Last

*Effective Date: 09/08/2016 Milestone Copy

Milestone Detail Find | View All First 1 of 1 Last

*Milestone: Milestone Nbr: 10
Milestone Level: Milestone Complete: Not Completed
Academic Plan: Description: Formal Description: Milestone Title: Comment: Hide Comment on Stndt Self-Svc

Manage Milestone Documents
Term Required: Date Required: Anticipated Term: Anticipated Date: *Transcript Level: *Print Milestone Detail: Advised by Committee

Advisors Personalize | Find | 1 of 1 Last

Attempts Allowed: Attempts Personalize | Find | 1 of 1 Last

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Not Complete		

Save Notify Add Update/Display Include History Correct History

Adding Additional Milestones

While viewing a student's milestones, we can add more.

In this case, we're viewing a student's existing milestone of *Qualifying Exam Approval*. Now we need to add another milestone.

First, click the top plus sign to add another **Effective Dated** row.

Then click the second plus sign to add a new **Milestone Detail** section.

We have added both a new **Effective Date** row with today's date and a new **Milestone Detail** row.

There are now 2 effective dated rows and 4 different milestones rows.

Next, enter the **Milestone**. In this case we do not know the code, so we will click the **Milestone Look up** icon.

Select the appropriate milestone from the list that appears.

NOTE: Your list of choices may vary depending on your security access.

In this example, our student has submitted a prospectus, so we'll select **Paper** (AAGPAPER).

NOTE: All graduate milestones begin with "AAG". Undergraduate milestones begin with "AAU".

Look Up Milestone
Help

Academic Institution:

Milestone:

Description:

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First 1-37 of 37 Last

Milestone	Description
AAGACADP	Thesis
AAGACADP2	Capstone
AAGADVMAS1	Advancement to Candidacy Mas1
AAGADVMAS2	Advancement to Candidacy Mas2
AAGADVPHD	Advancement to Candidacy PhD
AAGCPR	CPR Certification
AAGCREDPP	Required Credential Applicatio
AAGDISSDEF	Dissertation Defense
AAGDISSERT	Dissertation Filed
AAGDISSPRO	Dissertation Prospectus
AAGEXAM	Exam
AAGEXAMCOM	Exam w/Committee
AAGEXIT	Exit Survey
AAGFINALCK	Department Filing Approval
AAGFORLANG	Foreign Language
AAGGSI	GSI Teaching
AAGGSICERT	GSI Teaching Certificate
AAGGSIWKSP	GSI Teaching Certificate Wksp
AAGHUMSUB	Human and Animal Subjects
AAGINTERN	Internship
AAGLAB	Lab Rotation
AAGLINGPAP	Linguistics Qualifying Paper
AAGMEQIV	Master's Degree (or Appr Eqv)
AAGMETHODS	Methods
AAGPAPER	Paper
AAGQEAPRV	Qualifying Exam Approval
AAGQERESLT	Qualifying Exam Results
AAGREVIEW	Review
AAGRICA	RICA Assessment
AAGSOCWBIB	Required Bibliographies
AAGSUPP	Supplemental
AAGTPA	Teaching Perf Assessment (TPA)
AAGUSCONST	U.S. Constitution
AAUGBAIS	International Study
AAUGLOBPOV	Global Poverty
AAUHISTORY	Field of Concentration
AAUMUSIC	Music Placement Exam

Description: limited to 30 characters and can be edited.

Formal Description: shows on student's CalCentral-My Academics page.

Comment: optional.

Date Required: can be filled in, and is mandatory for the Dissertation Filed milestone.

Print Milestone: leave default *Always*.

Transcript Level: leave default *Official*.

The screenshot shows the 'Milestone Detail' form. Red arrows point to the following fields and sections:

- Description:** The 'Description' text box.
- Formal Description:** The 'Formal Description' text box.
- Comment:** The 'Comment' text box.
- Date Required:** The 'Date Required' date picker.
- Print Milestone:** The '*Print Milestone Detail' dropdown menu.
- Transcript Level:** The '*Transcript Level' dropdown menu.
- Advisors:** The 'Advisors' section header.
- Attempts:** The 'Attempts' section header.
- Attempt Number & Date Attempted:** The 'Attempt Nbr' and 'Date Attempted' columns in the table.
- Milestone Complete:** The '*Milestone Complete' dropdown menu in the table.

Attempt Number & Date Attempted: can be tracked, especially for Qualifying Exams.

Milestone Complete: Select the appropriate status.

To add another milestone with the same date, click the **Milestones Detail** plus sign.

This screenshot shows the 'Milestones Detail' section. The 'Milestone Copy' button is visible, and the plus sign (+) next to the 'Milestone Nbr' field is highlighted with a red box.

Warning: When adding multiple milestones at the same time, do NOT save after the first one. The system won't allow another milestone with the same date after saving.

If you do save between Milestones: you'll need to add a new Effective Dated row (1st plus sign) with a new date and then click to add the new Milestone (2nd plus sign).

Remember to click **Save** when finished adding Milestones.

This screenshot shows the 'Attempts' table. The 'Save' button at the bottom left is highlighted with a red box.

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Completed		12/01/2016

Support

For questions or assistance, contact SIS Support: Call **510-664-9000** (press **option 6**) or via email: sishelp@berkeley.edu