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.”

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**.

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.

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.
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](image-url)
**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.

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

**Milestone Complete:** select the appropriate status.

---

**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.

---

**Support**

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