

# How to View and Enter Milestones

Navigation: [CalCentral](#) > **Advising Resources** > **Student Milestones Data Entry**

or

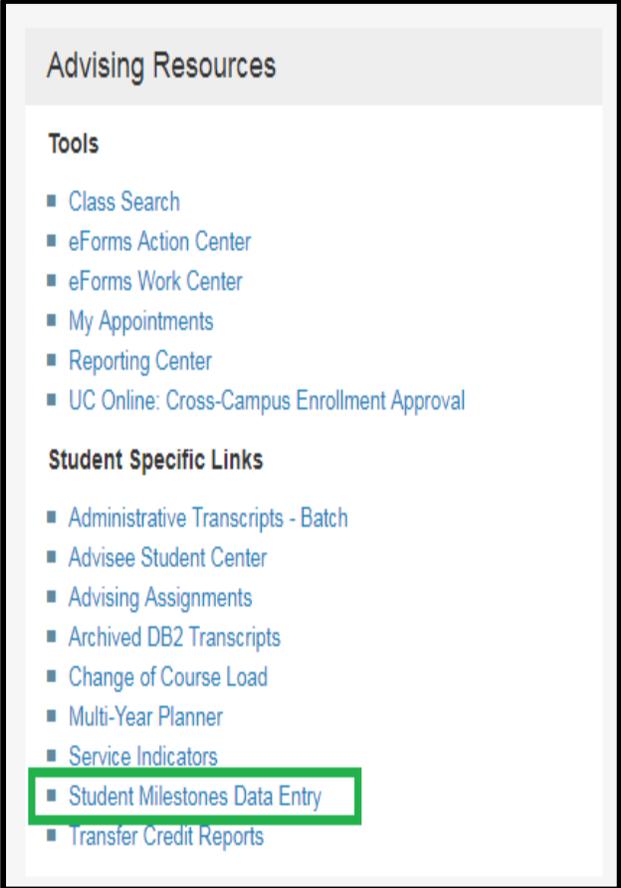
[Campus Solutions](#): **Main Menu** > **CAL Components** > **Student Records** > **Student Milestones Data Entry**

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
- Add the first Milestone to a student
- Add additional Milestones to a student
- Edit an existing Milestone
- Delete an existing Milestone

In this example, we have logged into *CalCentral* and clicked the ***Student Milestones Data Entry*** link.



The screenshot shows a web interface titled "Advising Resources". Under the "Tools" section, there are several links: Class Search, eForms Action Center, eForms Work Center, My Appointments, Reporting Center, and UC Online: Cross-Campus Enrollment Approval. Under the "Student Specific Links" section, there are several links: Administrative Transcripts - Batch, Advisee Student Center, Advising Assignments, Archived DB2 Transcripts, Change of Course Load, Multi-Year Planner, Service Indicators, **Student Milestones Data Entry** (highlighted with a green box), and Transfer Credit Reports.

## Looking up an Existing Milestone

1. Under the **Find an Existing Value** tab:
2. Search by the Student ID or name and select the **Search** button.
3. If no milestones exist for this student, we will see the message, **“No matching values were found.”**

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

**▼ Search Criteria**

ID:

Academic Institution: [=]

Academic Career: [=]

Academic Program: [=]

Campus ID:

National ID:

Last Name:

First Name:

Include History
  Correct History
  Case Sensitive

**No matching values were found.**

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

5. In this example, this student has 2 milestones.

The first milestone displayed is **Capstone**.

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

The screenshot shows the Berkeley Student Milestones Data Entry interface. At the top, there are navigation tabs: Favorites, Main Menu, CAL Components, Student Records, and Student Milestones Data Entry. Below this is the Berkeley logo and a header for 'Student Milestones'. A text box explains that users should use this page to enter milestone completion information and that changes require a new 'Effective Date'.

The student's name is Eric Wilbanks (ID: 3032062164). His academic institution is UC Berkeley, and his academic career is Graduate. His academic program is Graduate Academic Programs.

The main section displays a list of milestones. The first milestone is selected, showing details for 'Capstone'. The 'Effective Date' is 03/28/2018. The 'Academic Plan' is 00510MAG (Linguistics MA) and the 'Milestone' is AAGACADP2 (Milestone Nbr 10). The milestone is marked as 'Completed'. The 'Formal Description' is 'Capstone' and the 'Milestone Title' is empty. The 'Comment' is 'Committee: Lin, Gahl, Johnson'. There is a 'Manage Milestone Documents' link and an 'Advised by Committee' checkbox.

Below the milestone details is an 'Attempts' section with a table:

Attempt Nbr	*Milestone Complete	How Attempted	*Date Completed
1	Completed	Exam Taken	05/09/2017

At the bottom of the page, there are several buttons: Save, Return to Search (highlighted with a red box), Notify, Add, Update/Display, and Include History.

6. When finished, select the **Return to Search** button to return the **Student Milestones Data Entry** page.

## Adding a Milestone to a student for the first time

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

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

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

2. Enter the **Student ID, Career** and **Academic Program**.

**NOTE:** **Institution** should default to **UCB01**. If it is blank, enter it.

Select the **Add** button.

The screenshot shows the 'Student Milestones' header with a search instruction: 'Enter any information you have and click Search. Leave fields blank for...'. Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box and a mouse cursor is clicking on it.

3. If a student has never had a milestone added before, then a blank milestone page for the student appears.
4. Enter **Academic Plan**. The **Effective Date** will display today's date. Let that default unless instructed otherwise.
5. Enter the **Milestone** and if applicable, the **Milestone Level**.

See list of [Graduate Milestones used by Requirements](#).

Optional: **Enter Comments**.

6. At the bottom of the page, pull down the **Milestone Complete** list and select **Completed**. Enter **Date Completed**.

7. Select **Save** when done entering **all milestones** for session/day.

The screenshot shows the 'Student Milestones' form with the following fields filled: ID: 29999999, Academic Institution: UCB01, Academic Career: GRAD, and Academic Program: GPRFL. The 'Add' button at the bottom is highlighted with a red box.

The screenshot shows the 'Student Milestones' form for student Hoda Abdel Magid (ID: 21945127). The 'Milestone Detail' section is expanded, showing fields for:
 

- \*Effective Date: 04/18/2018 (highlighted with a red box)
- \*Academic Plan: (empty, highlighted with a red box)
- \*Milestone: (empty, highlighted with a red box)
- Milestone Level: (empty, highlighted with a red box)
- Milestone Nbr: 10
- Milestone Complete: Not Completed
- Formal Description: (empty)
- Milestone Title: (empty)
- Comment: (empty)

 The 'Attempts' section at the bottom shows a dropdown menu with 'Completed' selected (highlighted with a red box) and a 'Date Completed' field (highlighted with a red box). The 'Save' button at the bottom left is also highlighted with a red box.

## 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.

1. First, select the **top "plus" sign** to add another **Effective Dated** row. Only one row per date allowed.

2. Then select the **second "plus" sign** to add a new **Milestone Detail** section. All previous milestones will carry over to the new row, so be sure you enter the new milestone on the **blank row**.

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

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

Enter **Academic Plan**.

Academic Institution UC Berkeley Academic Career Graduate  
 Academic Program Graduate Academic Programs  
 Find | View All First 1 of 2 Last  
 \*Effective Date 04/18/2018  
 Milestone Detail Find | View All First 4 of 4 Last  
 \*Academic Plan  
 \*Milestone Milestone Nbr 40  
 Milestone Level  
 Milestone Complete Not Completed  
 Formal Description  
 Milestone Title  
 Comment  
 Manage Milestone Documents  
 Advised by Committee  
 Attempts Personalize | Find | 1 of 1 Last  
 Grade Information Enrollment Details  
 Attempt Nbr \*Milestone Complete How Attempted \*Date Completed  
 1 Not Completed

- Next, enter the **Milestone**. In this case we do not know the code, so we will select the **Milestone Lookup** 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".

- Enter **Milestone Level**, if applicable.
- Select **Completed** from the Milestone Completed dropdown.

- Enter **Date Completed**.

- Save** after all additional milestones have been entered.

## Deleting a Milestone

- From the **Main Menu**, navigate to: **CAL Components > Student Records > Student Milestones Data Entry**.

Under the **Find an Existing Value** tab, search for the student.

- Select the top **“plus”** button to add a new row.

**NOTE:** This student has 3 milestones which you can see on the far right in the **Milestone Detail** box.

- Use the arrow buttons on the **Milestone Detail** section to find the milestone you want to delete.

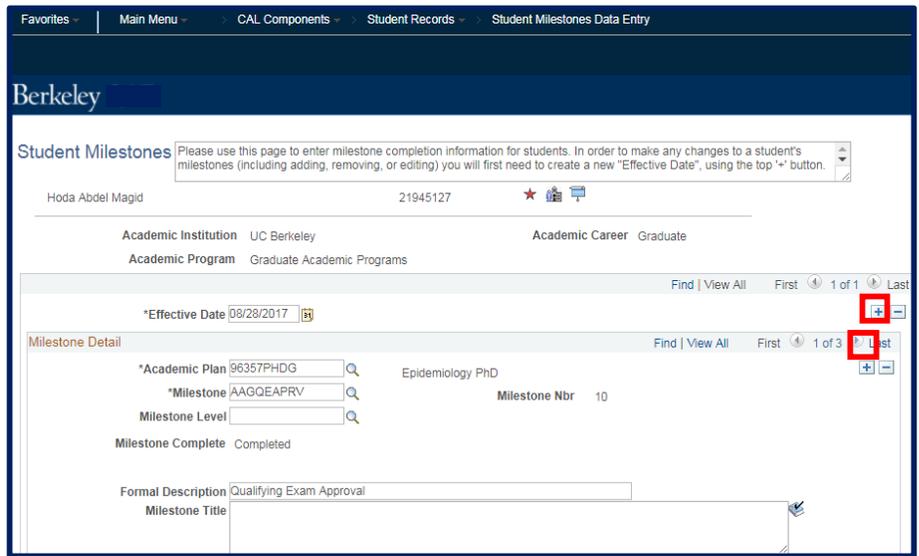
4. Select the minus" sign button and Select Save.

## Editing an Existing Milestone

1. From the Main Menu, navigate to: **CAL Components > Student Records > Student Milestones Data Entry**.

Under the **Find an Existing Value** tab, search for the student.

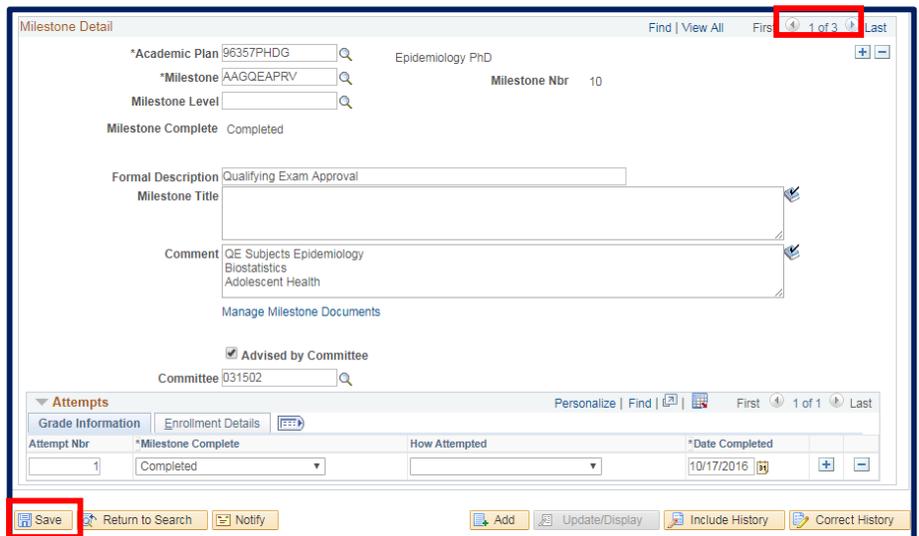
2. Select the top “plus” button to add a new row.



3. Use the arrow buttons on the Milestone Detail section to find the milestone you want to edit.

Make Edits.

4. Select Save after all edits for the session have been completed.



## Understanding the Student Milestones Page

The following describes the different categories found in the **Student Milestones** page.

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

**Comment:** optional.

**Attempt Number** can be tracked, especially for Qualifying Exams.

**Milestone Complete:** select the appropriate status, either Complete or In Progress.

**Note:** Only a status of **Complete** will **Satisfy** a requirement on the Academic Progress Report (**APR**).

The screenshot shows the 'Milestone Detail' form. At the top, there are search and navigation options: 'Find | View All', 'First', '2 of 4', and 'Last'. The form fields include:
 

- \*Milestone: AAGPAPER
- \*Milestone Nbr: 40
- Milestone Level: (empty)
- Milestone Complete: Not Completed
- Academic Plan: (empty)
- Description: Paper
- Formal Description: Paper
- Milestone Title: (empty)
- Comment: (empty)
- Hide Comment on Stdnt Self-Svc
- Manage Milestone Documents
- Term Required: (empty)
- Date Required: (empty)
- Anticipated Term: (empty)
- Anticipated Date: (empty)
- \*Transcript Level: Official
- \*Print Milestone Detail: Always
- Advised by Committee

 Below these are sections for 'Advisors' and 'Attempts'. The 'Attempts' section has a table with columns: Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, \*Milestone Complete, How Attempted, and Date Attempted. The first row shows Attempt Nbr 1, Milestone Complete 'Completed', and Date Attempted '12/01/2016'. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and Inc.

**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 (1<sup>st</sup> plus sign) with a new FUTURE date and then select to add the new Milestone (2<sup>nd</sup> plus sign).

## Support

For questions or assistance, contact SIS Support:

- Call 510-664-9000 (press option 6)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)

For additional SIS resources, please visit: [sis.berkeley.edu/training](http://sis.berkeley.edu/training)