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.
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.”

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**.

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.

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.
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*.
3. 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**.

4. Next, enter the **Milestone**. In this case we do not know the code, so we will select the **Milestone Lookup** icon.
5. 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”.

6. Enter Milestone Level, if applicable.

7. Select Completed from the Milestone Completed dropdown.

8. Enter Date Completed.

9. Save after all additional milestones have been entered.
Deleting a 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.

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

3. 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).

**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 FUTURE date and then select to add the new Milestone (2nd plus sign).

**Support**

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

For additional SIS resources, please visit: sis.berkeley.edu/training