

Student Milestones

Overview

From your Employee Resources tab, you can access the Student Milestone page. Student milestones are used to track Advancement to Candidacy and the completion of the Culminating Experience requirements for the graduate degree. The status of these milestones will be displayed on the Academic Requirements Report (ARR) which is used during the graduation review process by Enrollment Services. This guide includes the following topics:

- Creating a student's first milestone for a given career and program (Example: Advancement to Candidacy Milestone)
- Adding additional milestones (Example: adding the Culminating Experience Milestone) or editing milestones on a later date

Creating a Student's First Milestone For a Career and Program

- 1) Navigate to the Student Milestone Page:
Log into MyCSUSM
Click on the "Employee Resources" tab



mycsusm California State University
SAN MARCOS

Faculty Resources Employee Resources

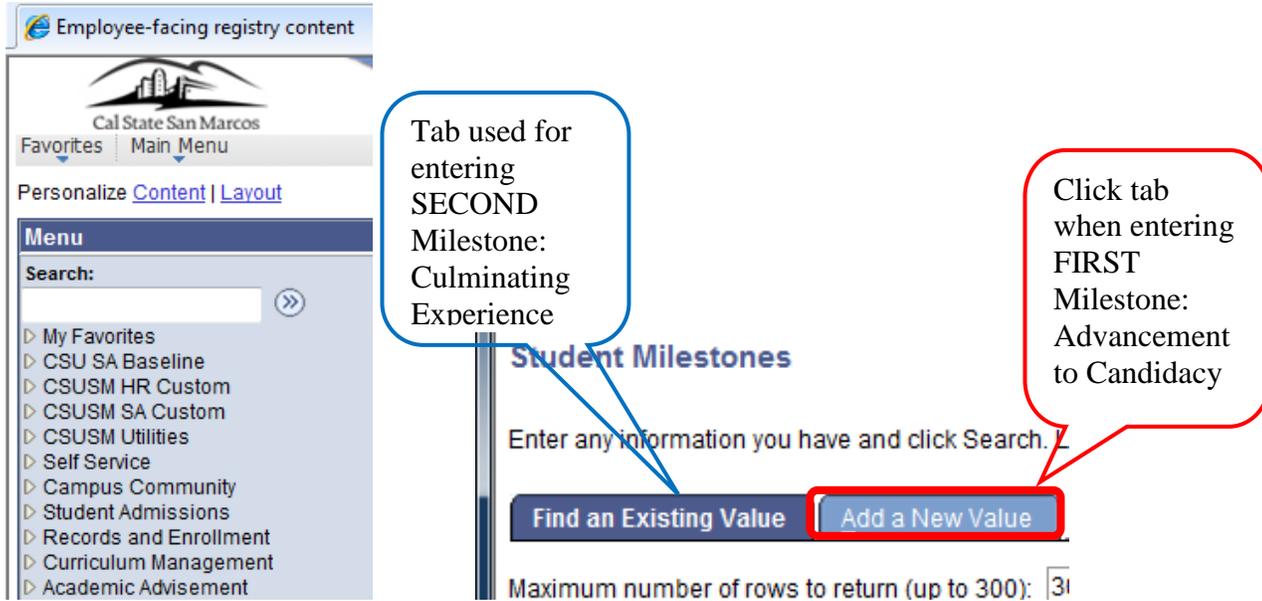
★ **Faculty Self Service**
Class and grade rosters & faculty help

Faculty Self Service
Faculty Self Service Help
Mid-Semester Evaluations
Alternative Course Approval

MyCSUSM for Faculty

MyCSUSM centralized & left to access Faculty Self

Click Records and Enrollment>Enroll Students>Student Milestones



Employee-facing registry content

Cal State San Marcos

Favorites Main Menu

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Menu

Search:

- My Favorites
- CSU SA Baseline
- CSUSM HR Custom
- CSUSM SA Custom
- CSUSM Utilities
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advisement

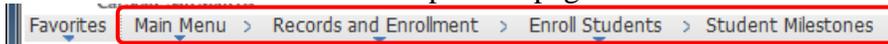
Student Milestones

Enter any information you have and click Search.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Notice the bread crumbs at the top of the page:



Favorites [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Student Milestones](#)

Student Milestones

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

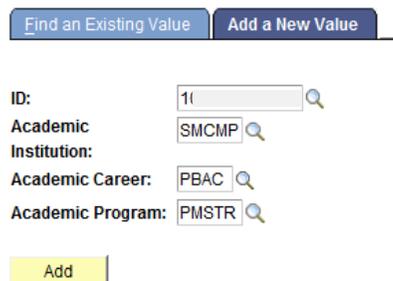
[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

ID:

2) Enter the FIRST Milestone: Advancement to Candidacy

Be sure you are on the ADD A NEW VALUE tab then enter your student data and click the yellow "Add" button.



[Find an Existing Value](#) [Add a New Value](#)

ID:

Academic Institution:

Academic Career:

Academic Program:

[Add](#)



Student Milestones for Graduate Students

California State University
San Marcos

Note: Previously, data was entered on separate tabs. Now all information is entered on one page.

Use the magnifying glass icon to lookup and select the Milestone you wish to enter data for. If no other milestones exist for that career (UGRD or PBAC) and program (PMSTR, PMTEX, UBACH, UEXDG), use the pre-populated Effective Date (should be the current date). The Description field should populate once you select the Milestone.

Navigation: [Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Student Milestones](#)

Student Milestones

Jessica _____ ★

Academic Institution: Cal State San Marcos **Academic Career:** Postbaccalaureate
Academic Program: Masters

Find | View All First 1 of 1 Last

***Effective Date:** Milestone Copy

Milestone Detail Find | View All First 1 of 1 Last

*Milestone: <input type="text"/> 🔍	*Milestone Nbr: <input type="text" value="10"/>
Milestone Level: <input type="text"/> 🔍	
Milestone Complete: Not Completed	
Academic Plan: <input type="text"/> 🔍	
Description: <input type="text"/>	
Formal Description: <input type="text"/>	
Milestone Title: <input type="text"/>	
Comment: <input type="text"/>	

[Manage Milestone Documents](#)

Term Required: <input type="text"/> 🔍	Date Required: <input type="text"/>
Anticipated Term: <input type="text"/> 🔍	Anticipated Date: <input type="text"/>
*Transcript Level: <input type="text"/>	*Print Milestone Detail: <input type="text"/>

Advised by Committee

Enter the relevant attempt information, and then click the yellow SAVE button. This is the minimum that needs to be entered. You are welcome to include comments.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Student Milestones](#)
[New Window](#) | [Help](#) | [Cust](#)

Student Milestones

Jessica ★

Academic Institution: Cal State San Marcos **Academic Career:** Postbaccalaureate
Academic Program: Masters

Find | View All First 1 of 1 Last

***Effective Date:** [Milestone Copy](#) [+ -]

Milestone Detail Find | View All First 1 of 1 Last

***Milestone:** ***Milestone Nbr:** [+ -]
Milestone Level:
Milestone Complete: Completed
Academic Plan:
Description:
Formal Description:
Milestone Title:
Comment:

[Manage Milestone Documents](#)

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

Advisors Customize | Find | [grid] First 1 of 1 Last

*Advisor/Evaluator	Name
1	

Attempts Allowed:

Attempts Customize | Find | [grid] First 1 of 1 Last

[Grade Information](#) | [Enrollment Details](#) | [\[grid\]](#)

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1	PBC	NON		Completed	Course Taken	04/05/2013

Save |
 [Return to Search](#) |
 [Previous in List](#) |
 [Next in List](#) |
 [Notify](#) |
 [Add](#) |
 [Update/Display](#) |
 [Include History](#) |
 [Correct His](#)

To return to the search page, you can click “Student Milestones” in the heading navigation, or you can click the yellow “Return to Search” button at the bottom of the page.



Student Milestones for Graduate Students

California State University
San Marcos

Adding Additional Milestones or Editing existing ones.

- 1) Search for an Existing Value
 - Be sure you are on first FIND AN EXISTING VALUE tab
 - Enter your student data
 - Click the yellow “Search” button.
 - Select the appropriate Career and Program to add milestones to. To add the Culminating Experience milestone, click on the row that displays “PMSTR” under Academic Program

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

ID: begins with [redacted]

Academic Institution: = [SMCMP]

Academic Career: = []

Academic Program: = []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

ID	Academic Institution	Academic Career	Academic Program
[redacted]	SMCMP	PBAC	PMSTR
[redacted]	SMCMP	UGRD	UBACH

- 2) Add a new Effective Dated Row
 - Click the plus sign on the Effective Date row. This must be done to edit/update a student milestone on a later date. If you are editing the milestone on the same day you created it, you would click the yellow “Correct History button at the bottom of the page. (This is not recommended – you can end up deleting existing milestones.) The Effective Date communicates – “As of date ‘1’, only 1 milestone had been completed. As of Date 2 – these are the two milestones that had been completed, and they are both listed below”

Favorites | Main Menu > Records and Enrollment > Enroll Students > Student Milestones [New Window](#) | [Help](#) | [Cust](#)

Student Milestones

Jessica Edwards 100270387 ★

Academic Institution: Cal State San Marcos **Academic Career:** Postbaccalaureate
Academic Program: Masters

***Effective Date:** 04/05/2013 [Milestone Copy](#) **+** **-**

Milestone Detail Find | View All First 1 of 1 Last

***Milestone:** CANDIDACY ***Milestone Nbr:** 10 **+** **-**

Milestone Level:

Milestone Complete: Completed

Academic Plan:

Description: Advancement to Candidacy

Formal Description: Advancement to Candidacy

Milestone Title:

Comment:

[Manage Milestone Documents](#)

Term Required: **Date Required:**

The header should now say '1 of 2'.

3) Keep the CANDIDACY row/record and add the Culminating Experience row by clicking the + button under the second dark blue bar.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Student Milestones

[New Window](#) | [Help](#) | [Cust](#)

Student Milestones

Jessica ★

Academic Institution: Cal State San Marcos **Academic Career:** Postbaccalaureate
Academic Program: Masters

Find | View All
First 1 of 2 Last

Milestone Copy
+ -

Find | View All
First 1 of 1 Last

+ -

+ -

***Effective Date:** 04/06/2013 b1

***Milestone:** CANDIDACY b1 ***Milestone Nbr:** 10

Milestone Level:

Milestone Complete: Completed

Academic Plan:

Description: Advancement to Candidacy

Formal Description: Advancement to Candidacy

Milestone Title:

Comment:

[Manage Milestone Documents](#)

Term Required: **Date Required:** b1

New Current Date

On 2nd of 2 Effective Dates

Click + to add the 2nd milestone

You will now be on Effective Date “2 of 2” and looking at a blank Milestone that is also “2 of 2”. Use the magnifying glass to look up the new Milestone – Culminating Experience.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Student Milestones [New Window](#) | [Help](#) | [Cus](#)

Student Milestones

Jessica ★

Academic Institution: Cal State San Marcos **Academic Career:** Postbaccalaureate
Academic Program: Masters

Find | View All First 1 of 2 Last

***Effective Date:** **Milestone Copy**

Milestone Detail Find | View All First 2 of 2 Last

***Milestone:** ***Milestone Nbr:**

Milestone Level:

Milestone Complete: Not Completed

Academic Plan:

Description:

Formal Description:

Milestone Title:

Comment:

[Manage Milestone Documents](#)

Term Required: **Date Required:**

Enter the attempt information.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Student Milestones

[New Window](#) | [Help](#) | [Customize Page](#)

Student Milestones

Jessica ★

Academic Institution: Cal State San Marcos **Academic Career:** Postbaccalaureate
Academic Program: Masters

Find | View All First 1 of 2 Last

***Effective Date:** 04/06/2013 Milestone Copy

Milestone Detail Find | View All First 1 of 2 Last

***Milestone:** CULMIN EXP ***Milestone Nbr:** 20

Milestone Level:

Milestone Complete: Not Completed

Academic Plan:

Description:

Formal Description:

Milestone Title:

Comment:

[Manage Milestone Documents](#)

Term Required: **Date Required:**

Anticipated Term: **Anticipated Date:**

***Transcript Level:** Degr Prog ***Print Milestone Detail:** Always

Advised by Committee

Advisors Customize | Find First 1 of 1 Last

*Advisor/Evaluator	Name
1	<input type="text"/>

Attempts Allowed:

Attempts Customize | Find First 1 of 1 Last

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1	PBC	NON	<input type="text"/>	Completed	<input type="text"/>	04/06/2013

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct Hist

Click the yellow "Save" button.