



Viewing and Entering Student Milestones

Updated April 4, 2017

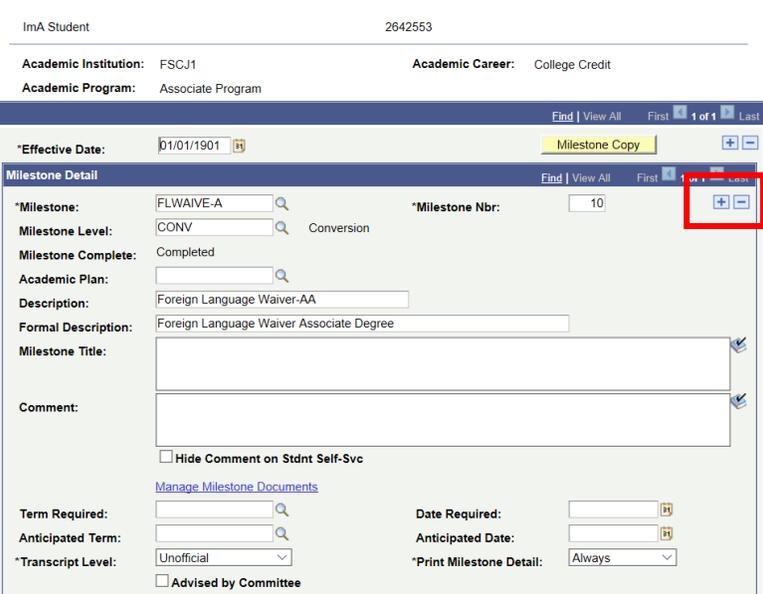
Input(s) to the Process	Student completes a milestone that must be reflected on their account.
Description of Process	This document outlines the process of adding a milestone to a single student account.
Process Output(s)/ End State	Milestone is applied to the student's account.
Trigger	Documentation of milestone completion is received.
Policy	N/A
No. of Steps	7

Step #	Description
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1.	Navigate in Campus Solutions to <i>Records and Enrollment > Enroll Students > Student Milestones</i> .
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2.	<p>To view a milestone, type in the student ID and click Search.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Academic Institution</th> <th>Academic Career</th> <th>Academic Program</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus ID</th> <th>National ID</th> <th>National ID Country</th> <th>NID Short Description</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr> <td>2642553</td> <td>FSCJ1</td> <td>CRED</td> <td>2YFA</td> <td>Student,ImA</td> <td>Male</td> <td>03/06/1972</td> <td>(blank)</td> <td>*****8332</td> <td>USA</td> <td>SSN</td> <td>STUDENT</td> <td>IMA</td> </tr> </tbody> </table> <p>If a student has a milestone already for a certain career and program then you can click on the link to see what milestones they have.</p>	ID	Academic Institution	Academic Career	Academic Program	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name	2642553	FSCJ1	CRED	2YFA	Student,ImA	Male	03/06/1972	(blank)	*****8332	USA	SSN	STUDENT	IMA
ID	Academic Institution	Academic Career	Academic Program	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name															
2642553	FSCJ1	CRED	2YFA	Student,ImA	Male	03/06/1972	(blank)	*****8332	USA	SSN	STUDENT	IMA															

3.	If the student does not have the milestone you want to add, then click on the plus (+) sign in the milestone detail area to add the new milestone and continue to step number 5 .
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ImA Student 2642553

Academic Institution: FSCJ1 Academic Career: College Credit
Academic Program: Associate Program

*Effective Date: 01/01/1901 Milestone Copy

Milestone Detail

*Milestone: FLWAIVE-A *Milestone Nbr: 10
Milestone Level: CONV Conversion
Milestone Complete: Completed
Academic Plan: Foreign Language Waiver-AA
Description: Foreign Language Waiver-AA
Formal Description: Foreign Language Waiver Associate Degree
Milestone Title:
Comment:
 Hide Comment on Stndt Self-Svc

Term Required: Date Required:
Anticipated Term: Anticipated Date:
*Transcript Level: Unofficial *Print Milestone Detail: Always

4. If the student has no milestones listed, on the *Student Milestones* screen, click on the *Add a New Value* tab. Enter the desired information into the following fields, using the search icon  when necessary.

- ID (e.g., 2642553)
- Academic Institution (e.g., FSCJ1)
- Academic Career (e.g., CRED)
- Academic Program (e.g., 2YFA)

Student Milestones

Find an Existing Value | Add a New Value

ID: 

Academic Institution: 

Academic Career: 

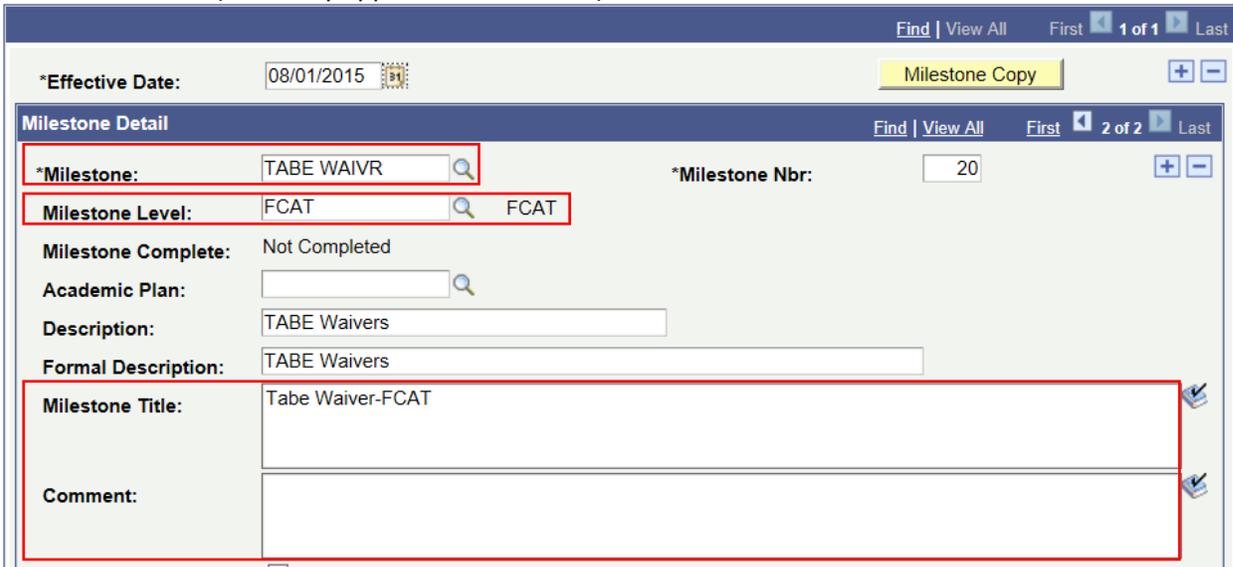
Academic Program: 

Add

Once you have entered the information into the fields, click the *Add* button.

5. By using the search icon  or entering valid values, complete the following fields under the *Milestone Detail* heading.

- Milestone (Select the appropriate milestone from the lookup list; e.g. TABE WAIVR)
- Milestone Level (Select the appropriate milestone level from the lookup list)
- Academic Plan (Select the appropriate academic plan from the lookup list, if needed)
- Milestone Title (Enter a valid value that aligns with the *Milestone* field)
- Comment (Enter any applicable comments)



*Effective Date: 08/01/2015  Milestone Copy  

Milestone Detail Find | View All First 2 of 2 Last

*Milestone:  *Milestone Nbr:  

Milestone Level:  FCAT

Milestone Complete: Not Completed

Academic Plan: 

Description:

Formal Description:

Milestone Title: 

Comment: 

Note: The Effective Date should be beginning of the term in which the milestone is effective. This is because if a student comes in and needs the waiver to enroll in a term that's already started the milestone will need to be before the start of the term.

- 01/01/20XX = Spring 20XX
- 05/01/20XX = Summer 20XX
- 08/01/20XX = Fall 20XX

6. Click on the drop down menus next to the following fields and select the appropriate value.

- Transcript Level (e.g., Degr Prog)
- Print Milestone Detail (e.g., Always)

[Manage Milestone Documents](#)

Term Required:

Anticipated Term:

*Transcript Level:

Advised by Committee

Date Required:

Anticipated Date:

*Print Milestone Detail:

7. Complete the following fields under the *Attempts* heading.

- *Milestone Complete* (e.g., Completed)
- *How Attempted* (e.g., Exam Taken)
- *Date Attempted* (e.g., 08/07/2015)

Attempts Allowed:

Attempts

Grade Information | Enrollment Details

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Completed	Exam Taken	08/07/2015

Save | Notify | Add | Update/Display | Include History | Correct History

Click the *Save* button at the bottom of the screen.

End Procedure