



# JOB AID

## Student Milestones: Overview for Advisors & Staff

*03/21/2022*





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## Academic Advising: Student Milestones

### View Student Milestones

A milestone is a non-course degree requirement that a student must complete for their degree.

By default, all graduate staff who have graduate advisor access will be able to view milestones; although not everyone will have the ability to maintain them.

- **Note:** Students may already have milestones assigned to them. Some examples include:
  - **Masters:** Master's Thesis, Thesis Director and Final Evaluation (any, if applicable)
  - **Doctoral (PhD):** Guidance Committee Chairperson, Comprehensive Exam, Dissertation Director, Dissertation, and Foreign Language (if applicable).
- **Navigation:** NavBar > Graduate and Professional Tile > Student Milestones
- Search for the student using either their student ID, their NetID in the Campus ID field, or by their last and first names.
  - Before clicking the **Search** button, check the box next to **Include History**.

**Note:** In the Campus Solutions, the student's ID was derived by replacing the "A" in the current PID with the number "1" (e.g., PID A12345678 is ID 112345678 in Campus Solutions).

**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](#)

▼ **Search Criteria**

ID:  begins with ▼

Academic Institution: = ▼  🔍

Academic Career: = ▼  🔍

Academic Program: = ▼  🔍

Campus ID:  begins with ▼

National ID:  begins with ▼

Last Name:  begins with ▼

First Name:  begins with ▼

**Include History**  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



- For this example, we will be viewing a Master's student in the College of Arts and Letters. Please note the processes covered in this job aid will be similar for undergraduate and doctoral students, as well, even as the milestones themselves will differ.

**Student Milestones**

Dan Spartan 146622839

Academic Institution Michigan State University Academic Career Graduate  
Academic Program Master's in Arts and Letters

\*Effective Date 09/29/2021 Milestone Copy

**Milestone Detail** Find | View All First 1 of 3 Last

\*Milestone GTHESISDIR \*Milestone Nbr 10  
Milestone Level  
Milestone Complete Not Completed  
Academic Plan  
Description Thesis Director  
Formal Description Thesis Director  
Milestone Title

Comment

Hide Comment on Stdnt Self-Svc

[Manage Milestone Documents](#)

Term Required Date Required  
Anticipated Term Anticipated Date  
\*Transcript Level Print on Official \*Print Milestone Detail Print If Satisfied  
 Advised by Committee

**Advisors** Personalize | Find | First 1 of 1 Last

*Advisor/Evaluator	Name
1	

Attempts Allowed

**Attempts** Personalize | Find | First 1 of 1 Last

Grade Information	Enrollment Details					
Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Not Completed		



- You will notice the outer-most box contains the effective date of 09/29/2021 and shows only one row of data (1 of 1). This indicates that milestone changes were only made once for this student and took place on 09/29/2021. These are indicated by the green outlined areas above.
- Within the inner-most box (**Milestone Detail**), you will see there are three milestones for this student (# of 3), with the most current milestone listed first (1 of 3). You may toggle between milestones by clicking the left/right arrows, or view all at once by clicking **View All**.
- Additionally, within the **Milestone Detail** section pictured above, you will see information relating to:
  - Milestone name
  - Milestone level (not all milestones have levels)
  - Milestone Complete status
  - The description and formal description of the milestone
  - Milestone Title – a field used by some milestones to capture additional information. It is important to note this information will print on a student's transcript if the milestone prints on the student's transcript.
  - Comment field – this field is not to be used and should be left blank.
  - Hide Comment on Stdnt Self-Svc checkbox – this checkbox should be left unchecked.
  - Term Required, Date Required, Anticipated Term, Anticipated Date, Transcript Level, Print Milestone Detail fields and the Advisors section of the page – no changes or updates should be made to these fields.

## Update Student Milestones

**Note:** Those with access will be able to view all milestones for students. Staff with additional access can update/maintain milestones but should only update those pertinent to their program(s).

Using the same student from above, we will navigate to their second milestone, GFINALEVAL (2 of 3), which is currently marked as 'Not Completed.'



While on page 2 of 3 of the **Milestone Detail** section, click the (+) button in the outer-most box to create a new row for the date in which the update is to be made. This is indicated by the green outlined area below. When adding this new row (+) and creating a new effective date, all Milestones and their detail from the previous effective dated row will be carried over to this new effective date.

The screenshot shows the 'Student Milestones' interface for Dan Spartan (ID: 146622839). The 'Milestone Detail' section is active, showing a milestone named 'GFINALEVAL' with a level of 30. The 'Effective Date' is currently set to 09/29/2021. A green box highlights the date field, and a red box highlights the pagination controls showing '1 of 1'.

- The outer box now says **1 of 2** instead of **1 of 1**, with the current date (10/13/2021) listed in row 1 of 2, and the previous date, 09/29/2021, listed in row 2 of 2.
- Scroll to the bottom of the page and you will see the **Attempts** section. Within this section is a field labeled **\*Milestone Complete**, where you can change the milestone status from 'Not Completed' to 'Completed,' and a field labeled **Date Attempted**, where you will input the date this milestone was completed. Do not fill in any other fields in this section.
  - Click the **Save** button.

The screenshot shows the 'Attempts' section of the 'Student Milestones' interface. The 'Milestone Complete' dropdown is set to 'Completed' and is highlighted with a red box. The 'Date Attempted' field is set to 09/14/2021 and is highlighted with a green box. The 'Effective Date' at the top is now 10/13/2021, and the pagination shows '1 of 2'.



- The milestone will now show as 'Completed.' If the Milestone is transcriptable, (expected to print on an official transcript) it will not print unless this status is updated to Completed. The \*Transcript Level and \*Print Milestone Detail fields should not be changed and are part of the configuration of each milestone. To request a configuration change to a milestone, please contact [RODegAud@msu.edu](mailto:RODegAud@msu.edu).

Student Milestones

Dan Spartan 146622839

Academic Institution Michigan State University Academic Career Graduate  
Academic Program Master's in Arts and Letters

\*Effective Date 10/13/2021 Milestone Copy

Milestone Detail Find | View All First 2 of 3 Last

*Milestone	GFINALEVAL	*Milestone Nbr	30
Milestone Level			
Milestone Complete	Completed		
Academic Plan			
Description	Final Evaluation		
Formal Description	Final Evaluation		



## Add Student Milestones

Using the same student from above, we will now add a milestone to their record. The ability to add or remove milestones will be based on your security in Campus Solutions.

- Similar to updating a milestone, you will first need to click the (+) in the outer-most, effective-dated row, which will change the rows from **1 of 2** to **1 of 3** (step not shown, result outlined in red).
- Next, click the (+) button in the inner-most box (**Milestone Details** section) to create a new row for the milestone (step shown, outlined in green).

The screenshot shows the 'Student Milestones' page for Dan Spartan (ID: 146622839). The student's academic institution is Michigan State University, and the program is Master's in Arts and Letters. The page displays a table with one row. The 'Effective Date' field is set to 10/20/2021. The table navigation shows '1 of 3' rows. A red box highlights the 'Effective Date' field and the '1 of 3' navigation. Below the table is the 'Milestone Detail' section, which is currently empty. A green box highlights the '1 of 3' navigation in the 'Milestone Detail' section, indicating the next step.

- The inner-most box now contains a blank Milestone Detail page for the new milestone.

The screenshot shows the 'Student Milestones' page after a new milestone has been added. The table now has two rows. The 'Effective Date' field is still 10/20/2021. The table navigation shows '2 of 4' rows. A red box highlights the '2 of 4' navigation. The 'Milestone Detail' section is now populated with the following information: \*Milestone (lookup), Milestone Level (lookup), Milestone Complete (Not Completed), Academic Plan (lookup), Description, and Formal Description. A green box highlights the '2 of 4' navigation in the 'Milestone Detail' section, indicating the next step.

- Select the milestone and milestone level (if applicable) by using the look-up (magnifying glass) feature. In the example below, we will add the Apprenticeship milestone for the student.



- **Note:** The milestone will default to a status of 'Not Completed,' but that status may be updated by scrolling to the bottom of the page and updating the **\*Milestone Complete** and **Date Attempted** fields, as mentioned on page 5 of this job aid.
- **IMPORTANT:** Make sure to double-check your work before saving, as you cannot go back and make additional changes for that same effective date; you will have to wait until the next day to do so.
  - Scroll to the bottom of the page and click **Save**.

Student Milestones

Dan Spartan 146622839

Academic Institution Michigan State University Academic Career Graduate  
Academic Program Master's in Arts and Letters

\*Effective Date 10/20/2021 Milestone Copy

Milestone Detail Find | View All First 2 of 4 Last

\*Milestone GAPPRENT \*Milestone Nbr 50

Milestone Level  
Milestone Complete Not Completed  
Academic Plan  
Description Apprenticeship  
Formal Description Apprenticeship



## Student View of Milestones

Students will be able to view their milestones using the **Academic Progress** tile on the **Student** home page.

- Click the **Academic Progress** tile.



The **Academic Progress** page will open with available options on the left menu.

- Click **View My Milestones**.

A list of the student's milestones will be displayed.

Milestone	Milestone Level	Status	Institution	Career	Program Description
Secondary Ed Teaching Major	Teach Major Sec Bio Science	Not Completed	Michigan State University	Graduate Certification	Teacher Certification
Secondary Ed Teaching Minor	Teach Minor Sec Math-Sec	Not Completed	Michigan State University	Graduate Certification	Teacher Certification
Teaching Certificate Type	Teacher Cert Sec Prov	Not Completed	Michigan State University	Graduate Certification	Teacher Certification



## Appendix – Current Milestone Values

Milestone	Description	Data Entry Requirements
AELETEMAJR	Elementary Education Teaching Major Endorsement	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's major endorsement. The word "RECOMMENDED" appears on official transcript when completed.
AELETEMINR	Elementary Education Teaching Minor Endorsement	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's minor endorsement. The word "RECOMMENDED" appears on official transcript when completed.
AK12TEMAJR	K-12 Teaching Major Endorsement	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's major endorsement. The word "RECOMMENDED" appears on official transcript when completed.
AK12TEMINR	K-12 Teaching Minor Endorsement	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's minor endorsement. The word "RECOMMENDED" appears on official transcript when completed.
ASECTEMAJR	Secondary Education Teaching Major Endorsement	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's major endorsement. The word "RECOMMENDED" appears on official transcript when completed.
ASECTEMINR	Secondary Education Teaching Minor Endorsement	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's minor endorsement. The word "RECOMMENDED" appears on official transcript when completed.
ATEACHCRTS	Teaching Certificate Type	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's teacher certification type. The word "RECOMMENDED" appears on official transcript when completed.
AVOCTENDRT	Vocational Endorsement	Used exclusively by the College of Education. Requires a Milestone Level corresponding to the student's vocational endorsement. The word "RECOMMENDED" appears on official transcript when completed.
GAPPRENT	Apprenticeship	No additional text requirement. Appears on unofficial transcript when completed.
GCAPSTONE	Capstone Project	No additional text requirement. Appears on unofficial transcript when completed.
GCOMPEXAM	Comprehensive Examination	No additional text requirement. Must be marked complete as of a particular date. Appears on official transcript when completed.



Milestone	Description	Data Entry Requirements
GDISSERDEF	Dissertation Defense	No additional text requirement. Must be marked complete as of a particular date. Appears on official transcript when completed.
GDISSERDIR	Dissertation Director	Requires a first initial and last name, plus title of the person, in the Title field. Appears on official transcript when completed.
GDISSERT	Doctoral Dissertation	Only the Graduate School updates this milestone. Appears on unofficial transcript when completed.
GEXPERIENC	Experience	No additional text requirement. Appears on unofficial transcript when completed.
GFINALEVAL	Final Evaluation	No additional text requirement. Must be marked complete as of a particular date. Appears on official transcript when completed.
GFINALEXAM	Final Examination	No additional text requirement. Must be marked complete as of a particular date. Appears on official transcript when completed.
GFORLAN2	Second Foreign Language	Requires a Milestone Level, corresponding to the foreign language used. Alternatively, choose SUBSTITUTION in the Milestone Level field and in the Title field, enter what course(s) are being used in substitution for a foreign language. Appears on official transcript when completed.
GFORLANG	Foreign Language	Requires a Milestone Level, corresponding to the foreign language used. Alternatively, choose SUBSTITUTION in the Milestone Level field and in the Title field, enter what course(s) are being used in substitution for a foreign language. Appears on official transcript when completed.
GGRANTPROP	Grant Proposal	No additional text requirement. Appears on unofficial transcript when completed.
GGUIDCHAIR	Guidance Committee Chairperson	Requires a first initial and last name of the person, plus the person's title, in the Milestone Title field. Appears on official transcript when completed.
GGUIDCHARD	Guidance Committee Chairperson Doctoral	Applied only to doctoral students' records. Requires a first initial and last name of the person, plus the person's title, in the Milestone Title field. Appears on official transcript when completed.
GGUIDCHARM	Guidance Committee Chairperson Masters	Applied only to masters students' records. Requires a first initial and last name of the person, plus the person's title, in the Milestone Title field. Appears on official transcript when completed.
GLAWULWR	Upper-Level Writing Requirement	Used only by the College of Law. Appears on official transcript when completed.



Milestone	Description	Data Entry Requirements
GMUSCOMPEX	College of Music Comprehensive Exam	Used only by the College of Music. Appears on official transcript when completed.
GMUSDEFENS	College of Music Defense Options	Used only by the College of Music. Appears on official transcript when completed.
GMRPJADVR	DNP Project Advisor	Used only by the College of Nursing. Requires a first initial and last name of the person, plus the person's title, in the Milestone Title field. Appears on official transcript when completed.
GMRPJPROP	DNP Project Proposal	Used only by the College of Nursing. Appears on unofficial transcript when completed.
GMRPROJECT	DNP Project	Used only by the College of Nursing. Appears on official transcript when completed.
GORALEXAM	Oral Examination	No additional text requirement. Appears on unofficial transcript when completed.
GOSTEOMED	RCR; Selective and Elective; Surgery and Medicine	Used only by the College of Osteopathic Medicine. Appears on unofficial transcript when completed.
GPERFORM	Performance	No additional text requirement. Appears on unofficial transcript when completed.
GPRACTICUM	Practicum	No additional text requirement. Appears on unofficial transcript when completed.
GPRELIMEX	Preliminary Examination	No additional text requirement. Appears on unofficial transcript when completed.
GPRESENT	Presentation	No additional text requirement. Appears on unofficial transcript when completed.
GPUBLICATN	Publication	No additional text requirement. Appears on unofficial transcript when completed.
GQUALIFY	Qualifying Examination	No additional text requirement. Appears on unofficial transcript when completed.
GRCR	Responsible Conduct of Research Training	No additional text requirement. Appears on unofficial transcript when completed.
GRSCHPAPRO	Research Paper/Project	No additional text requirement. Appears on unofficial transcript when completed.
GSYNTHESIS	Synthesis Project	Requires the title of the Synthesis Project in the Milestone Title field. Appears on official transcript when completed.
GTHESISDEF	Thesis Defense	No additional text requirement. Must be marked complete as of a particular date. Appears on official transcript when completed.
GTHESIS	Master's Thesis	Only the Graduate School updates this milestone. Appears on unofficial transcript when completed.



Milestone	Description	Data Entry Requirements
GTHESISDIR	Thesis Director	Requires a first initial and last name, plus title of the person, in the Milestone Title field. Appears on official transcript when completed.
OMSHADOW	Physician Shadowing	Does not appear on transcripts.
SBTAAHOST	BTAA Traveling Scholar	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SBTAOHOST	BTAA Traveling Scholar Online	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SCICHOST	CIC Traveling Scholar	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SGLOBALED	Global Educators Cohort Program	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SHNRTHESIS	Honors Thesis Title	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SMSUWAIV	Courses/Credits Waived at MSU	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SMUSICMEM	Music Member	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SSCHOLAR	Academic Scholars Program	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SURBANED	Urban Educators Cohort Program	Used exclusively by the Registrar's Office. Appears on official transcripts when completed.
SWAIVEMAX	Waive Lifelong Max	Used exclusively by the Registrar's Office. Appears on unofficial transcripts when completed.