

## Student Milestones

**Overview** From your Employee Resources tab, you can access the Student Milestone page. Student milestones will be 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.

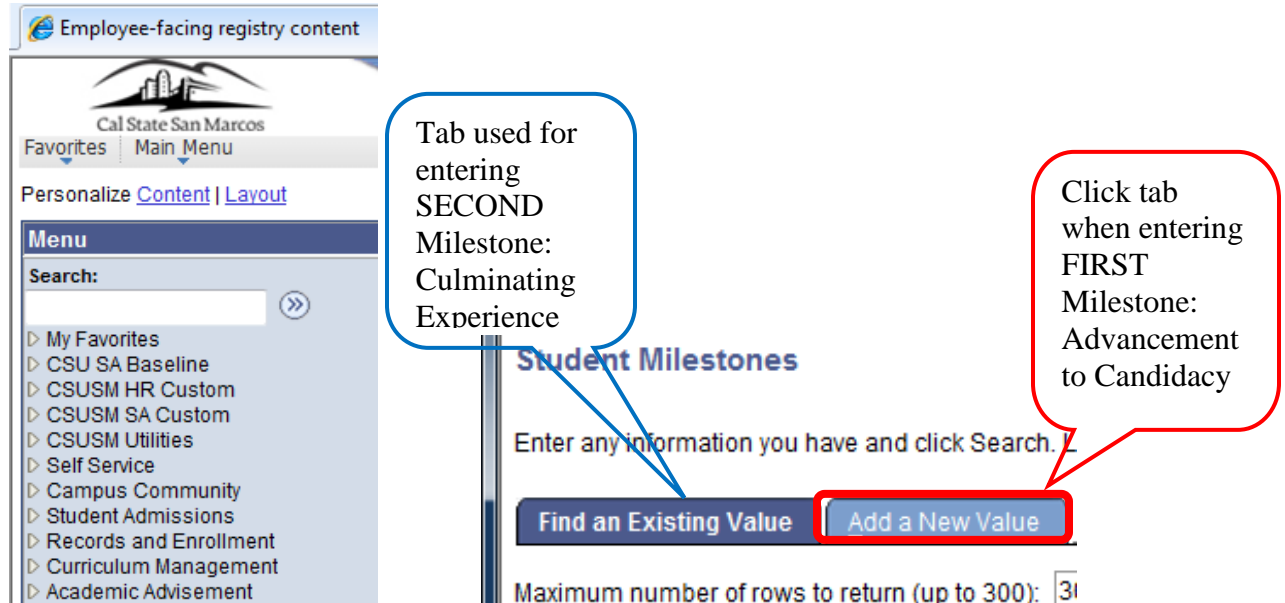
- 1) Navigation to the Student Milestone Page:  
Log into MyCSUSM  
Click on the "Employee Resources" tab



Click on "PeopleSoft Access" under "Quick Links"



Click Records and Enrollment>Enroll Students>Student Milestones



Employee-facing registry content

Cal State San Marcos

Favorites | Main Menu

Personalize [Content](#) | [Layout](#)

**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

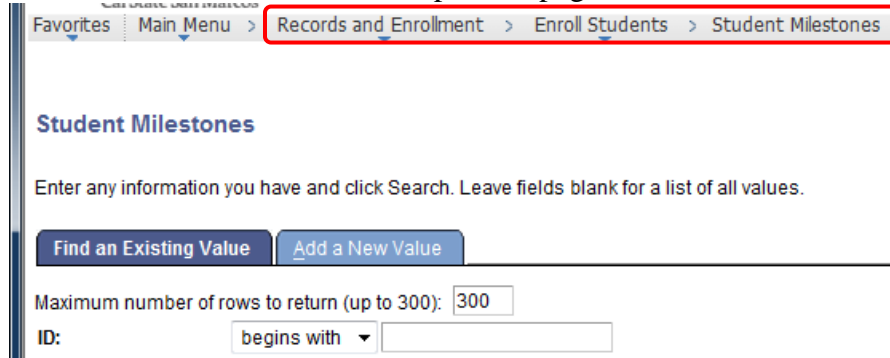
**Student Milestones**

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.

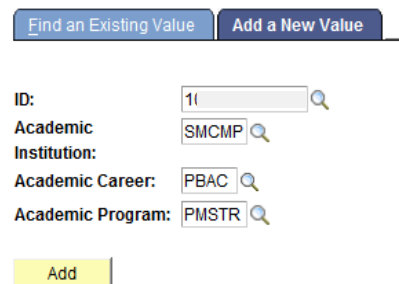
**Find an Existing Value** **Add a New Value**

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

ID:  begins with

## 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**

Enter the information below on the first tab. Use the pre-populated Effective Date.  
Skip the middle tab.

[Student Milestones](#) ~~[Advisors/Completion Info](#)~~ [Milestone Attempts](#)

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**Academic Institution:** Cal State San Marcos      **Academic Career:** Postbaccalaureate  
**Academic Program:** Masters      **Program Not Active:** Discontin

\*Effective Date: 02/16/2010  Milestone Copy

**Milestone Detail** Find | View All    First  Last

\*Milestone Nbr:       \*Milestone: CANDIDACY      
 Academic Plan:    
 Description: Advancement to Candidacy   
 Formal Description: Advancement to Candidacy   
 Milestone Level:        Attempts Allowed:   
 Milestone Title:

Enter the information below on the 3<sup>rd</sup> tab then click the yellow SAVE button.

[Student Milestones](#) [Advisors/Completion Info](#) [Milestone Attempts](#)

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**Institution:** Cal State San Marcos      **Acad Prog:** Masters      **Career:** Postbaccalaureate

Effective Date: 02/16/2010 Find | View All    First  Last

**Milestone:** CANDIDACY      Advancement to Candidacy Find | View All    First  Last

Attempt Nbr:     
 How Attempted: Course Taken        Date Attempted: 02/16/2010    
 Grading Scheme: PBC        Post-Baccalaureate Grading  
 Grading Basis: NON        Non-Graded Component  
 \*Milestone Complete: Completed    
 Milestone Grade:    
 Course ID:    
 Term:    
 Reported Flag:

### 3) Enter the SECOND Milestone: Culminating Experience

- Be sure you are on first FIND AN EXISTING VALUE tab
- Enter your student data
- Check the “Correct History” box
- Click the yellow “Search” button.
- 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):

ID:

Academic Institution:

Academic Career:

Academic Program:

Campus ID:

National ID:

Last Name:

First Name:

Include History  Correct History  Case Sensitive

[Basic Search](#)

#### Search Results

ID	Academic Institution	Academic Career	Academic Program
[REDACTED]	<a href="#">SMCMP</a>	<a href="#">PBAC</a>	<a href="#">PMSTR</a>
[REDACTED]	<a href="#">SMCMP</a>	<a href="#">UGRD</a>	<del><a href="#">UBACH</a></del>

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

Academic Institution: Cal State San Marcos      Academic Career: Postbaccalaureate

Academic Program: Masters      Program Not Active      Discontin

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Find | View All    First 1 of 1 Last

\*Effective Date:

Find | View All    First 1 of 1 Last

\*Milestone Nbr:     \*Milestone:

Academic Plan:

Description:

Formal Description:

Milestone Level:       Attempts Allowed:

Milestone Title:

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Enter the values below on the first "Student Milestones" tab  
Skip the second tab.

[Student Milestones](#) | [Advisors/Completion Info](#) | [Milestone Attempts](#)

**Academic Institution:** Cal State San Marcos      **Academic Career:** Postbaccalaureate  
**Academic Program:** Masters      Program Not Active      Completed

Find | View All    First 1 of 1 Last

**\*Effective Date:** 06/02/2010

**Milestone Detail**      Find | View All    First 2 of 2 Last

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

**Academic Plan:**

**Description:**

**Formal Description:**

**Milestone Level:**        **Attempts Allowed:**

**Milestone Title:**

COMPLETE the Milestone by entering the values below on the third Milestone Attempts tab.  
Click the yellow "Save" button.

[Student Milestones](#) | [Advisors/Completion Info](#) | [Milestone Attempts](#)

**Institution:** Cal State San Marcos      **Acad Prog:** Masters      **Career:** Postbaccalaureate

Find | View All    First 1 of 1 Last

**Effective Date:** 06/02/2010

Find | **View All**    First 2 of 2 Last

**Milestone:** CULMIN EXP      Culminating Experience

Find | View All    First 1 of 1 Last

**Attempt Nbr:** 1

**How Attempted:**        **Date Attempted:**

**Grading Scheme:** PBC   Post-Baccalaureate Grading

**Grading Basis:** NON   Non-Graded Component

**\*Milestone Complete:** Completed

**Milestone Grade:**

**Course ID:**

**Term:**

**Reported Flag:**

Both milestones are entered correctly if the following displays after clicking the View All link on the middle blue bar.

Student Milestones | **Advisors/Completion Info** | Milestone Attempts

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Institution: Cal State San Marcos    Acad Prog: Masters    Career: Postbaccalaureate

Effective Date: 06/02/2010

Milestone: **CANDIDACY**    Advancement to Candidacy

Attempt Nbr: 1    How Attempted:    Date Attempted:    Grading Scheme: PBC    Grading Basis: NON    \*Milestone Complete: **Completed**

Milestone Grade:    Course ID:    Term:    Reported Flag:

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Milestone: **CULMIN EXP**    Culminating Experience

Attempt Nbr: 1    How Attempted:    Date Attempted:    Grading Scheme: PBC    Grading Basis: NON    \*Milestone Complete: **Completed**

Milestone Grade:    Course ID:    Term:    Reported Flag: