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
Click Records and Enrollment > Enroll Students > Student Milestones

Notice the bread crumbs at the top of the page:

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.
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.
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.

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.
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

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”
Student Milestones for Graduate Students
California State University
San Marcos

<p>| Milestone | Candidency |</p>
<table>
<thead>
<tr>
<th>Milestone Level</th>
<th>Completion</th>
<th>Academic Plan</th>
<th>Description</th>
<th>Format Description</th>
<th>Milestone Title</th>
<th>Comment</th>
<th>Term Required</th>
<th>Date Required</th>
</tr>
</thead>
</table>

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

Enter the attempt information.
Click the yellow “Save” button.