Milestone Completions

**Self-service features detailed on page 6. Otherwise, proceed to instructions below when entering milestones.

Go to Records and Enrollment>Enroll Students>Student Milestones

Make sure you are on the “Find an Existing Value” tab.

Type in the student ID and click Search

Result of Search yields “No matching values are found”.

Result of Search takes you to an existing Milestone page.

Go to page 2: Milestone Additions

Go to page 4: Milestone Insertions
Milestone Additions

Enter the student’s ID, Career (UGRD or GRAD) and Academic Program (BS, BA, MASTR, DOCT, etc)

**Student Milestones**

[Image]

ID:  
Academic Institution:  
Academic Career:  
Academic Program:  BS

[Button] Find an Existing Value  [Button] Add a New Value

[Image]

Click  [Button] Add

Make sure to enter an effective date that is **earlier** than today, or else the milestone will not show until tomorrow. Milestones with today’s date will not show.

Enter Milestone code in the *Milestone: field and tab out. The below shows “PELE” but yours may be different. If you do not know the code, contact others in your department or the Registrar’s office staff managing the Academic Requirements (Degree Progress Report).
Scroll down to the bottom of the page.

Under *Milestone Complete, change the dropdown to “Completed”.

Don’t forget to click 

Save.

If you are entering multiple milestones, start over with the instructions on page 1.
Milestone Insertions

Scroll down and make sure you are in

Scroll back up and click on + under Milestone Detail. It is important you do not click on the + is to the immediate right of Milestone Copy. See image below.

![Image of Milestone Insertions]

You will see a blank *Milestone field. Enter Milestone code in this field and tab out. The below shows “COMPPROF” but yours may be different.

![Image of Milestone Insertions]

If you do not know the code, contact others in your department or the Registrar’s office staff managing the Academic Requirements (Degree Progress Report).
Scroll to the bottom of the page. Under *Milestone Complete, change the dropdown to “Completed”.

Don’t forget to click Save.

If you are entering multiple milestones, start over with the instructions on page 1.
Self Service

Milestones are visible to students and faculty in Student Center. To have this displayed on Self Service is optional and if you want to change this setting, you can contact the Registrar’s office staff managing the Academic Requirements (Degree Progress Report).

If a student has no Milestones, the section will look like the below and will have no links to further detail.

If a student has Milestones, click on the link.
You will be taken to a listing of all the milestones. You can filter this list by the parameters below.

**Advisee Milestones**

Below is a list of your current milestones. To sort or filter your list of milestones, change the options below and click Search.

View your Milestones by

- Academic Institution
- Academic Career
- Academic Program
- Milestone

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### Milestone List

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Milestone Level</th>
<th>Status</th>
<th>Institution</th>
<th>Career</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE AUDITION</td>
<td></td>
<td>Completed</td>
<td>Towson University</td>
<td>Undergraduate</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>Computer Proficiency Exam</td>
<td></td>
<td>Completed</td>
<td>Towson University</td>
<td>Undergraduate</td>
<td>Bachelor of Arts</td>
</tr>
</tbody>
</table>

If you click on any of the Milestone links below, you will be taken to the Student Milestones page.

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Once you're on the Student Milestones page, if you need to make any changes, follow the Milestone Changes directions on page 4.