Academic Advising
Setting a Milestone to Complete

Overview

This procedure will show you how to mark a Milestone as “Completed” once the student has satisfied all the activities required for a particular milestone.

Steps

Setting a Milestone to Complete

1. Navigate to: Records and Enrollment > Enroll Students > Student Milestones.
2. Enter the student’s ID or Last Name and First Name.
3. Select the Correct History checkbox.
4. Click Search. You will be taken to the Student Milestones page.
5. Find the Milestone you need to mark as complete and click on the correct Effective Dated row. A new effective dated row is added for this milestone.

6. In the Attempts section, select “Completed” from the Milestone Complete drop-down menu.

    **NOTE:** Make sure you are looking at the new effective dated row.

7. Click .

8. The Milestone should now register as "Completed". The "Completed" status will also register in the Academic Advising Report and Unofficial Transcript.