Milestone Input and Completion Guide

Updated 7/23/2021

Towson Online Services/PeopleSoft Navigation:
Main Menu > Records and Enrollment > Enroll Students > Student Milestones

Click the "Find an Existing Value tab", type in the student's TU ID number or first/last name and click **Search**.

- Outcome 1: If search result states "No matching values were found," please follow the **Milestone Additions** directions starting on page 2. The milestone must first be added for the student before it can be completed or updated.
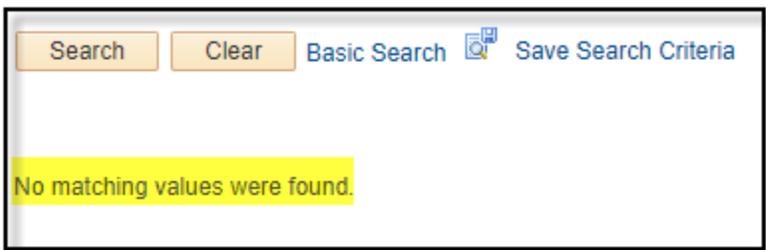
- Outcome 2: If, when searching, a Student Milestones page with existing milestone detail appears, please follow the **Milestone Insertions** directions starting on page 3. From the Student Milestones page, any existing milestones can be completed/updated and new milestones may be inserted and completed/updated.

MILESTONE ADDITIONS (no milestones on record)

Step 1: Click the "Add a New Value" tab. Enter in the student's TU ID, Academic Career (UGRD or GRAD), and Academic Program (i.e., BS, BA, MASTR, DOCT) and click **Add.**

Student Milestones

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

ID ⬚ 🔍
*Academic Institution TOWSN 🔍
*Academic Career ⬚ 🔍
*Academic Program ⬚ 🔍

[Add]

Find an Existing Value | Add a New Value

Step 2: Review the effective date. Milestones entered with today's date **will not display until the next day**. If the milestone must display today, enter an effective date that is earlier than today's date.

Step 3: Enter the milestone code in the Milestone field and press the Tab key, or search for the milestone code by clicking on the magnifying glass icon. For assistance in finding the correct milestone code, please contact the Registrar's Office Academic Records and Technology area at academicrequirements@towson.edu.

Student Milestones

| Academic Institution | Towson University | | Academic Career | Undergraduate |
| Academic Program | Bachelor of Science | | Program Not Active | |

Find | View All   First ◀ 1 of 1 ▶ Last

*Effective Date 07/21/2021 📅 **Step 2**   Milestone Copy   ➕ ➖

Milestone Detail   Find | View All   First ◀ 1 of 1 ▶ Last

*Milestone ⬚ 🔍 **Step 3**   *Milestone Nbr 10   ➕ ➖

Scroll to the Attempts section at the bottom of the page.

Step 4: Under Milestone Complete, change the dropdown to "Completed" and click **Save.** If adding another milestone for the same student, start with the Milestone Insertions instructions on Page 2.

Attempts Allowed

| ▼ **Attempts** | | | | Personalize | Find | 🗗 | 🔢 | First ◀ 1 of 1 ▶ Last |
| Grade Information | Enrollment Details | 🔲 |

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete **Step 4**	How Attempted	Date Attempted	
1	🔍	🔍	🔍	Not Completed ▾	▾	📅	➕ ➖

[🖫 Save]   [📧 Notify]   [➕ Add] [📝 Update/Display] [📋 Include History] [✏️ Correct History]

MILESTONE INSERTIONS (at least one milestone already on record)

Scroll to the bottom of the existing Student Milestones page and click "Correct History."

| Save | Return to Search | Notify | | Add | Update/Display | Include History | Correct History |

** Start on Step 1 to insert a new milestone. Start on Step 3 to complete an existing milestone. **
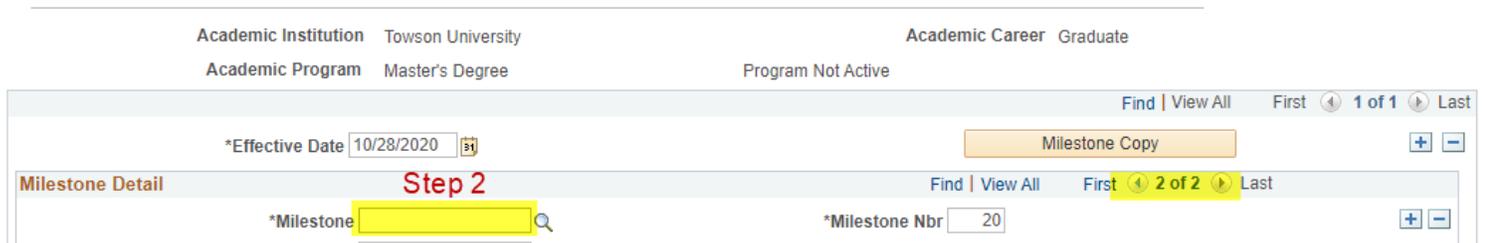
Step 1: Scroll back up to the top of the page and click the plus icon under Milestone Detail. This will generate a new a new Milestone Detail row and all fields will be blank. Do not click on the plus sign next to the "Milestone Copy" button.

Student Milestones
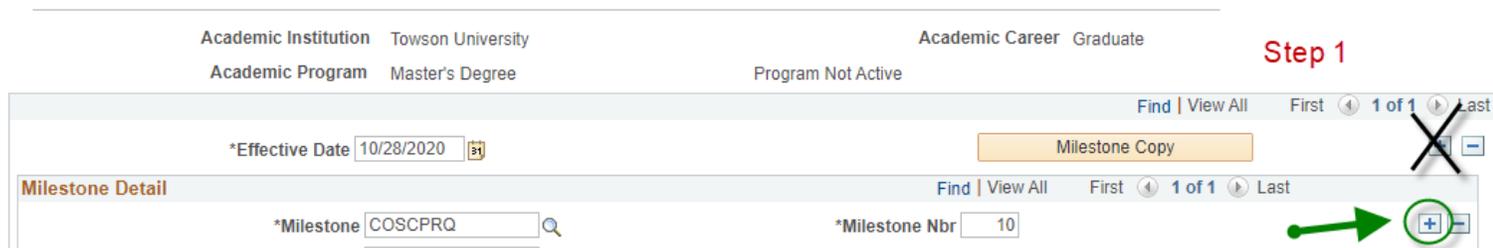
Academic Institution Towson University	Academic Career Graduate
Academic Program Master's Degree	Program Not Active

Step 1

Find | View All   First ◄ 1 of 1 ► Last

*Effective Date 10/28/2020   [Milestone Copy]

Milestone Detail   Find | View All   First ◄ 1 of 1 ► Last

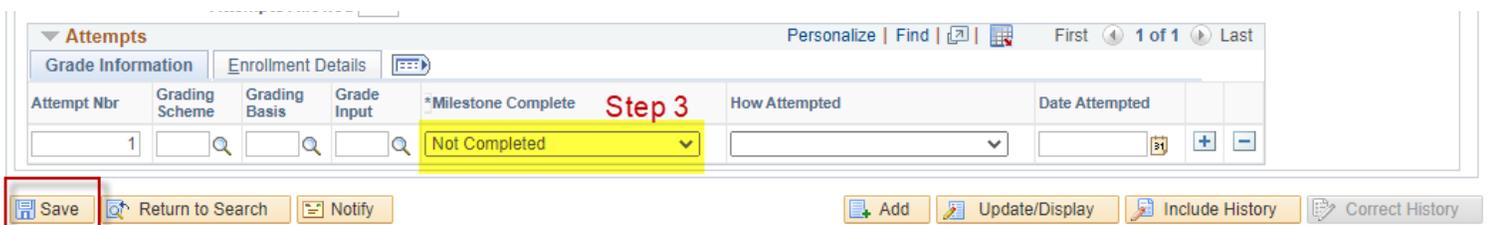*Milestone COSCPRQ   *Milestone Nbr 10   [+] [-]

Step 2: Enter the milestone code in the Milestone field and press the Tab key, or search for the milestone code by clicking on the magnifying glass icon. For assistance in finding the correct milestone code, please contact the Registrar's Office Academic Records and Technology area at academicrequirements@towson.edu.

Student Milestones

Academic Institution Towson University	Academic Career Graduate
Academic Program Master's Degree	Program Not Active

Find | View All   First ◄ 1 of 1 ► Last

*Effective Date 10/28/2020   [Milestone Copy]   [+] [-]

Milestone Detail   Step 2   Find | View All   First ◄ 2 of 2 ► Last

*Milestone [   ]   *Milestone Nbr 20   [+] [-]

Scroll to the Attempts section at the bottom of the page.

Step 3: Under Milestone Complete, change the dropdown to "Completed" and click **Save.** If inserting another milestone for the same student, start back at Step 1 of these instructions.

▼ **Attempts**   Personalize | Find | [2] | 🔢   First ◄ 1 of 1 ► Last

Grade Information | Enrollment Details

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	Step 3	How Attempted	Date Attempted		
1				Not Completed	▼	▼		[+]	[-]

| Save | Return to Search | Notify | | Add | Update/Display | Include History | Correct History |

SELF-SERVICE INFORMATION

Faculty, department chairs and other department staff can view student milestone information in Towson Online Services/PeopleSoft self-service.

In the Advisee Student Center and the Student Services Center, a Milestone section appears on the right of the screen and completion information will appear after clicking the Details link:
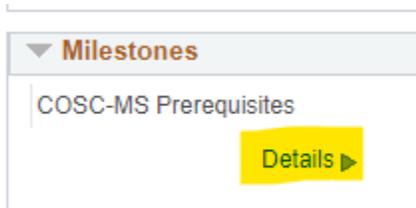
Milestone	Milestone Level	Status	Institution	Career	Program Description
COSC-MS Prerequisites		Completed	Towson University	Graduate	Master's Degree