

## 9.2 Create a Milestone for Enrollment Requirements

**Purpose:** Use this document as a reference for how to create a Milestone for Enrollment Requirements in ctLink.

**Audience:** Enrollment Requirement Builders.

! You must have at least one of these local college managed security roles:

- ZC SACR Milestone Config
- ZD SACR Milestone Config
- ZD SACR Student Rec Config
- ZZ SACR Milestone Config

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Milestones can be used to track student competencies for placement in Enrollment Requirements. Milestones can track course competencies prior to official credentials evaluation and non-course competencies such as high school transcripts and GPA.

! Access to the page used in this QRG is limited and is assigned by the local ctLink security administrator.

### Enrollment Requirements Milestones

**Navigation:** NavBar > Navigator > Set Up SACR > Product Related > Student Records > Enrollment > Milestone Table

1. The **Milestone Table** search page displays.
2. Select **Add a New Value**.

**Milestone Table**

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](#)

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▼ **Search Criteria**

Academic Institution     
 Milestone    
 Description

Include History
  Correct History
  Case Sensitive

[Basic Search](#) 
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. The **Add a New Value** tab displays. Name the milestone:
  - a. **Academic Institution:** Select your college code.
  - b. **Milestone:** Name the Milestone. This value appears in Student Center if the milestone is set up to display in self-service. (10 char. max)
  - c. Select **Add**.

**Milestone Table**

[Find an Existing Value](#)
[Add a New Value](#)

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Academic Institution    
 Milestone

[Find an Existing Value](#) | [Add a New Value](#)

4. The **Milestone Table** page displays. Enter milestone details:
  - a. **Effective Date:** Use 01/01/1901.

- b. **Status:** Leave as the defaulted 'Active'.
- c. **Description:** This value appears in Student Center if the milestone is set up to display in self-service. Enter a desired description. (30 char. max)
- d. **Formal Description:** This value appears in Student Center if the milestone is set up to display in self-service. Enter a desired formal description (50 char. max)
- e. **Calculate Required Date:** Select 'Do Not Calculate'.
- f. **Calculate Anticipated Date:** Select 'Do Not Calculate'.
- g. **Transcript Level:** Select 'Never Print'.
- h. **Print Milestone Detail:** Select 'Never Print'.
- i. **Attempts Allowed:** Leave blank.
- j. **Grading Scheme:** Select 'ACA' (Credit Grading Scheme).
- k. **Grading Basis:** Select 'TRN' (Transfer Grading Basis).

Milestone Table

Academic Institution: Spokane Falls CC  
Milestone: MATH

Find | View All | 1 of 1

\*Effective Date: 01/01/1901 [calendar icon]   \*Status: Active [dropdown]

\*Description: Mathematics Competency [text input]

\*Formal Description: Mathematics Competency [text input]

\*Calculate Required Date: Do Not Calculate [dropdown]

\*Calculate Anticipated Date: Do Not Calculate [dropdown]

\*Transcript Level: Never Print [dropdown]

\*Print Milestone Detail: Never Print [dropdown]

Attempts Allowed: [text input]

Grading Scheme: ACA [dropdown]   Credit Grading Scheme

Grading Basis: TRN [dropdown]   Transfer Grading Basis

**Self-Service Availability**

Allow Student Self-Service    Allow Advisor Self-Service

Allow Student Attachment    Allow Advisor Attachment

**Information For Students**

For class placement only. No credit given.

Official transcripts, sealed in the original envelope, must be submitted to Enrollment Services for credit evaluation.

**Enter Milestone Levels Here**

*Milestone Level	*Description	*Formal Description	
MATH_95	MATH 95	MATH 95	[+/-]
MATH&_141	MATH& 141	MATH&141	[+/-]
MATH&_146	MATH& 146	MATH& 146	[+/-]
4YRS_HS_MATH	4 Years of High School Math	4 Years of High School Math	[+/-]

Save   Notify   Refresh   Add   Update/Display   Include History   Correct History

5. Complete the **Self-Service Availability** section:
  - a. **Allow Student Self-Service:** Checking this box allows students to review assigned milestone information via Student Center.
  - b. **Allow Student Attachment:** Checking this box allows students to attach files to assigned milestones via Student Center.
  - c. **Allow Advisor Self-Service:** Checking this box allows advisors to review assigned milestone information via Advisor Center.
  - d. **Allow Advisor Attachment:** Checking this box allows advisors to attach files to assigned milestones via Advisor Center.
  - e. **Information For Students:** Free-form text viewable by students if Allow Student Self-Service is checked.

**Milestone Table**

Academic Institution Spokane Falls CC  
Milestone MATH

Find | View All 1 of 1

\*Effective Date 01/01/1901 \*Status Active

\*Description Mathematics Competency

\*Formal Description Mathematics Competency

\*Calculate Required Date Do Not Calculate

\*Calculate Anticipated Date Do Not Calculate

\*Transcript Level Never Print

\*Print Milestone Detail Never Print

Attempts Allowed

Grading Scheme ACA Credit Grading Scheme

Grading Basis TRN Transfer Grading Basis

**Self-Service Availability**

Allow Student Self-Service  Allow Advisor Self-Service

Allow Student Attachment  Allow Advisor Attachment

Information For Students

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**Enter Milestone Levels Here** Personalize | Find | View 1 | 1-4 of 4 | Last

*Milestone Level	*Description	*Formal Description
MATH_95	MATH 95	MATH 95
MATH&_141	MATH& 141	MATH&141
MATH&_146	MATH& 146	MATH& 146
4YRS_HS_MATH	4 Years of High School Math	4 Years of High School Math

Save Notify Refresh Add Update/Display Include History Correct History

6. Complete the **Milestone Level** section:

- Milestone Level:** This value appears in Student Center if the milestone is set up to display in self-service (15 char. max)
- Description:** This value appears in Student Center if the milestone is set up to display in self-service (30 char. max)
- Formal Description:** This value is informational only and is not student facing. (50 char. max)
- Select the **[+]** icon to add additional levels.

 Milestone Levels represent the individual competency that a student has met. For milestones that are used in Enrollment Requirements, Milestone Levels represent specific course or no-course competencies.

**Milestone Table**

Academic Institution Spokane Falls CC  
Milestone MATH

Find | View All 1 of 1

\*Effective Date 01/01/1901 \*Status Active

\*Description Mathematics Competency

\*Formal Description Mathematics Competency

\*Calculate Required Date Do Not Calculate

\*Calculate Anticipated Date Do Not Calculate

\*Transcript Level Never Print

\*Print Milestone Detail Never Print

Attempts Allowed

Grading Scheme ACA Credit Grading Scheme

Grading Basis TRN Transfer Grading Basis

**Self-Service Availability**

Allow Student Self-Service  Allow Advisor Self-Service

Allow Student Attachment  Allow Advisor Attachment

Information For Students

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**Enter Milestone Levels Here**

Personalize | Find | View 1 | 1-4 of 4 | Last

*Milestone Level	*Description	*Formal Description
MATH_95	MATH 95	MATH 95
MATH&_141	MATH& 141	MATH&141
MATH&_146	MATH& 146	MATH& 146
4YRS_HS_MATH	4 Years of High School Math	4 Years of High School Math

Save Notify Refresh Add Update/Display Include History Correct History

7. When all information has been entered, select **Save**.

8. To incorporate the milestone into an Enrollment Requirement, refer to [Define Milestone for Requisites](#) QRG.

**Milestone Table**

Academic Institution Spokane Falls CC  
Milestone MATH

Find | View All 1

\*Effective Date 01/01/1901 \*Status Active

\*Description Mathematics Competency

\*Formal Description Mathematics Competency

\*Calculate Required Date Do Not Calculate

\*Calculate Anticipated Date Do Not Calculate

\*Transcript Level Never Print

\*Print Milestone Detail Never Print

Attempts Allowed

Grading Scheme ACA Credit Grading Scheme

Grading Basis TRN Transfer Grading Basis

**Self-Service Availability**

Allow Student Self-Service  Allow Advisor Self-Service

Allow Student Attachment  Allow Advisor Attachment

Information For Students

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**Enter Milestone Levels Here**

Personalize | Find | View 1 | 1-4 of 4 | Last

*Milestone Level	*Description	*Formal Description
MATH_95	MATH 95	MATH 95
MATH&_141	MATH& 141	MATH&141
MATH&_146	MATH& 146	MATH& 146
4YRS_HS_MATH	4 Years of High School Math	4 Years of High School Math

Save Notify Refresh Add Update/Display Include History Correct History

9. Process complete.