## TRACKING GE CERTIFICATION

## Milestone Setup

	GENED		Channel Islan
			🔳 1 of 1 🛛
*Effective Date:	01/01/1901 🗊 *Status:	Active 🗸	+ -
*Description:	General Education Cert		
*Formal Description:	Gen Ed Certification in		
Grading Scheme:	Q		
Grading Basis:	9		
Attempts Allowed:			
*Transcript Level:	Print on Degree Progress 💌		
*Print Milestone Deta	il: Print If Satisfied 🗸 🗸		
Enter Milestone Leve	ls Here	First 🗹 1-7	of 7 🕩 Last
'Milestone Level	*Description	*Formal Description	
A	A: Comm Engl, Lang,&Crit Think	A: Comm in Engl, Lang, and Crit Thinking	+ -
в	B: Mathematics, Science & Tech	B: Mathematics, Science & Tech	+ -
	C: Art, Lit, Lang and Cultures	C: Art, Lit, Lang and Cultures	+ -
С		D: Social Perspectives	+ -
C D	D: Social Perspectives		
C D E	D: Social Perspectives E: Human Psych and Physiologic	E: Human Psych and Physiological	+ -
C D E FULL	D: Social Perspectives E: Human Psych and Physiologic FULL: Complete All Gen Ed Req	E: Human Psych and Physiological	ent: + -

**Description** – This is the description that you will see in the search box **Formal Description** – This is the description that will print on the transcript **Transcript Level** – This milestone will only print on the Degree Progress report **Print Milestone Detail** – This milestone should only be added to a student and therefore print on the Degree Progress report if it is complete so set this to print only if satisfied. **Milestone Level** – Should have a row for each Gen Ed area **Description** – This description does not print anywhere **Formal Description** – This description will print on the transcript

## **Assigning Milestones**

Home > Manage Student Records > Manage Academic Records > Use > Student Milestones						
Student Milestones Ad	visors/Completion Inf	o 丫 Milestone A <u>t</u> tem	pts			
Jose Sanchez		ID:	000004707			
Institution: Channel Isl	ands	Acad Prog: Undergr	aduate	Career: Unde	rgraduate	
				View All	First 🖪 1 of 🖞	i 🕩 Last
'Effective Date:	06/12/2002			Milestone Co	іру	+ -
Milestone Detail				<u>View All</u>	<u>First</u> 【 2 of 2 ▶	Last
*Milestone Nbr:	20 *Milestone	GENED			+	
Academic Plan:	Q					
Description:	General Education (	Cert				
Formal Description:	General Education (	Certifications				
Milestone Level:	FULL	Q A	ttempts Allowed:			
Milestone Title:				~		
				~		
🗐 Save) 🔍 Return to Search	Ъ		(El-Add) (2	Update/Display) 🔊 In	clude History) 🕼 Co	rrect History)
Student Milestones   <u>Advisors/Completion Info   Milestone Attempts</u>						

Effective Date – Enter the effective date of the certification Milestone Nbr – The system will default this number Milestone - GENED Description - The system will default this description from the setup table Formal Description - The system will default this description from the milestone setup table Milestone Level – Enter the Gen Ed area student has certification for.

NOTE: Enter additional rows for more than one certification area.

<u>lome</u> > <u>Manage Student Re</u>	cords > Manage Acader	<u>mic Records</u> > <u>Use</u> > <b>Stude</b>	nt Milestones	
Jose Sanchez		ID: 000004	\$707	
Institution: Channel Is	ands A	cad Prog: Undergraduate	Career: Un View A	dergraduate NI First I 1 of 1 I► Las
Effective Date:	06/12/2002			
Advisors			<u>View All</u>	<u>First</u> 🖪 2 of 2 💽 Last
Milestone: ^Transcript Level:	GENED Degr Prog 🗸	General Education Cert 'Print Milestone Detail:	Satisfied	+ -
Advisor/Evaluator 1: Advisor/Evaluator 2:	Advised by Comn	nittee		
Comment:			~ ~	
Completion Information			View All	First 🖪 2 of 2 🕨 Last
Milestone: Term Required: Date Required: Anticipated Term:	GENED	General Ed	Joation Cert	+-
Anticipated Date:	31,			
Milestone Complete:	Completed	Attempts /	Allowed:	
Save) Q Return to Searce Student Milestones   Adviso	h) rs/Completion Info   <u>Mile</u>	stone Attempts	(EFAdd) (@ Update/Display) (a	큅 Include History) (중 Correct Histo

**Transcript Level** – This will default from milestone setup table **Print Milestone Detail** - This will default from milestone setup table

Home > Manage Student Rec Student Milestones Advi	ords > <u>Manage Acac</u> sors/Completion Inf	iemic Records >	Use > Student Mile	estones		
Jose Sanchez			ID: 000004707			
Institution: Channel Isla	nds	Acad Prog: Und	ergraduate	Caree	r: Undergrad /iew All Fi	uate rst 🛃 1 of 1 🕨 Last
Effective Date:	06/12/2002					
				<u>Viev</u>	<u>w All First</u>	🖪 2 of 2 🕨 Last
Milestone:	GENED		General Educatio	n Cert		
				View A	dl 🛛 First 🗹	1 of 1 💽 Last
Attempt Nbr: How Attempted: Grading Scheme: Grading Basis: 'Milestone Complete: Grade Input:	1 Q Completed	>	Date Attempted:	06/12/2002		+-
GReturn to Search Save QReturn to Search Student Milestones   Advisors	I /Completion Info   M	ilestone Attempts	(El A	1 <b>d</b> ) (酒 Update/Displa	ay) ( <b>2</b> Include H	listory) ( 🞯 Correct History)

Milestone Complete – Set this status to complete

## Waiving an Advising Requirement

Home > Manage Student Records > Define Academic Requirements > Use > Authorize Student Exceptions

				View All	First 🗹 1 of 1 🕨 L
Advisement Override:	000000001		Created By:		
*Effective Date:	02/04/2003		'Status:	Active 🗸	
*Description:	Waiving area B3 due to GI	E Cert	Short Description:	Waiving ar	
Long Description:	Waiving area B3 due to GI	E Cert			~
					~
Override Detail					
*Academic Institution:	CICMP 🖌	Channel Island	Is		
*Academic Career:	UGRD	Undergraduate	1		
Academic Program:	Q			Create	Exception
Academic Plan:	Q				
Academic Sub-Plan:	٩				
*Selection Code:	Student	*			
*Selection Data:	000000105	Lefevre,Steve F	R		
*Operation Code:	Requirement Waiver 👻	]			
Level:	LN 🔍 Rq Line				

Effective Date – Enter the effective date of the GE Waiver

**Description** – Enter the description

**Formal Description** – This description will print on the student's degree progress report. Be sure to note what is being waived.

**Career** – Enter the student's career

Selection Code - Student

Selection Data – Enter the student's emplid

**Operation Code** – Requirement Waiver

Level - LN

Home > Manage Student Records > Define Academic Regulirements > Use > Authorize Student Exceptions						
Requirement	Group	Academic Require	ement	Line Nbr		
000237	🔍 Baccalaureate Degree Require	00000050	Q General Education	0060	Q B-3 Mathematics-Math & Apps	
OK Ca	incel Apply					

**Requirement Group** – Baccalaureate Degree Requirement **Requirement** – General Education Requirement **Line Nbr** – Enter the GE area being waived