TRACKING GE CERTIFICATION

Milestone Setup

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

**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.
**Transcript Level** – This will default from milestone setup table

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

**Milestone Complete** – Set this status to complete
Waiving an Advising Requirement

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

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