Graduation Report (Mass Updates)

SA - Graduation

The following outlines how to update the status of graduation applicants (e.g. approve or deny) for multiple students rather than individually modifying their records. There are two steps to this process; selecting a population then updating it.

Step 1: Selecting a Population:

1. Click the **Records and Enrollment** link.

   Records and Enrollment

2. Click the **Graduation** link.

   Graduation

3. Click the **Graduation Report** link.

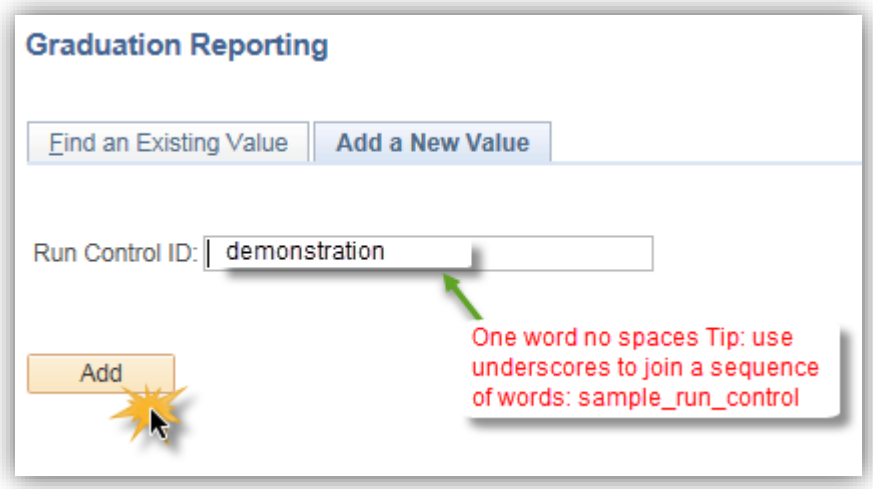
   Graduation Report

4. The first time running the graduation report select add a new value. If you have already created a new value, press Search or Enter. Click the **Add a New Value** tab.

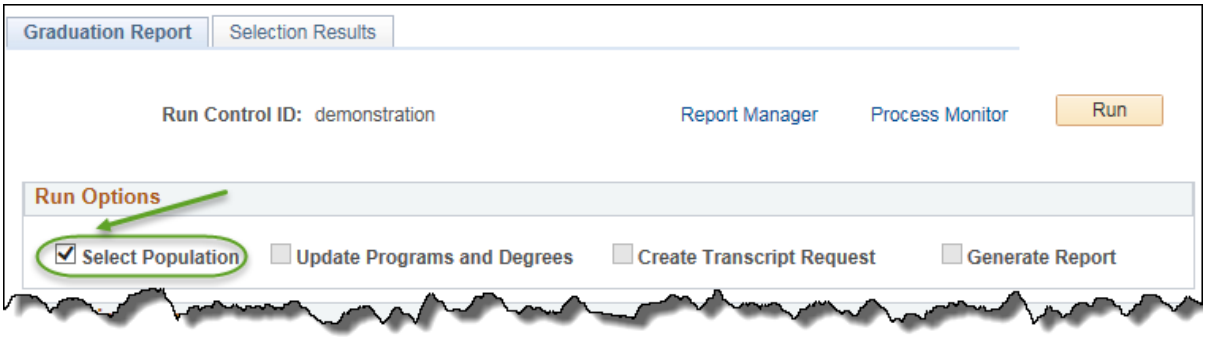
   Add a New Value

5. The Run Control ID must be one word with no spaces. Click the **Add** button.

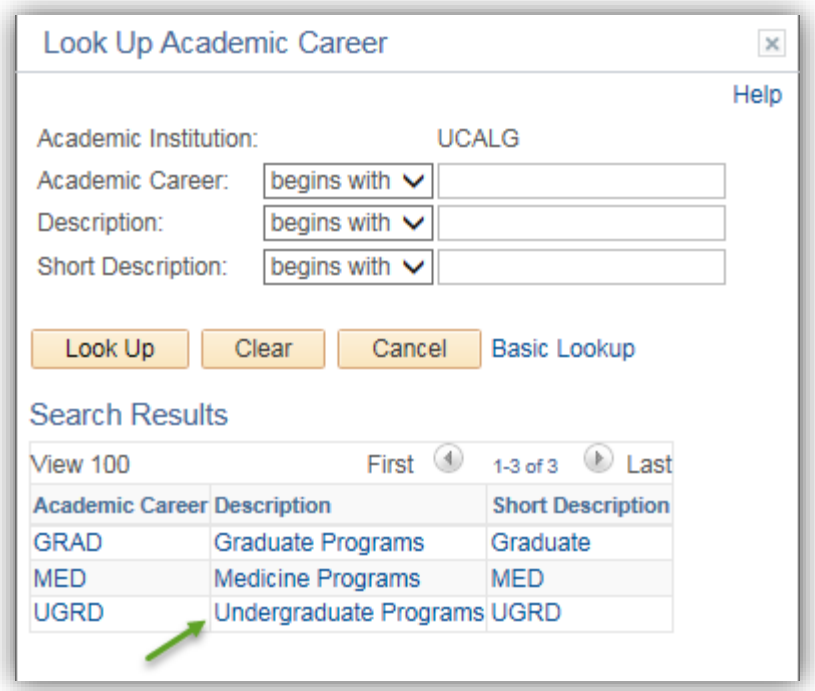
   Add



6. The first step in generating a graduation report is to select the population. Ensure the **Select Population** checkbox is selected. Click **Select Population**.



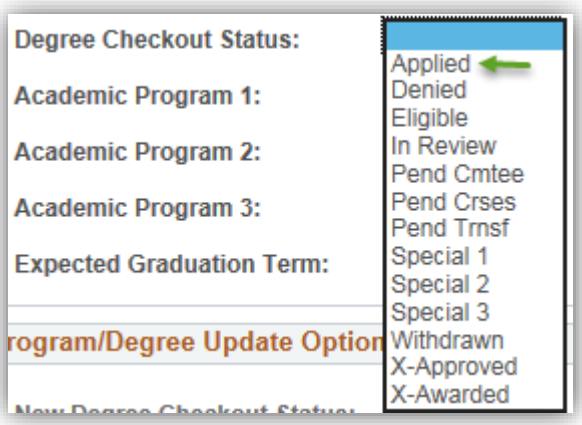
7. Click the **Look up Academic Career** button and select the applicable academic career (GRAD, MED or UGRD). For example click the **UGRD** link.



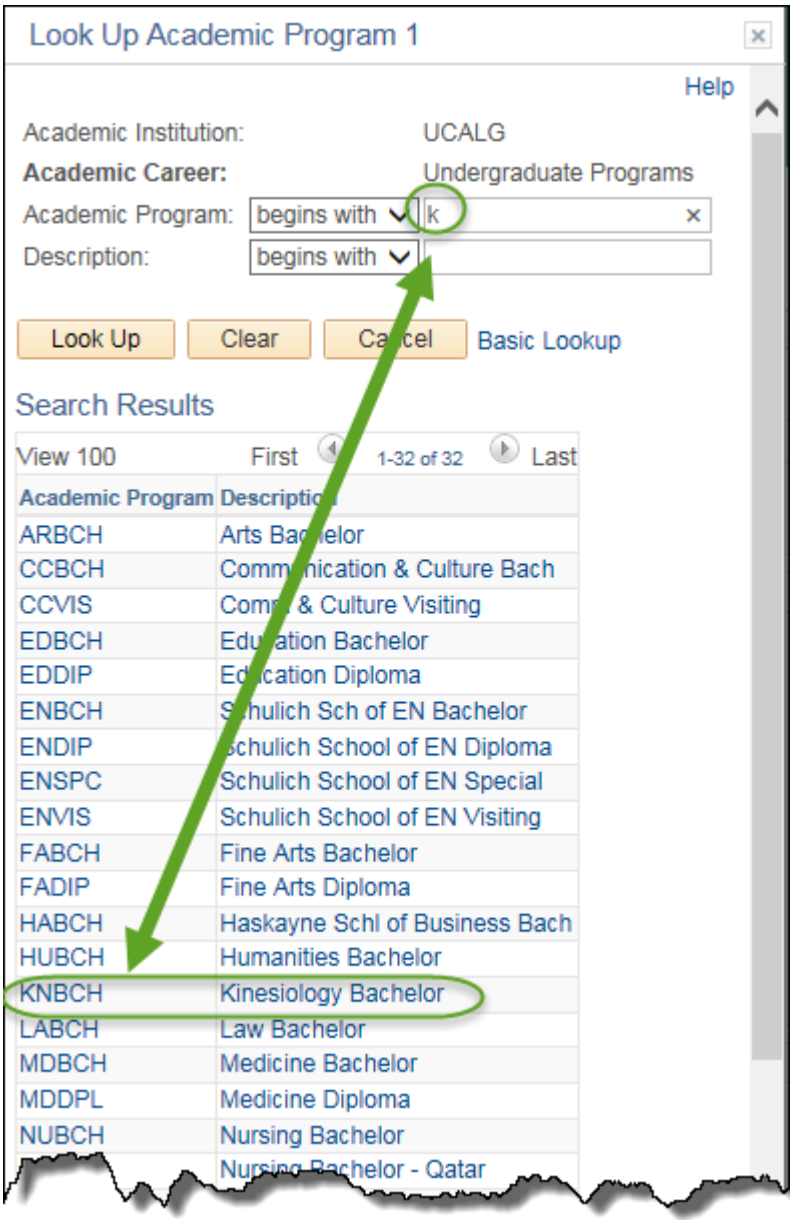
8. Click the **Degree Checkout Status** list and select the appropriate status (e.g. Applied).

There are several options:

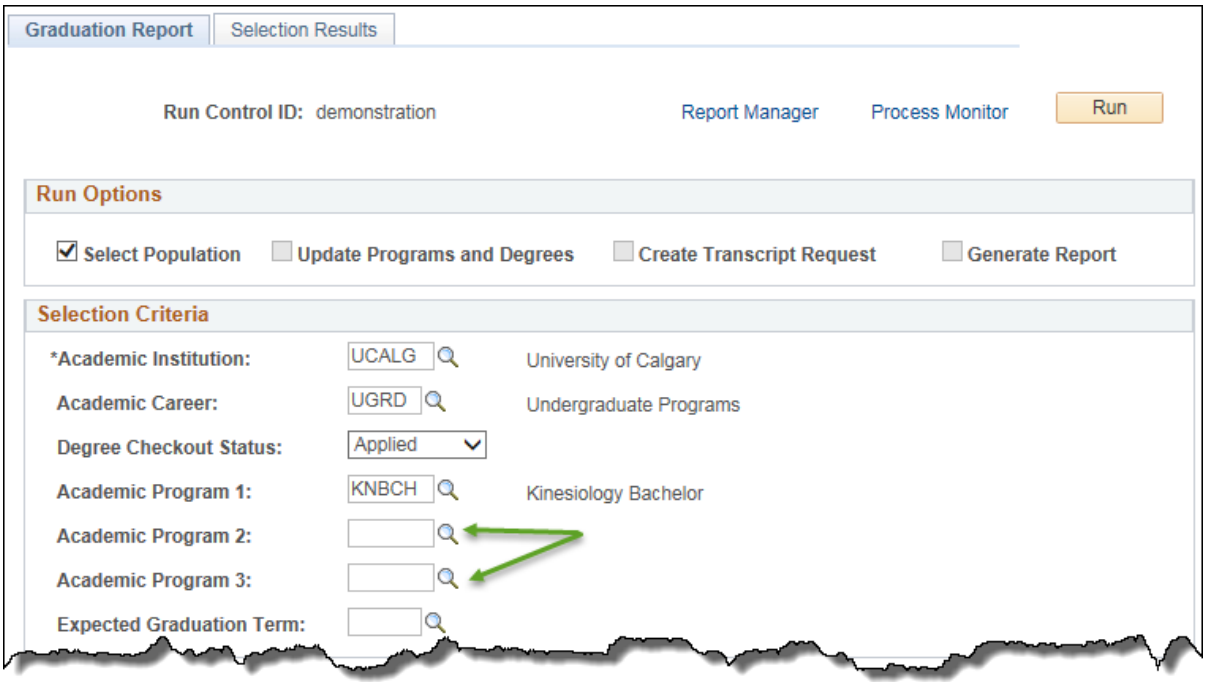
- Applied ([AG] Applied for Graduation); assigned when the student has submitted an application to graduate
- Eligible (Not used)
- Denied (DN) assigned by Faculty when it is determined the student has not met their degree requirements
- Withdrawn (WD) assigned when student withdraws their application
- In Review (IR) Program in Review
- Pend Cmtee (PC) Approved pending committee
- Pend Crses (PN) Pending UofC course work
- Pend Trnsf (PT) Pending Transfer Credit
- Special 1, 2 or 3 (P1, P2, P3) Pending special reason (Faculty specific)
- X- Approved (AP) assigned as interim step in application review process
    - **N.B.** do not apply this criteria when approving an application to graduate; instead use the "X-Awarded (AW)" criteria, below.
- X-Awarded (AW) select to complete students for graduation



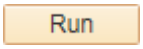
9. Click the **Look up Academic Program 1** button and select the applicable Academic Program. **Tip**: Enter the first letter of the program and press enter, for example enter "k" for Kinesiology. Press Enter.

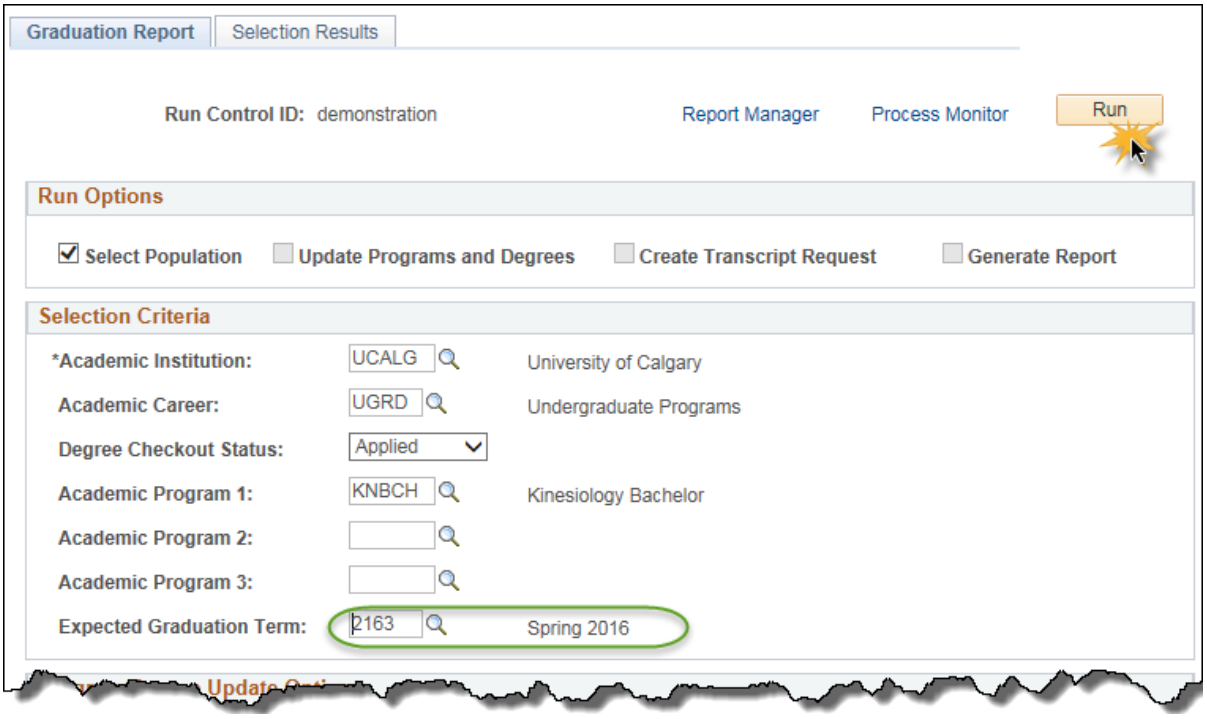


10. You may enter up to 3 academic programs if desired.



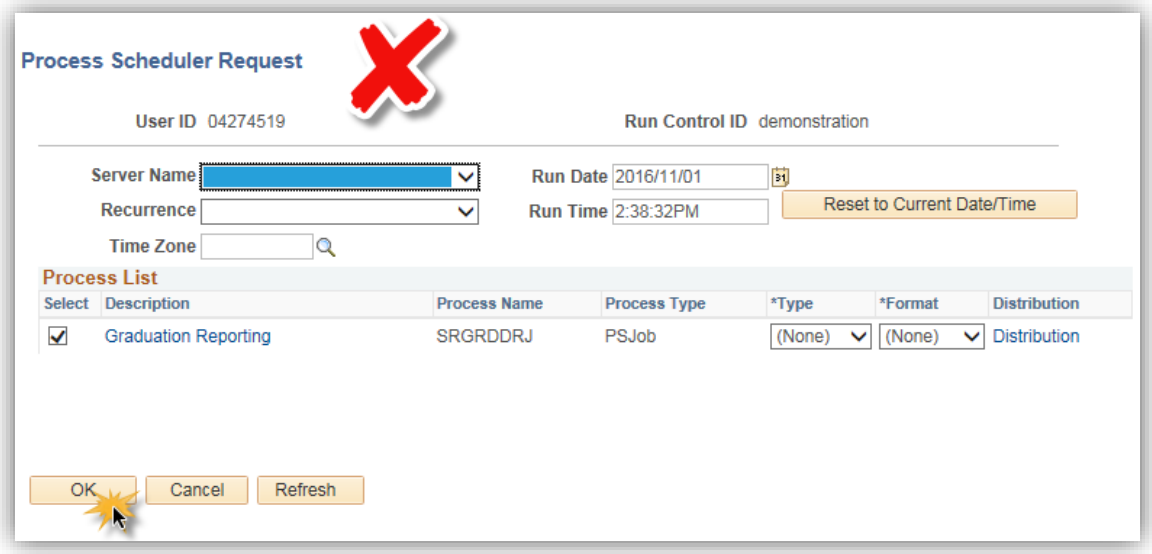
11. Enter the Expected Graduation Term or use the look up tool (e.g. 2163 Spring 2016). The Completion Term for Spring Graduation must be the prior Fall or Winter Term. The Completion Term for Fall Graduation must be the prior Spring or Summer Term.
Click the **Run** button.





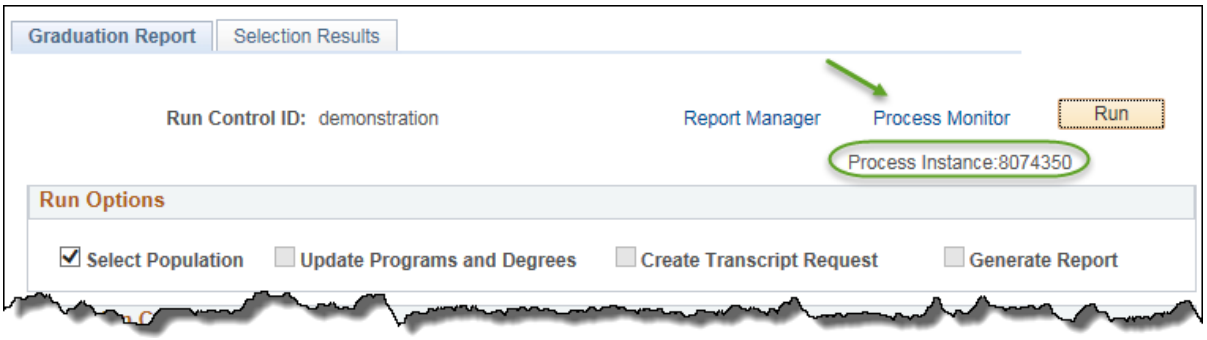
12. **Note:** No other selections need to be entered on the Process Scheduler Request page.
Click the **OK** button.

OK



13. A Process Instance number will display indicating the request has been entered.
Click the **Process Monitor** link.

Process Monitor

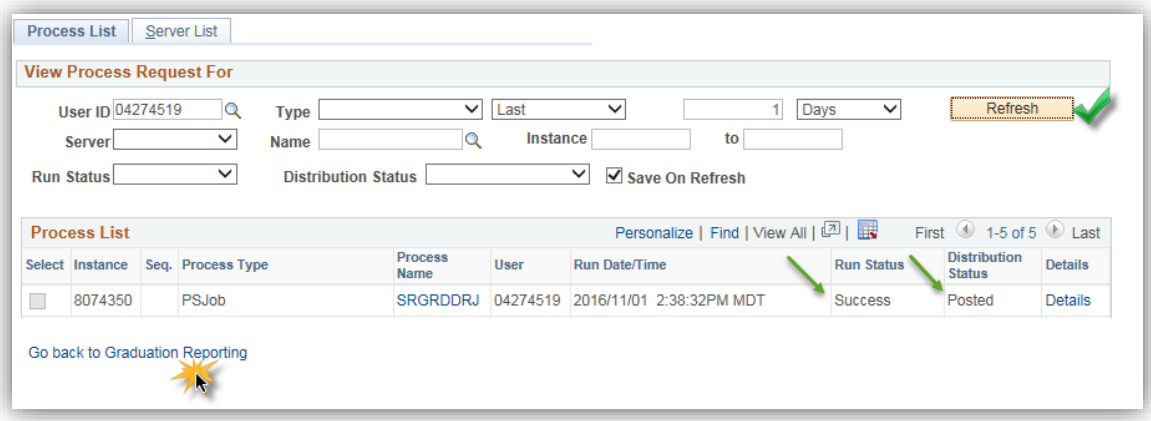


14. The Process List will display the progress of the request (e.g. Processing, Success, Posting and Posted). Clicking the Refresh button will display the progress.
Click the **Refresh** button.

Refresh

15. The process is complete when the Run Status = Success and Distribution Status = Posted. Click the **Go back to Graduation Reporting** link.

Go back to Graduation Reporting



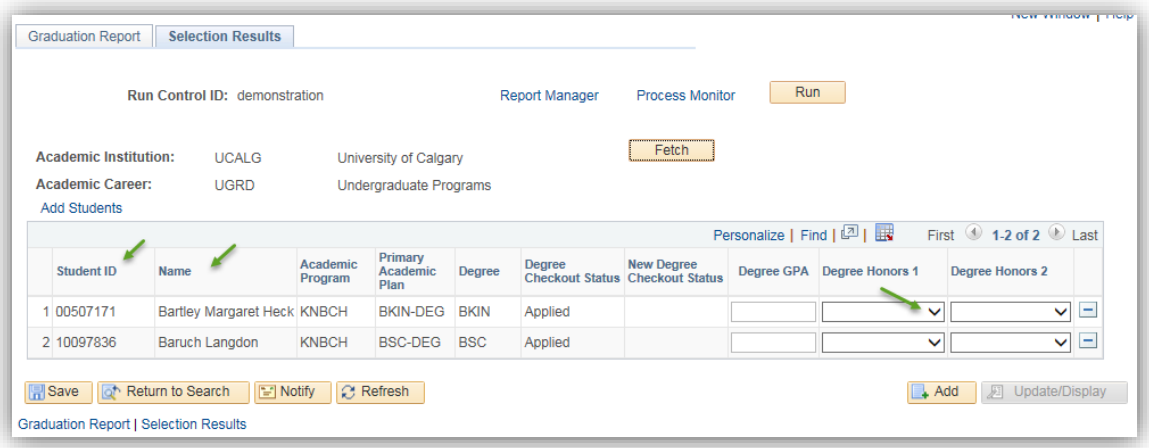
16. Click the **Selection Results** tab.

Selection Results

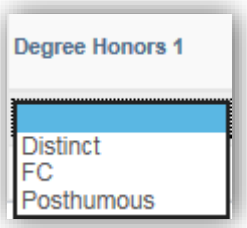
17. To view a list of students clicking the Fetch button will display them in the grid. Click the **Fetch** button.

Fetch

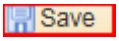
18. A list of students will be displayed based on the search criteria entered. (For FOIP purposed the data has been scrambled.)



19. When completing the selected students programs, you may add Degree Honors to individual students. Select the appropriate Degree Honors option from the drop-down list. Click the **Degree Honors 1** list.



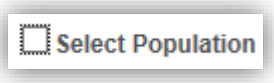
20. If a student has been selected that you do not wish to update, remove using the minus sign at the end of the row. When completed, click the **Save** button.



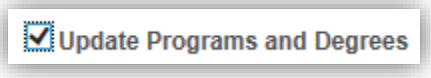
Step 2: Updating the Graduation Mass Report

1. This next step will mass update the list depending on the New Degree Status selected. Click the **Graduation Report** tab.

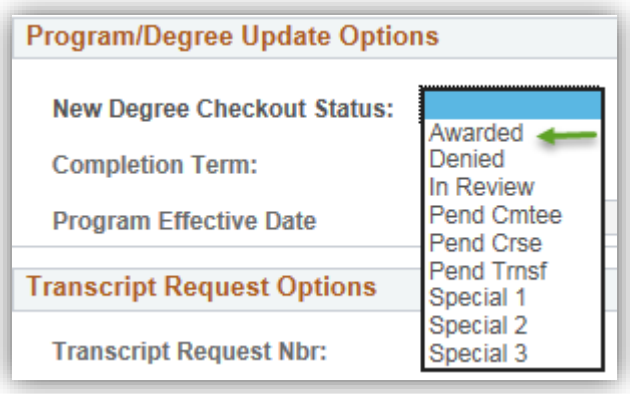
2. Deselect the option for Select Population by clicking on the **Select Population** option.



3. Select Update Programs and Degrees in order to change the status of the student records. **Optional**: Create Transcript Request and/or Generate Report may be selected (now or later). Click the **Update Programs and Degrees** option.

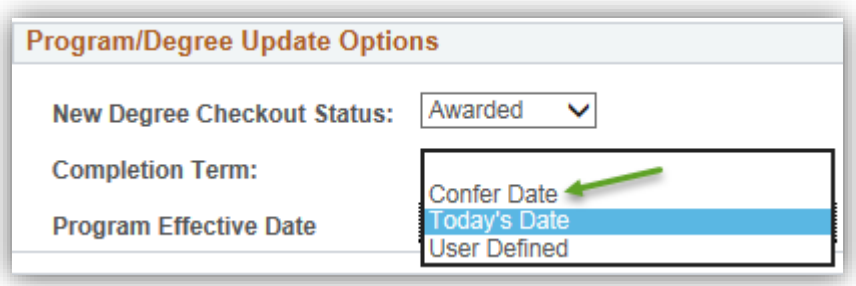


4. This is the step to select the new status that you wish to mass update your list (explained earlier). Click the **New Degree Checkout Status** list. To complete the selected student's programs select Awarded, or the desired new status. For this example we will select Awarded. Click the **Awarded** list item.

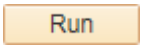


5. Enter the Completion Term (e.g. 2163 or Spring 2016). The Completion Term for Spring Graduation must be the prior Fall or Winter Term. The Completion Term for Fall Graduation must be the prior Spring or Summer Term.
Click the **Program Effective Date** list.

6. Select the **Confer Date** list item. The "Confer Date" will default to the first day of the term in which the conferral occurs. For example, if the student has their degree conferred to them in the Fall convocation, the 'confer date' will be Sept. 1.

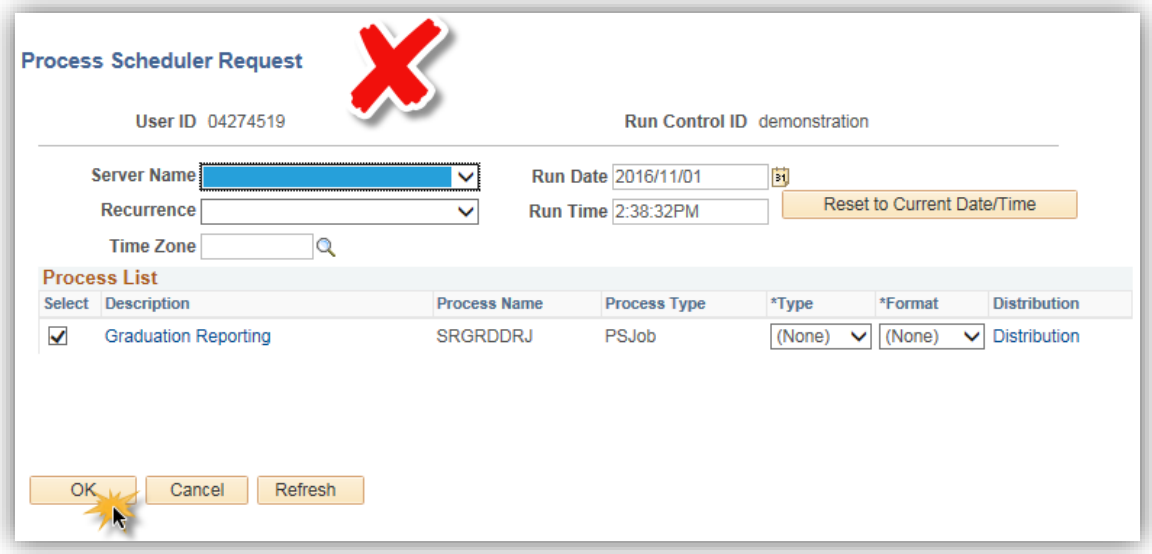


7. When the Program/Degree Update Options are entered run the process.
Click the **Run** button.



8. **Note:** No other selections need to be entered on the Process Scheduler Request page.
Click the **OK** button.

OK



9. A Process Instance number will display indicating the request has been entered.
Click the **Process Monitor** link.

Process Monitor

10. As before, the Process List will display the progress of the request (e.g. Processing, Success, Posting and Posted). Clicking the Refresh button will display the progress.
Click the **Refresh** button.

Refresh

11. The process is complete when the Run Status = Success and Distribution Status = Posted.
Click the **Go back to Graduation Reporting** link.

Go back to Graduation Reporting

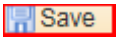
12. Click the **Selection Results** tab.

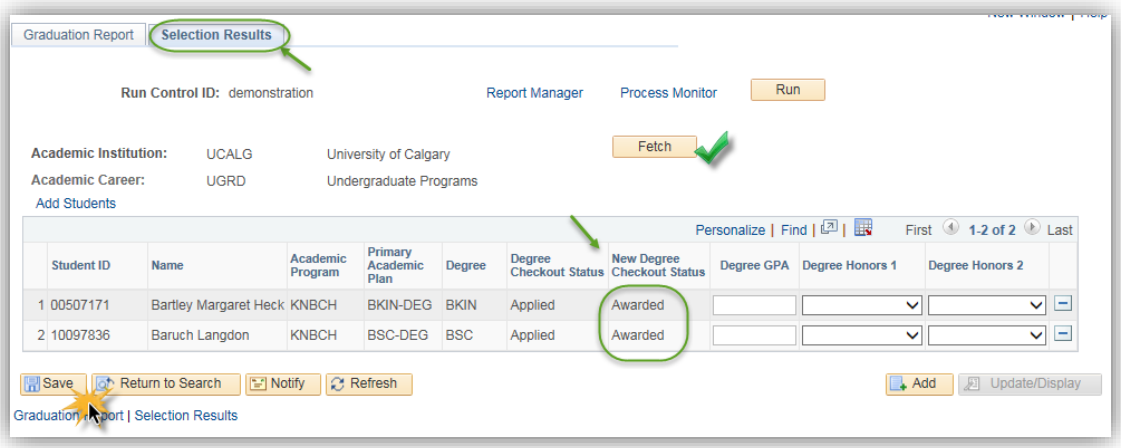
Selection Results

13. To view a list of students selected for Mass Graduation, click the Fetch button.
Click the **Fetch** button.

Fetch

14. Note that the New Degree Checkout Status has now been updated to **Awarded** for all students.
Click the **Save** button.





Consult the corresponding online learning at www.ucalgary.ca/ittraining

End of Procedure