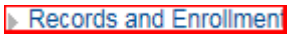
Approving Students Manually for Graduation

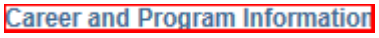
SA – Graduation

The following job aid outlines how to manually approve a student's application for graduation. Once a student has applied for graduation, and their record has been reviewed, you may manually approve the student for graduation.

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

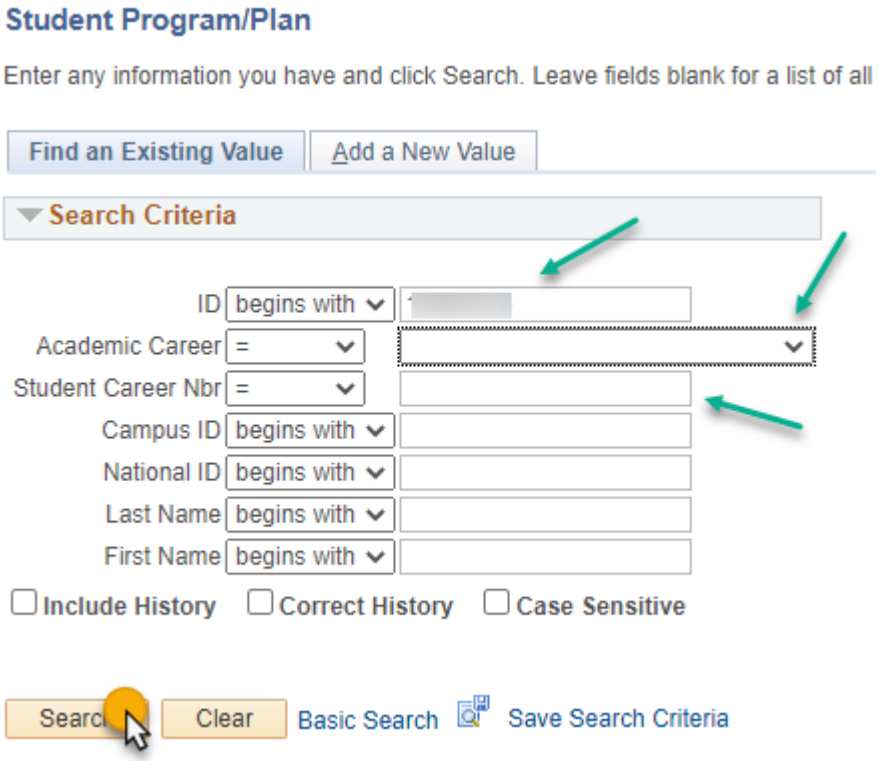


2. Click the **Career and Program Information** link.

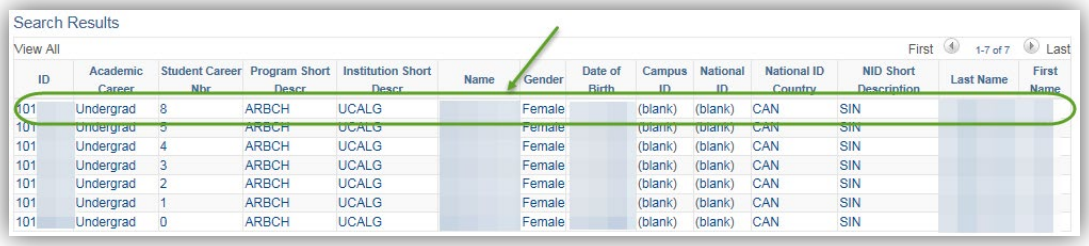


3. Click the **Student Program/Plan** link.

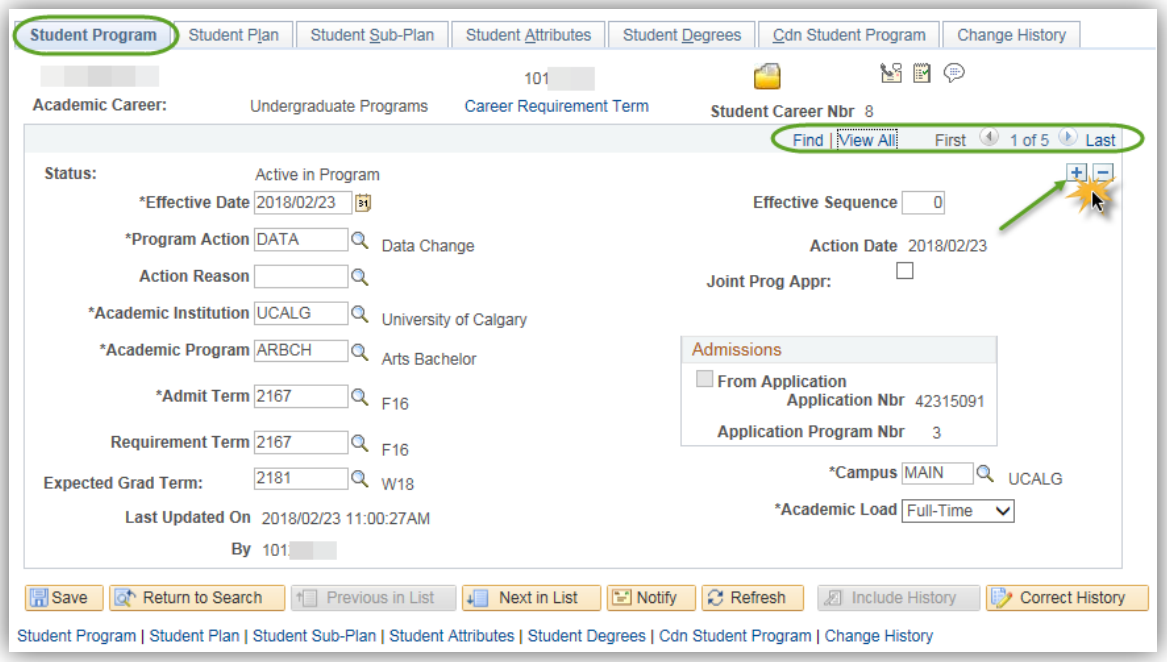
4. You can enter the student's ID directly or complete Search Criteria fields (e.g. **Academic Career** (Undergraduate, Graduate or Medicine). The **Student Career Number** can also be selected if a student changes programs multiple times within a career, each subsequent program will be numbered sequentially. The specific Student Career Number will be provided on the Listing of Graduating Students report. Press Search or Enter. Click the **Search** button.



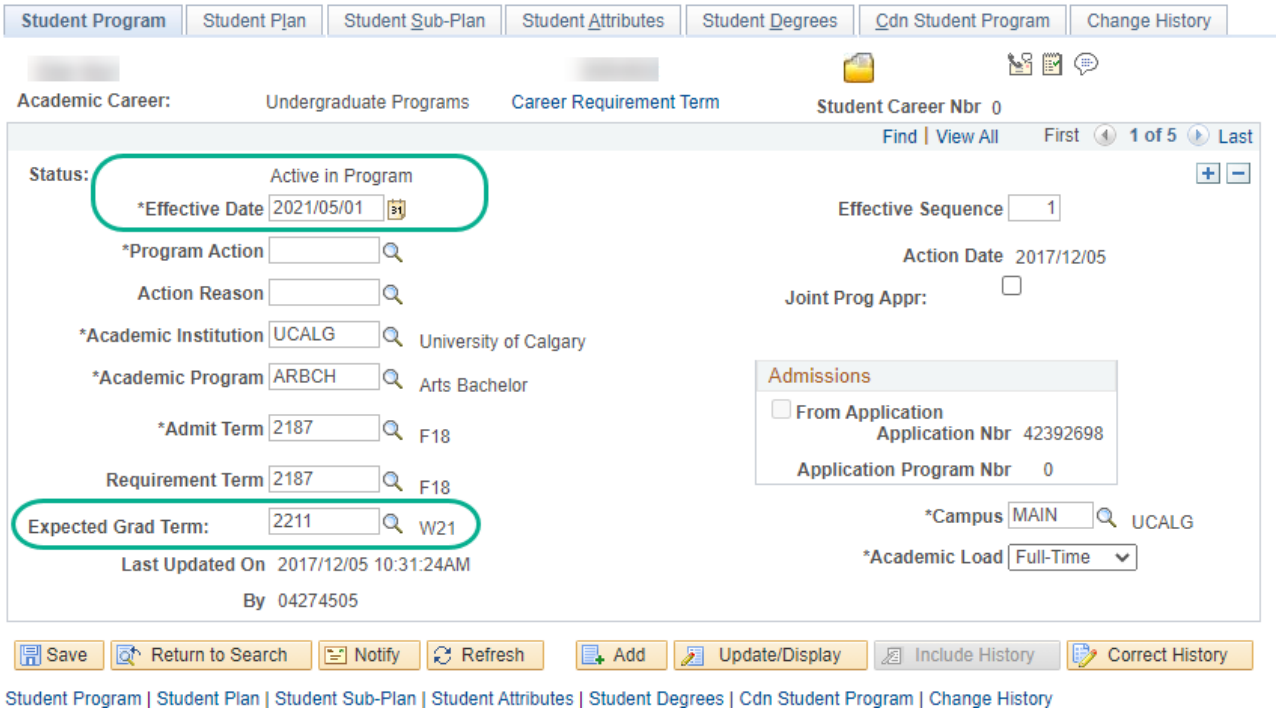
5. Based on the Search Criteria a grid of information displays. Typically if there are multiple Student Career Numbers for the student in question, (which represent changes to a student's Academic Program) select the most current number (highest number). For this example select the first line for the Student Career Nbr = 8. Click the **8** link.



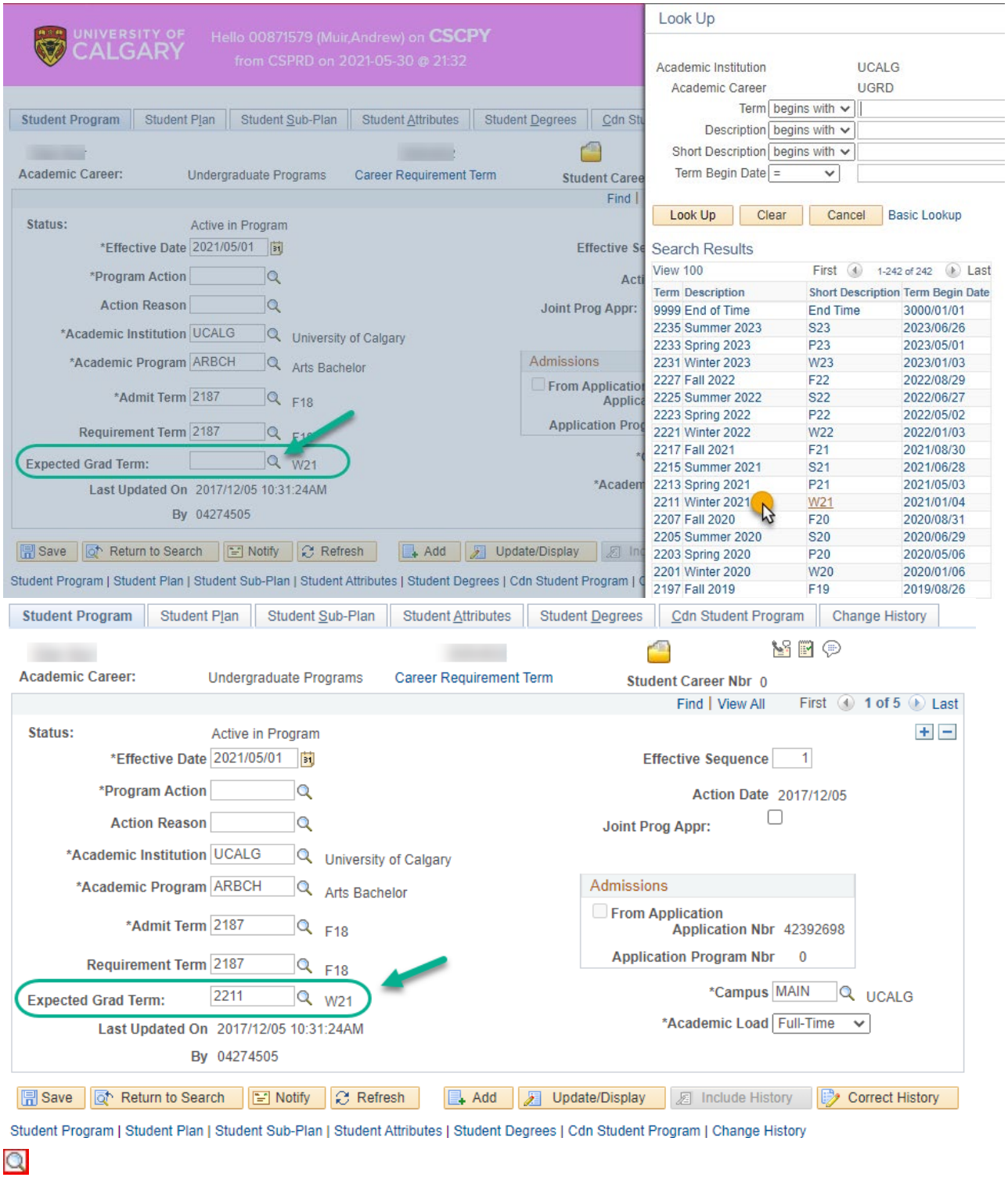
6. Student Program displays the Academic Career of the student. If desired, click on **View All** to see the complete career or you can use the advance arrow to navigate through the careers manually. In order to manually approve the student's application for graduation, you will need to add a new effective dated row. Click the **Add a new row** button.



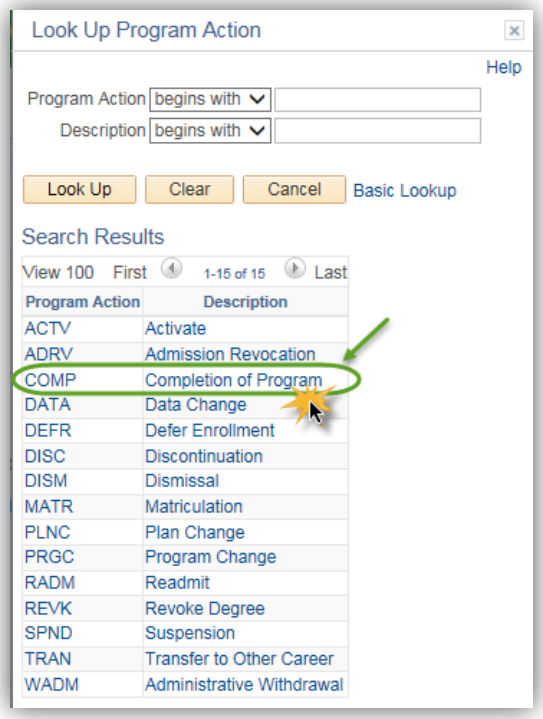
7. The new row will automatically populate the **Effective Date** with the current date. The **Effective Date** must then be changed to the first day of the term in which the student's conferral occurs (for example, if the student will have their degree conferred to them in the Spring Convocation then the **Effective Date** should be May 1, for Fall Convocation it should be either June 20 or Aug 20, and for the Feb conferral it should be Jan 1). Faculties must be careful **not to future date** the **Effective Date** field (to say the conferral date for Spring Convocation for example) as this will result in the student being awarded Completion of Program in the system but it will **not actually generate a parchment** for the student.



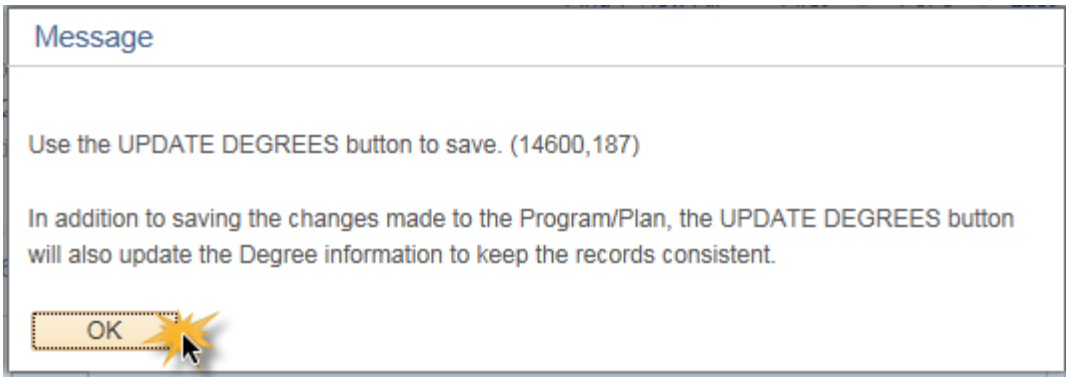
8. Use the lookup tool to select the correct **Expected Grad Term** in which the student will complete their graduation requirements. Click the **Look Up Expected Grad Term** button. A list of terms will display. Select the correct **Term**.



9. Use the look up tool to select the applicable **Program Action**. Click the Look up Program Action button. A list of Program Actions will display. Select **COMP - Completion of Program** to manually indicate the completion of the program. Click on **Completion of Program**.

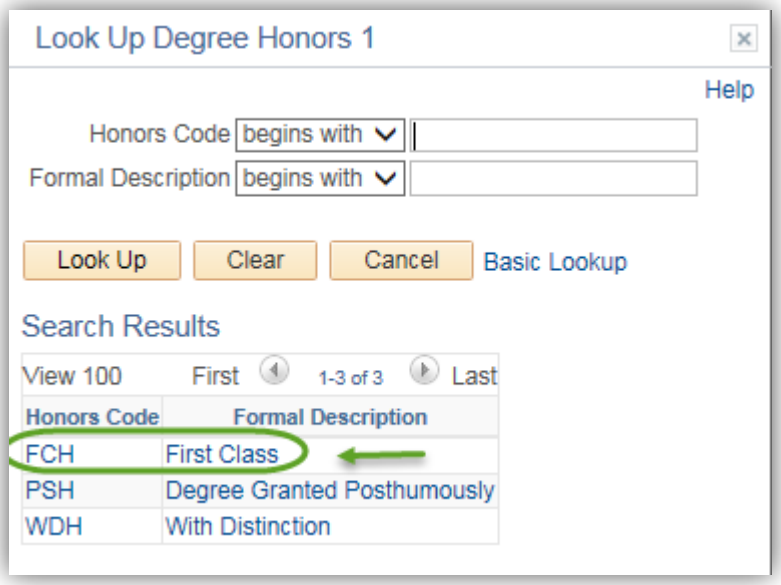


10. **NOTE:** If you try to save this record by simply clicking the Save button, you will see the following error message. When approving a student for Completion of Program (i.e. manually approving their application for graduation), you must use the **Update Degrees** button instead of the Save button. To clear this message, click the **OK** button.

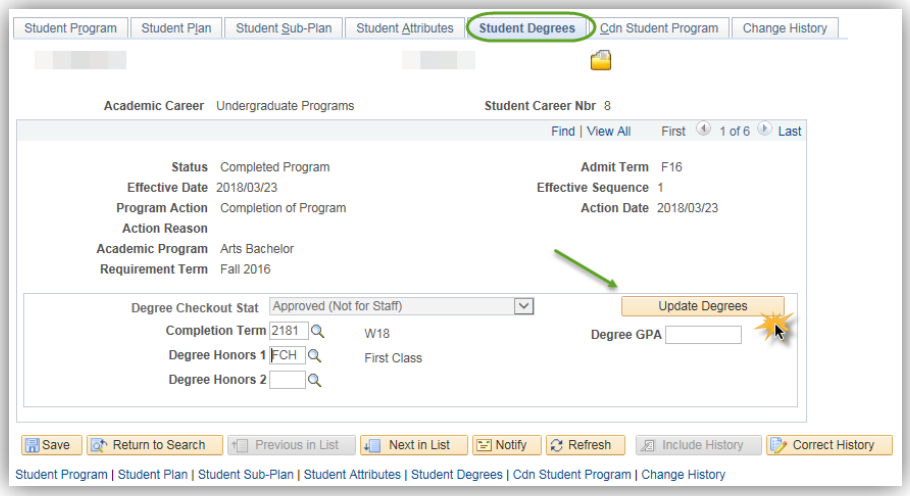


11. After updating the Program Action, navigate to the Student Degrees tab. The Completion Term will default from the Expected Graduation Term. If appropriate, you may specify the Degree Honors for the student (i.e. With Distinction / First Class Honors). Click the **Look up Degree Honors 1** button.

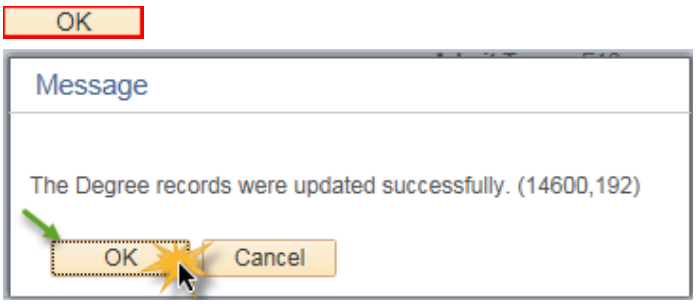
12. A list of Degree Honors displays. For example, select FCH First Class. Click the **FCH** link.



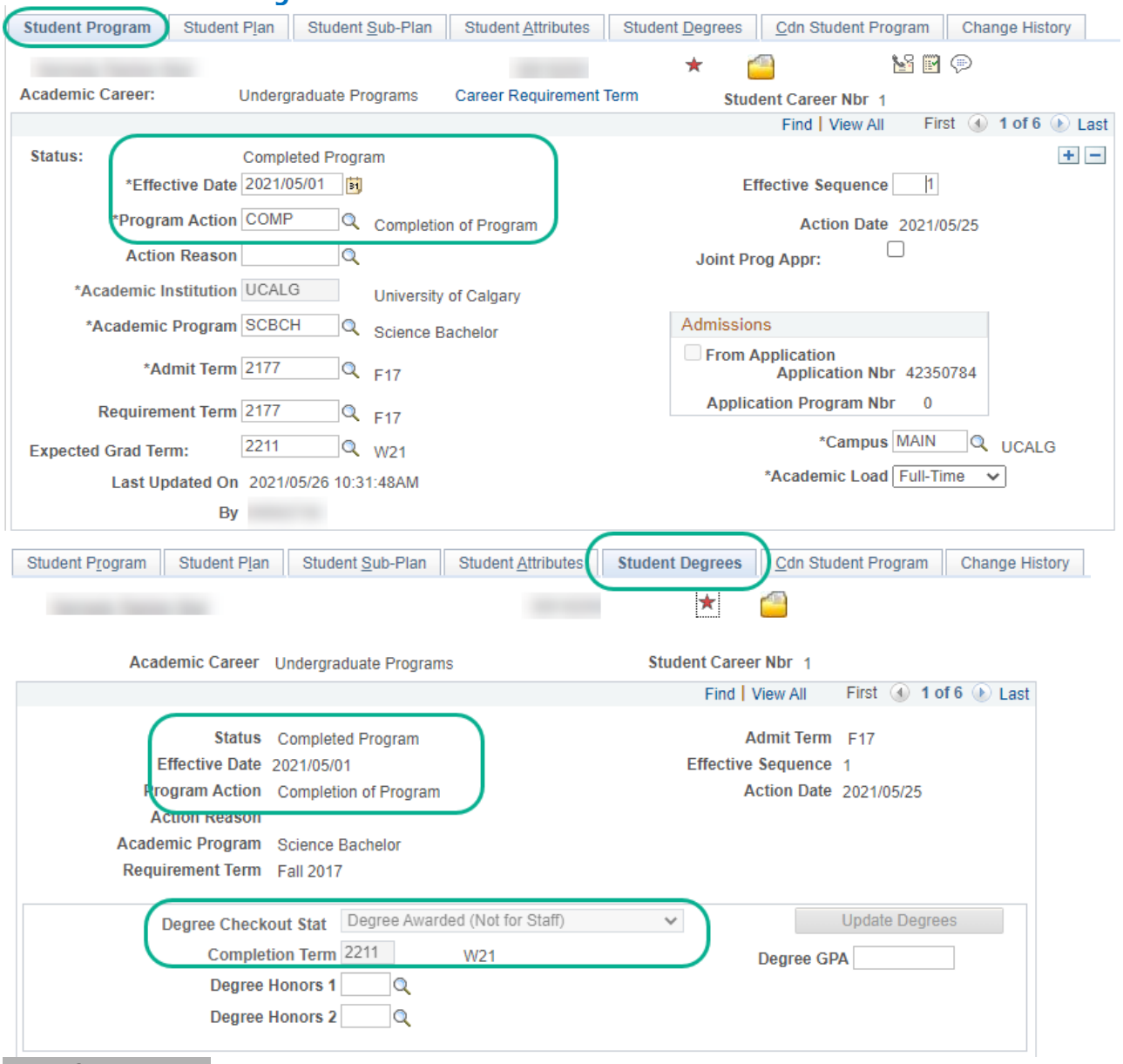
13. When completed with the manual change, press the Update Degrees button to complete the process. Click the **Update Degrees** button.



14. A confirmation message displays the Degree record update. Click the **OK** button.

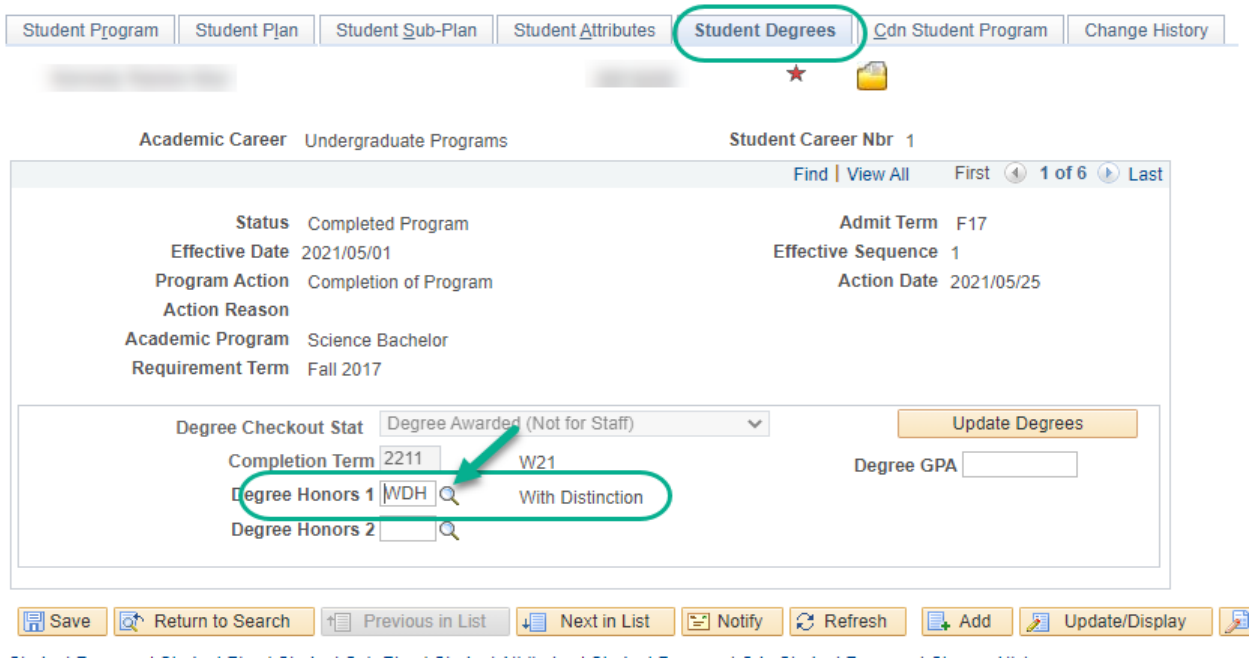


15. The student's record should now show **Completion of Program** on both the **Student Program** tab and the **Student Degrees** tab.

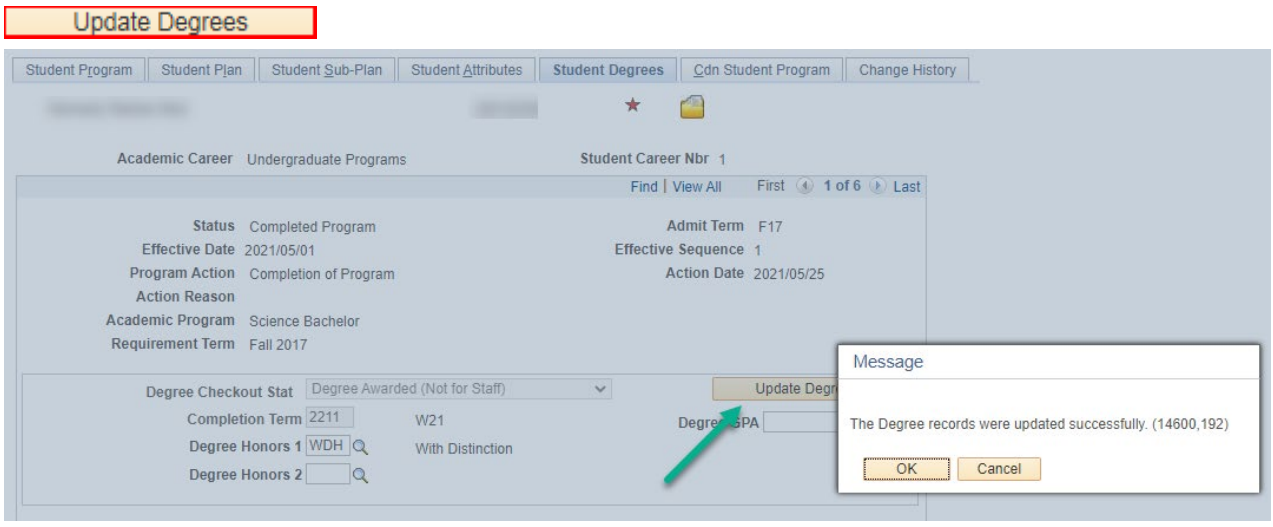


End of Procedure

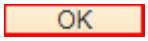
16. **NOTE:** If it is determined a student is to graduate with honours, this should be indicated in the Degree Honors field(s). You may specify two Degree Honors if necessary. This may be completed prior to updating the degree but it can also be added after. Click the **Degree Honors 1** object and select the applicable honors.



17. To avoid an error message do not click Save. Use the **Update Degree** button if the student is in a Completed Program status. Click the **Update Degrees** button.



18. Click the **OK** button.



For the corresponding online learning, consult www.ucalgary.ca/ittraining

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