

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.

Records and Enrollment

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

Career and Program Information

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

Student Program/Plan

Favorites ▾ **Main Menu** ▾ > **Records and Enrollment** ▾ > **Career and Program Information** ▾ > **Student Program/Plan**

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.

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all

▼ **Search Criteria**

ID	begins with	<input type="text"/>
Academic Career	=	<input type="text"/>
Student Career Nbr	=	<input type="text"/>
Campus ID	begins with	<input type="text"/>
National ID	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
First Name	begins with	<input type="text"/>

Include History Correct History Case Sensitive

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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.

Search Results

View All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
101	Undergrad	8	ARBCH	UCALG		Female		(blank)	(blank)	CAN	SIN		
101	Undergrad	5	ARBCH	UCALG		Female		(blank)	(blank)	CAN	SIN		
101	Undergrad	4	ARBCH	UCALG		Female		(blank)	(blank)	CAN	SIN		
101	Undergrad	3	ARBCH	UCALG		Female		(blank)	(blank)	CAN	SIN		
101	Undergrad	2	ARBCH	UCALG		Female		(blank)	(blank)	CAN	SIN		
101	Undergrad	1	ARBCH	UCALG		Female		(blank)	(blank)	CAN	SIN		
101	Undergrad	0	ARBCH	UCALG		Female		(blank)	(blank)	CAN	SIN		

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.



Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees Cdn Student Program Change History

101

Academic Career: Undergraduate Programs Career Requirement Term Student Career Nbr 8

Find | View All | First 1 of 5 Last

Status: Active in Program

*Effective Date 2018/02/23

*Program Action DATA Data Change

Action Reason

*Academic Institution UCALG University of Calgary

*Academic Program ARBCH Arts Bachelor

*Admit Term 2167 F16

Requirement Term 2167 F16

Expected Grad Term: 2181 W18

Last Updated On 2018/02/23 11:00:27AM

By 101

Effective Sequence 0

Action Date 2018/02/23

Joint Prog App:

Admissions

From Application

Application Nbr 42315091

Application Program Nbr 3

*Campus MAIN UCALG

*Academic Load Full-Time

Save Return to Search Previous in List Next in List Notify Refresh Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

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.

Student Program
Student Plan
Student Sub-Plan
Student Attributes
Student Degrees
Cdn Student Program
Change History

Academic Career: Undergraduate Programs
Career Requirement Term
Student Career Nbr 0

Find | View All
First 1 of 5 Last

Status: Active in Program

*Effective Date: 2021/05/01

*Program Action: []

Action Reason: []

*Academic Institution: UCALG University of Calgary

*Academic Program: ARBCH Arts Bachelor

*Admit Term: 2187 F18

Requirement Term: 2187 F18

Expected Grad Term: 2211 W21

Last Updated On: 2017/12/05 10:31:24AM
By: 04274505

Effective Sequence: 1

Action Date: 2017/12/05

Joint Prog Appr:

Admissions

From Application

Application Nbr: 42392698

Application Program Nbr: 0

*Campus: MAIN UCALG

*Academic Load: Full-Time

Save
Return to Search
Notify
Refresh
Add
Update/Display
Include History
Correct History

Student Program
Student Plan
Student Sub-Plan
Student Attributes
Student Degrees
Cdn Student Program
Change History

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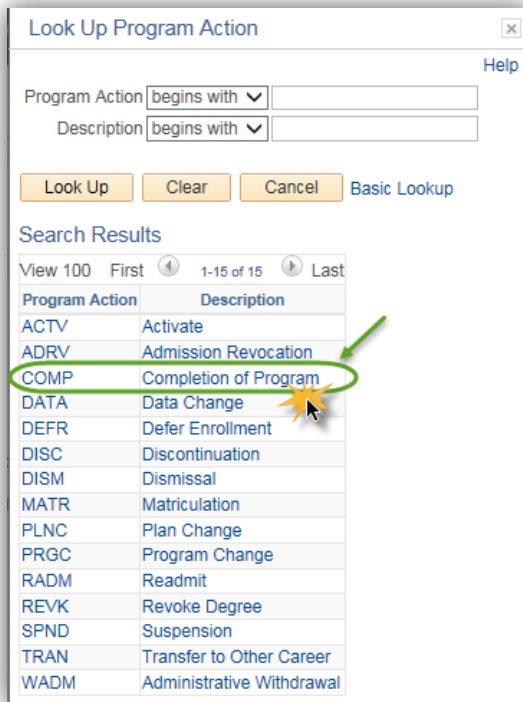
8. Use the lookup tool to select the correct **Expected Grad Term** in which the student will complete their graduation requirements. Click the **Look Up Expected Grad Term** button. A list of terms will display. Select the correct **Term**.

The screenshot shows the CSCP system interface. The top navigation bar includes tabs for Student Program, Student Plan, Student Sub-Plan, Student Attributes, Student Degrees, and Cdn Student Program. The main area displays student information for Andrew Muir (ID 00871579) on the CSCP system, accessed from CSRPD on 2021-05-30 at 21:32. The student's status is 'Active in Program' with an effective date of 2021/05/01. The academic institution is UCALG, the program is ARBCH (Arts Bachelor), and the admit term is 2187. The requirement term is 2187. The 'Expected Grad Term' field is currently empty, with a dropdown menu open showing 'W21' selected. A green arrow points to this field.

The 'Look Up' window is open, showing search criteria: Academic Institution (UCALG), Academic Career (UGRD), Term (begins with), Description (begins with), Short Description (begins with), and Term Begin Date (=). The 'Look Up' button is highlighted. Below the search criteria is a 'Search Results' table with columns for Term, Description, Short Description, and Term Begin Date. The table lists various terms from 2019 to 2023. The term 'W21' is highlighted in the table, and a yellow mouse cursor is pointing to it.

Below the 'Look Up' window, the student record is updated. The 'Expected Grad Term' field now contains '2211', and the dropdown menu shows 'W21' selected. A green arrow points to this field. The 'Admissions' section shows 'From Application' with 'Application Nbr 42392698' and 'Application Program Nbr 0'. The 'Campus' is set to 'MAIN' and the 'Academic Load' is 'Full-Time'.

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**.



Look Up Program Action Help

Program Action

Description

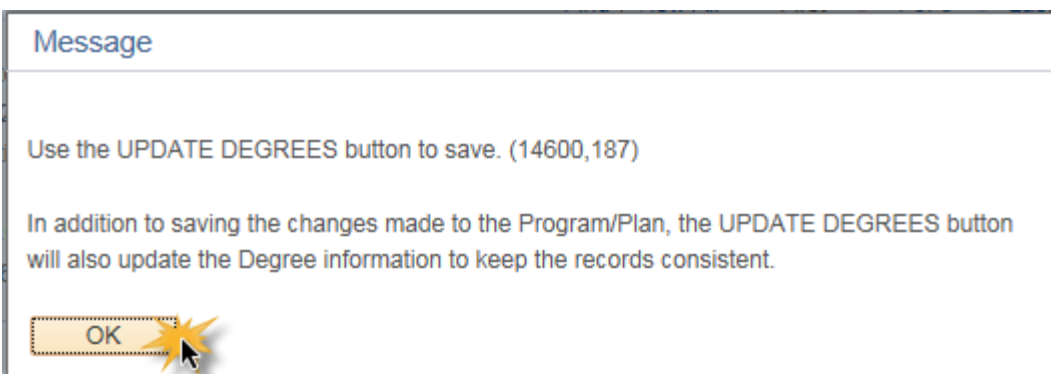
Basic Lookup

Search Results

View 100 First 1-15 of 15 Last

Program Action	Description
ACTV	Activate
ADRV	Admission Revocation
COMP	Completion of Program
DATA	Data Change
DEFR	Defer Enrollment
DISC	Discontinuation
DISM	Dismissal
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RADM	Readmit
REVK	Revoke Degree
SPND	Suspension
TRAN	Transfer to Other Career
WADM	Administrative Withdrawal

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.



Message

Use the UPDATE DEGREES button to save. (14600,187)

In addition to saving the changes made to the Program/Plan, the UPDATE DEGREES button will also update the Degree information to keep the records consistent.

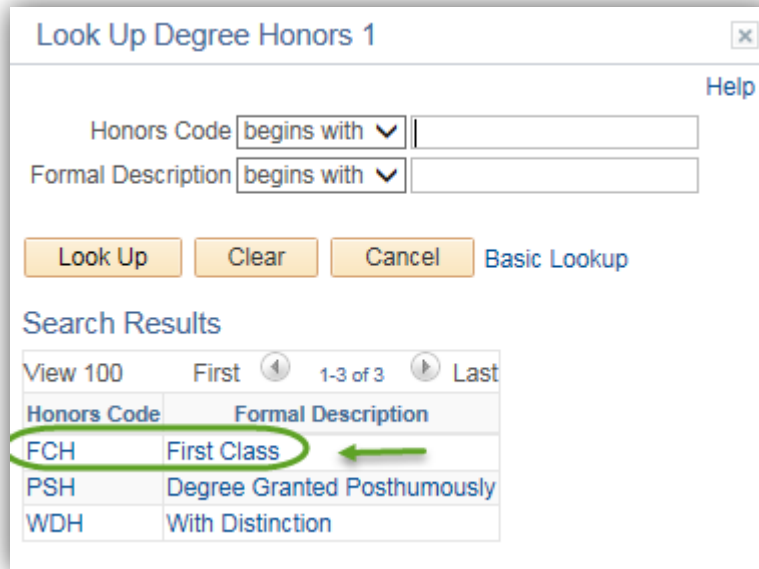
11. After updating the Program Action, navigate to the Student Degrees tab. The Completion Term will default from the Expected Graduation Term. If appropriate, you may specify the Degree Honors for the student (i.e. With Distinction / First Class Honors). Click the **Look up Degree Honors 1** button.



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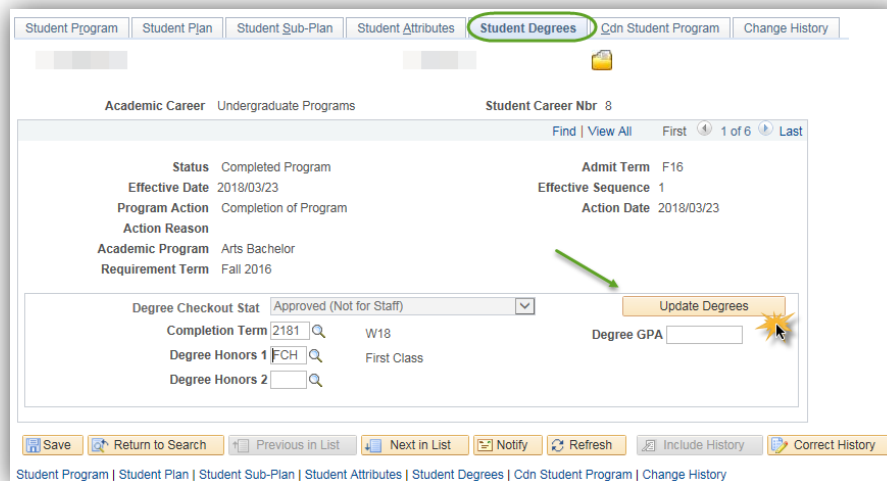
12. A list of Degree Honors displays. For example, select FCH First Class. Click the **FCH** link.



Honors Code	Formal Description
FCH	First Class
PSH	Degree Granted Posthumously
WDH	With Distinction

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

Update Degrees



Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees** | Cdn Student Program | Change History

Academic Career Undergraduate Programs Student Career Nbr 8

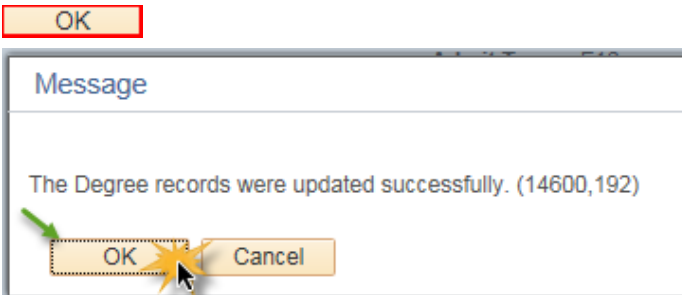
Status Completed Program Admit Term F16
Effective Date 2018/03/23 Effective Sequence 1
Program Action Completion of Program Action Date 2018/03/23
Action Reason
Academic Program Arts Bachelor
Requirement Term Fall 2016

Degree Checkout Stat Approved (Not for Staff) Update Degrees
Completion Term 2181 W18 Degree GPA
Degree Honors 1 FCH First Class
Degree Honors 2

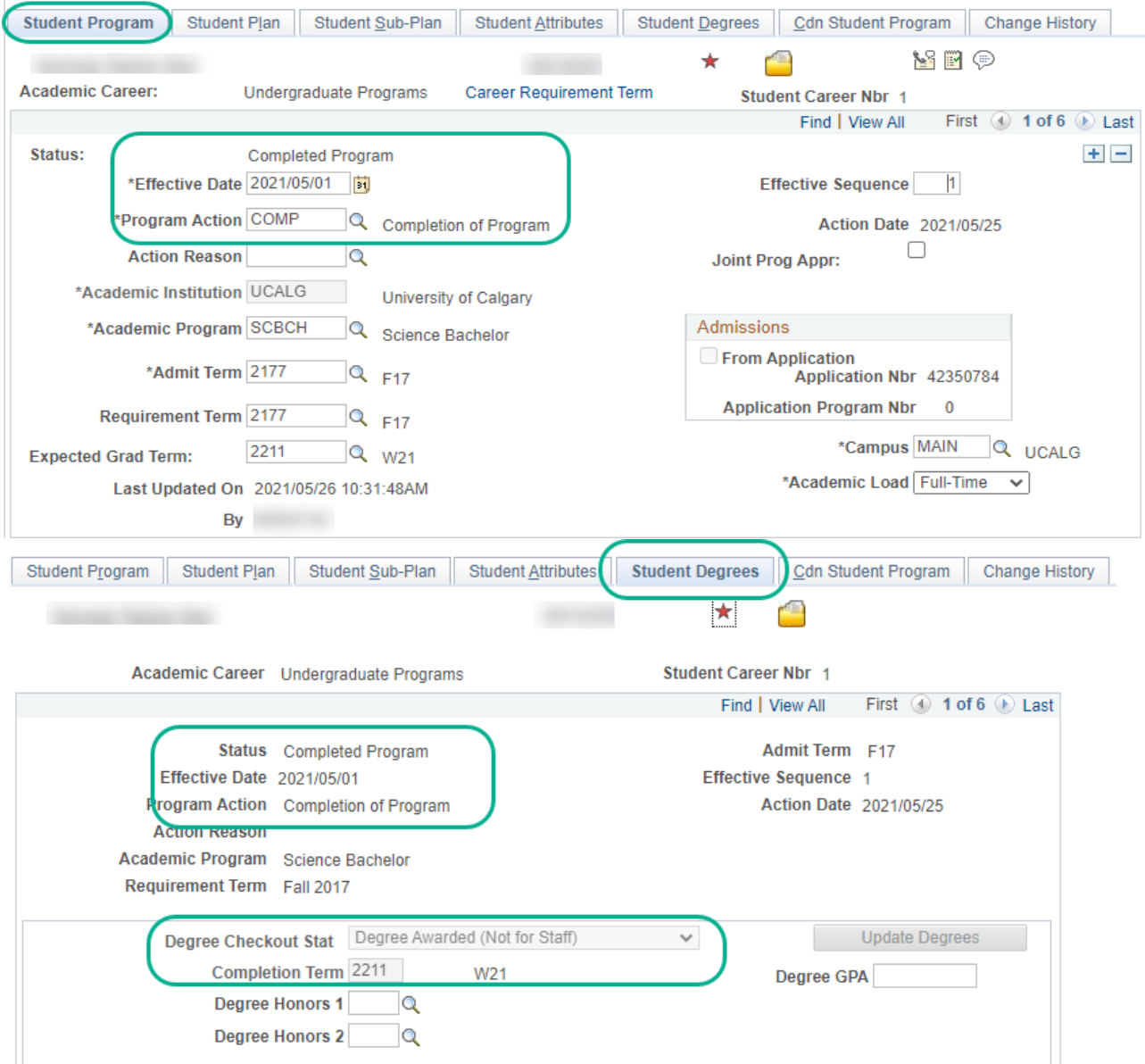
Save Return to Search Previous in List Next in List Notify Refresh Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

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.



Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

Academic Career: Undergraduate Programs Career Requirement Term Student Career Nbr 1

Status: **Completed Program**
 *Effective Date: 2021/05/01
 *Program Action: **COMP** Completion of Program
 Action Reason:
 *Academic Institution: UCALG University of Calgary
 *Academic Program: SCBCH Science Bachelor
 *Admit Term: 2177 F17
 Requirement Term: 2177 F17
 Expected Grad Term: 2211 W21
 Last Updated On: 2021/05/26 10:31:48AM
 By:
 Admissions:
 From Application
 Application Nbr: 42350784
 Application Program Nbr: 0
 *Campus: MAIN UCALG
 *Academic Load: Full-Time

Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees** | Cdn Student Program | Change History

Academic Career Undergraduate Programs Student Career Nbr 1

Status: **Completed Program**
 Effective Date: 2021/05/01
 Program Action: **Completion of Program**
 Action Reason:
 Academic Program: Science Bachelor
 Requirement Term: Fall 2017
 Degree Checkout Stat: **Degree Awarded (Not for Staff)**
 Completion Term: 2211 W21
 Degree Honors 1:
 Degree Honors 2:
 Admit Term: F17
 Effective Sequence: 1
 Action Date: 2021/05/25
 Update Degrees
 Degree GPA:
 Update Degrees

End of Procedure

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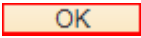
16. **NOTE:** If it is determined a student is to graduate with honours, this should be indicated in the Degree Honors field(s). You may specify two Degree Honors if necessary. This may be completed prior to updating the degree but it can also be added after. Click the **Degree Honors 1** object and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

The screenshot shows the 'Student Degrees' tab in a web application. The 'Degree Honors 1' field is highlighted with a green circle and contains the text 'WDH' and 'With Distinction'. A green arrow points to this field. Other fields include 'Degree Checkout Stat' (Degree Awarded), 'Completion Term' (2211), and 'Degree GPA'. The 'Update Degrees' button is visible at the bottom right of the form area.

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.

The screenshot shows the 'Student Degrees' form with the 'Update Degrees' button highlighted in red. A green arrow points to the button. A 'Message' dialog box is open in the foreground, displaying the text: 'The Degree records were updated successfully. (14600,192)'. The dialog box has 'OK' and 'Cancel' buttons.

18. Click the **OK** button.

A rectangular button with a red border and the text "OK" in the center.

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

End