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Manually Updating Graduation Review Status

As part of the graduation review process, staff will need to update a student's Graduation Review Status on the Graduation Tracking screen to indicate their eligibility for graduation. Staff can choose to manually update an individual student or update multiple students at the same time, through the batch process. This job aid outlines how to update the status of individual students.

1. Go to **Main Menu > Graduation > Graduation Tracking**
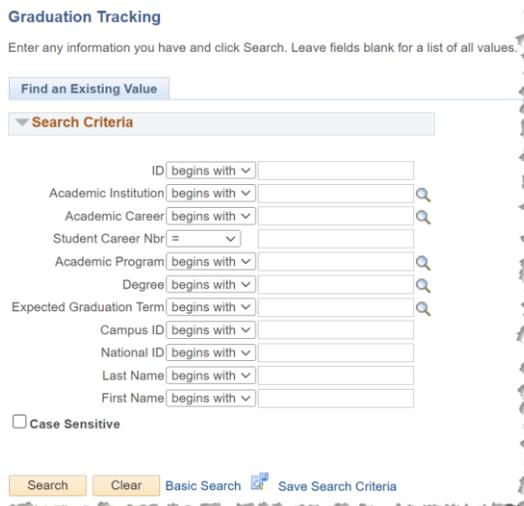
Enter the appropriate search criteria to find the student and hit Search. You will see the main Graduation Tracking page.

2. The current Graduation Review Status will be visible.
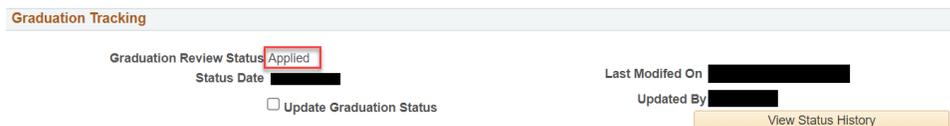
Graduation Tracking

Graduation Review Status [Applied]
Status Date ▮▮▮▮▮▮

Last Modifed On ▮▮▮▮▮▮
Updated By ▮▮▮▮▮▮

☐ Update Graduation Status

View Status History

When students apply for graduation, their Graduation Review Status will be automatically updated to 'Applied' on the Graduation Tracking screen as a starting point for the review process.

There are several Graduation Tracking Statuses that staff can use to either determine graduation eligibility, or as part of an earlier pre- check process within their Faculty.

The Graduation Review status of '**System Assigned / AA Req Met'** will be assigned by the AA Specialist, and will be used to identify students in select faculties who have met their AA requirements. Students will also need to meet the following requirements to get this status:

- Do not have a Plan related to a Minor, Embedded Certificate or COOP
- Are not enrolled in a joint program
- Have a current status = 'Applied'
- Where the specified Requirement Group indicates all requirements are 'In-Progress'.

Note: This determination can only be made of a limited number of Faculties based on their AA rule structure. The Degree Audit Coordinator, Lindsay Kurtze can be contacted for questions regarding eligible Faculties.

When a Graduation Tracking status is selected and saved, this triggers a nightly process to update the student's Degree Checkout status on the Program/Plan screen. The following chart details how the Program/Plan screen will be updated, and whether a communication is sent, based on which Graduation Tracking status selected:

Degree Checkout Status Updates

Graduation Review Status on Graduation Tracking screen	Nightly process will update Degree Checkout Status on Program/Plan screen to:	Email Communication sent to student
Req Met – Pending Approval Req Met – Pending Final Grades Req Met – Pending Prog Change Req Met / Pending Other System Assigned / AA Req Met	Program In Review (IR)	No
Cleared Cleared (w Distinction) Cleared (w 1st Class)	Eligible to Graduate (EG)	No
Denied	Denied (DN)	Yes

Degree Checkout Status	Update Graduation Review Status on Graduation Tracking screen to:
Withdrawn	Withdrawn

Undergraduate / Medicine programs: as Faculties complete their reviews, Enrolment Services Convocation staff will use the Graduation Process to update the student Program / Plan with the COMP row for students with a 'Cleared' status. For students in Joint Programs, neither program will be selected to be completed until both have a 'Cleared' status.

3. To change the Graduation Review Status click on the "Update Graduation Status" checkbox.

   ☑ Update Graduation Status
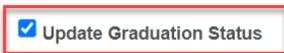
4. Select the appropriate Graduation Status value.

   Applied
   Cleared
   Cleared (1st Class)
   Cleared (with Distinction)
   Denied
   Req Met / Pending Approval
   Req Met / Pending Final Grades
   Req Met / Pending Other
   Req Met / Pending Prog Change
   System Assigned / AA Req Met
   Withdrawn
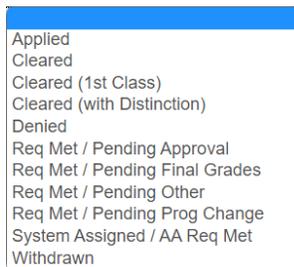
5. The Status Date defaults to current date, and does not need to be adjusted.

   Status Date 2022/08/09

6. Hit Save.

   End.

Using Related Content

1. Go to **Main Menu > Records and Enrolment > Graduation > Graduation Tracking**

   Enter the appropriate search criteria to find the student and hit Search. You will see the main Graduation Tracking page.

2. Links to the following component have been added to the Graduation Tracking component as related content to allow staff to efficiently view other information about the student.

   - Academic Advising Summary
   - Academic Advisement Request
   - Advising Notes
   - GPA Calculator
   - Graduate Student Status

- Program and Plan Summary
- Student Status
- Student Milestones
- Student Program / Plan
- Term History / Special GPA

By default the Related Content will be hidden when you first view the page. To open the Related Content window use the dropdown on the **top far right** of the page.
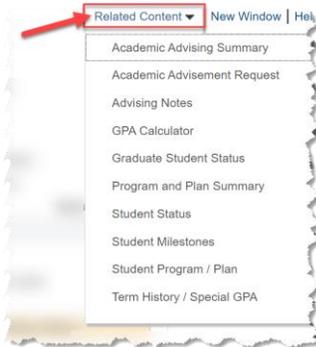
- Once a component has been selected the Related Content window will appear along the bottom 1/3 of the page. Different components can be viewed by clicking on the different tabs.
- To minimize the related content section click on the '˅' icon to the left of the 'Related Content' label
- To close the related content section, open the dropdown to the far right and select 'Close'
- The size of the Related Content section can be adjusted using the '……….' above tabs
- The current tab can be moved to a new window by opening the dropdown to the far right and selecting 'New Window'
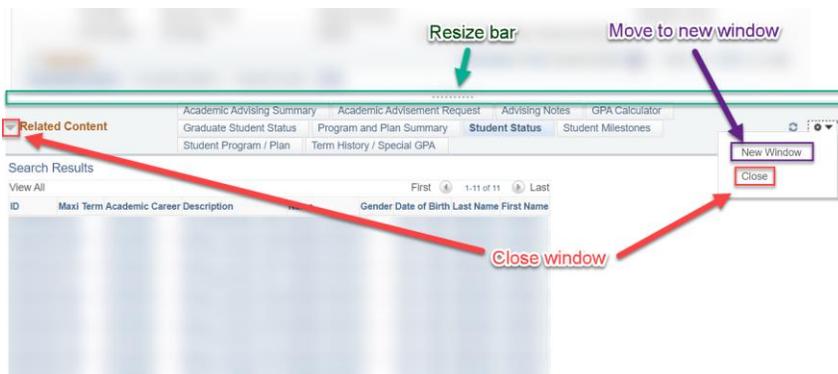
3. The top-right corner drop-down will conveniently list other important quick links.

   End.

Personalization of Transfer Credit Grids

1. Each of the data grids on the Graduation Tracking page allow you to tweak the visibility of columns and which order they appear in.

   As an example, the Course Credits data grid defaults to displaying the following:

   Hitting the "Show All Columns" button will display all the data columns available.

   Clicking the "Personalize" link will display a modal box allowing you to change the order of columns, hide/freeze columns and change the sort order of data.

   The initial tab for Transfer Credit does not display the Units Transferred by default. If it is important for you to know which transfer credit model resulted in any transfer credit, move this column to the first tab using Personalization, and then move the 'Unit Transferred' column up to after the 'Plan' field.

To move the "Units Transferred" column to the top, simply highlight it and repeatedly hit the up arrow to bring it to the top.

End.