

The following is how to review a student's degree record for accuracy through the Graduation Summary page. You can search for an individual student or a specific group of students, including undergraduate and graduate. This job aid will outline both methods.

Note: For FOIP reasons some information has been removed.

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

[Records and Enrollment](#)

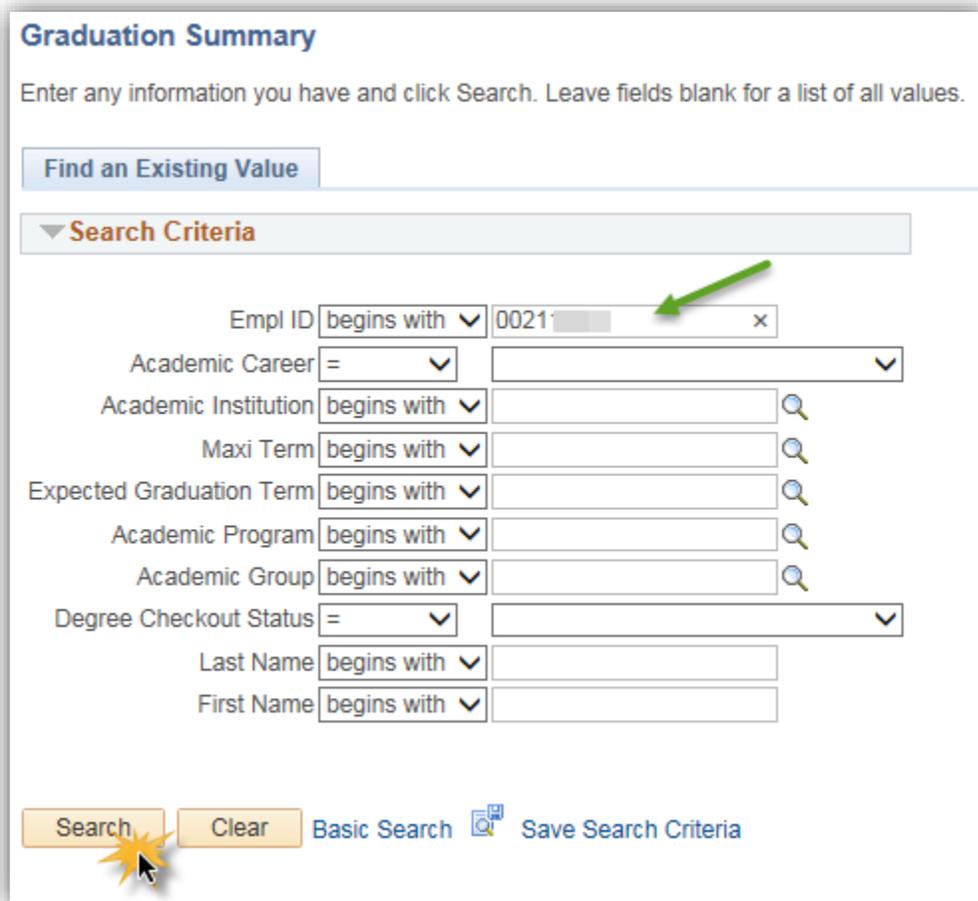
2. Click the **Graduation** link.

[Graduation](#)

3. Click the **Graduation Summary** link.

[Graduation Summary](#)

4. Enter the Student ID in the Empl ID field and press Search or Enter. This will take you directly to the individual students' **Graduate Summary**.



Graduation Summary

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

[Find an Existing Value](#)

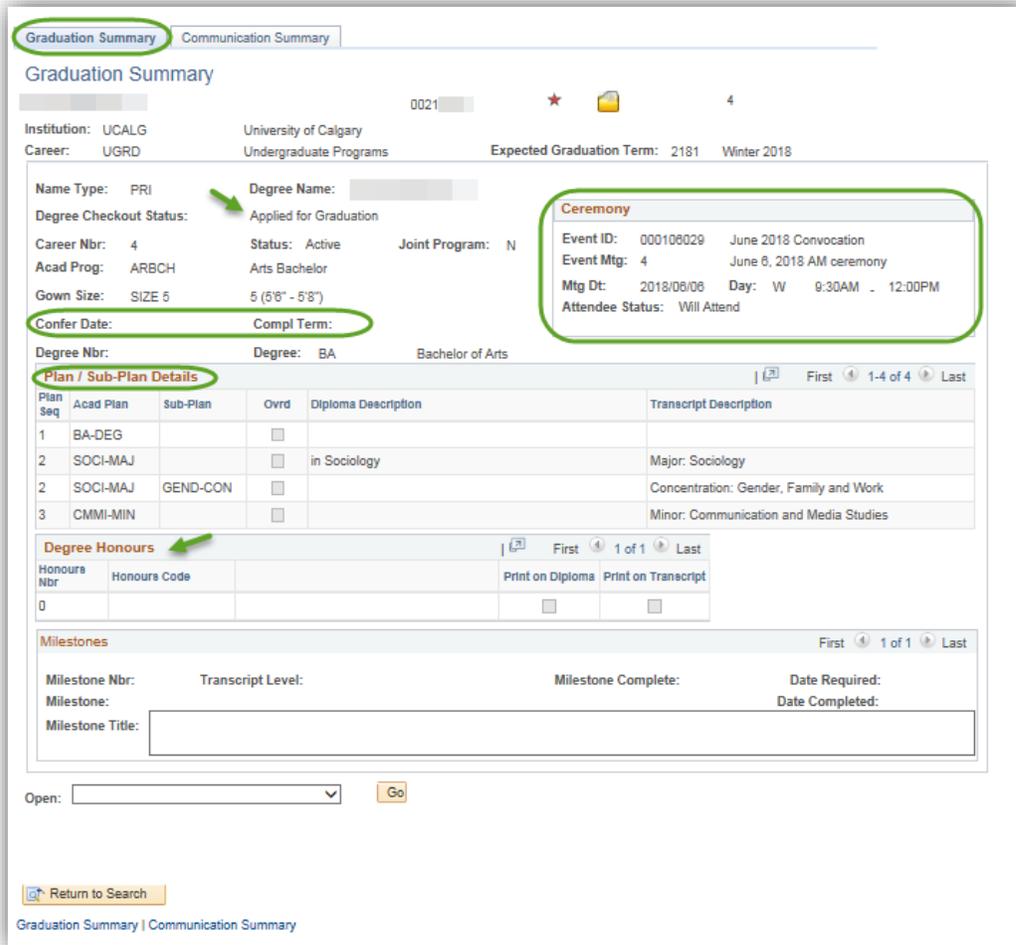
▼ **Search Criteria**

Empl ID	begins with ▼	0021	x
Academic Career	= ▼		▼
Academic Institution	begins with ▼		🔍
Maxi Term	begins with ▼		🔍
Expected Graduation Term	begins with ▼		🔍
Academic Program	begins with ▼		🔍
Academic Group	begins with ▼		🔍
Degree Checkout Status	= ▼		▼
Last Name	begins with ▼		
First Name	begins with ▼		

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

5. The Graduation Summary page displays the Degree Checkout Status (e.g. Applied for Graduation), details of the Ceremony, the Confer Date (the date the degree will be conferred), the Plan/Sub-Plan Details, Degree Honours categories, and Milestones (i.e. specializations, thesis, and oral examination information for GRAD students).

The Confer Date and Compl Term will be completed once the application for graduation has been approved. The Degree Checkout Status will then read 'Approved'.



The screenshot shows the 'Graduation Summary' page for a student. The page is divided into several sections:

- Header:** 'Graduation Summary' and 'Communication Summary' tabs. The page title is 'Graduation Summary'.
- Metadata:** Institution: UCALG, University of Calgary; Career: UGRD, Undergraduate Programs; Expected Graduation Term: 2181, Winter 2018.
- Personal Information:** Name Type: PRI, Degree Name: [Redacted]; Degree Checkout Status: Applied for Graduation; Career Nbr: 4, Status: Active, Joint Program: N; Acad Prog: ARBCH, Arts Bachelor; Gown Size: SIZE 5, 5 (5'6" - 5'8"); Confer Date: [Redacted], Compl Term: [Redacted]; Degree Nbr: [Redacted], Degree: BA, Bachelor of Arts.
- Ceremony:** Event ID: 000106029, June 2018 Convocation; Event Mtg: 4, June 8, 2018 AM ceremony; Mtg Dt: 2018/06/08, Day: W, 9:30AM - 12:00PM; Attendee Status: Will Attend.
- Plan / Sub-Plan Details:** A table with columns: Plan Seq, Acad Plan, Sub-Plan, Ovrld, Diploma Description, Transcript Description.

Plan Seq	Acad Plan	Sub-Plan	Ovrld	Diploma Description	Transcript Description
1	BA-DEG		<input type="checkbox"/>		
2	SOCI-MAJ		<input type="checkbox"/>	in Sociology	Major: Sociology
2	SOCI-MAJ	GEND-CON	<input type="checkbox"/>		Concentration: Gender, Family and Work
3	CMMI-MIN		<input type="checkbox"/>		Minor: Communication and Media Studies
- Degree Honours:** A table with columns: Honours Nbr, Honours Code, Print on Diploma, Print on Transcript.

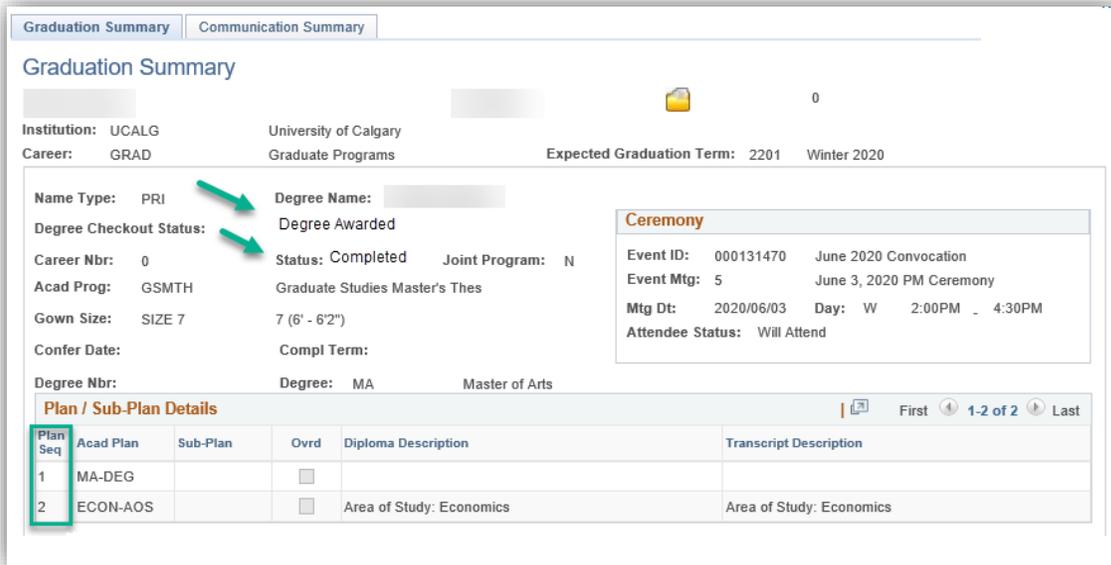
Honours Nbr	Honours Code	Print on Diploma	Print on Transcript
0		<input type="checkbox"/>	<input type="checkbox"/>
- Milestones:** A table with columns: Milestone Nbr, Transcript Level, Milestone Complete, Date Required, Milestone Title, Date Completed.

Milestone Nbr	Transcript Level	Milestone Complete	Date Required	Milestone Title	Date Completed

At the bottom, there is an 'Open:' dropdown menu, a 'Go' button, and a 'Return to Search' button.

6. **Graduate Student Information:**

The Confer Date and Compl Term will be completed once the application for graduation has been approved. The Degree Checkout Status will then read **Degree Awarded** and Status: **Completed**. For graduate students, their specialization (if they have one) will display as the third plan sequence.



Graduation Summary

Institution: UCALG University of Calgary
 Career: GRAD Graduate Programs Expected Graduation Term: 2201 Winter 2020

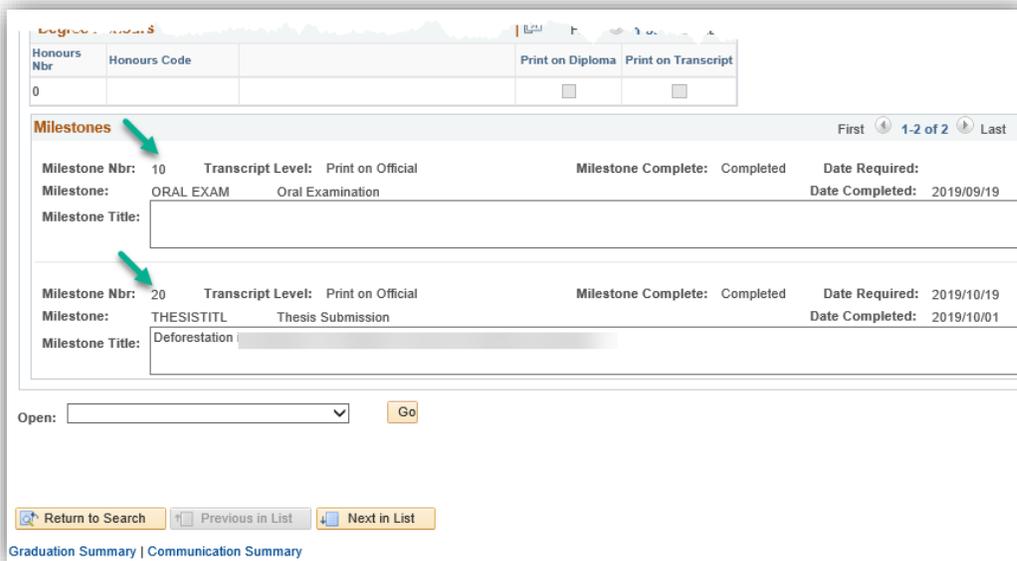
Name Type: PRI Degree Name: [Redacted]
 Degree Checkout Status: Degree Awarded
 Career Nbr: 0 Status: Completed Joint Program: N
 Acad Prog: GSMTH Graduate Studies Master's Thesis
 Gown Size: SIZE 7 7 (6' - 6'2")
 Confer Date: Compl Term:
 Degree Nbr: Degree: MA Master of Arts

Ceremony

Event ID: 000131470 June 2020 Convocation
 Event Mtg: 5 June 3, 2020 PM Ceremony
 Mtg Dt: 2020/06/03 Day: W 2:00PM - 4:30PM
 Attendee Status: Will Attend

Plan Seq	Acad Plan	Sub-Plan	Ovrd	Diploma Description	Transcript Description
1	MA-DEG		<input type="checkbox"/>		
2	ECON-AOS		<input type="checkbox"/>	Area of Study: Economics	Area of Study: Economics

This is an example of a thesis based graduation summary:



Honours Nbr	Honours Code	Print on Diploma	Print on Transcript
0		<input type="checkbox"/>	<input type="checkbox"/>

Milestones

Milestone Nbr: 10 Transcript Level: Print on Official Milestone Complete: Completed Date Required: [Redacted]
 Milestone: ORAL EXAM Oral Examination Date Completed: 2019/09/19
 Milestone Title: [Redacted]

Milestone Nbr: 20 Transcript Level: Print on Official Milestone Complete: Completed Date Required: 2019/10/19
 Milestone: THESISTITL Thesis Submission Date Completed: 2019/10/01
 Milestone Title: Deforestation [Redacted]

Open: [Dropdown] Go

Return to Search Previous in List Next in List

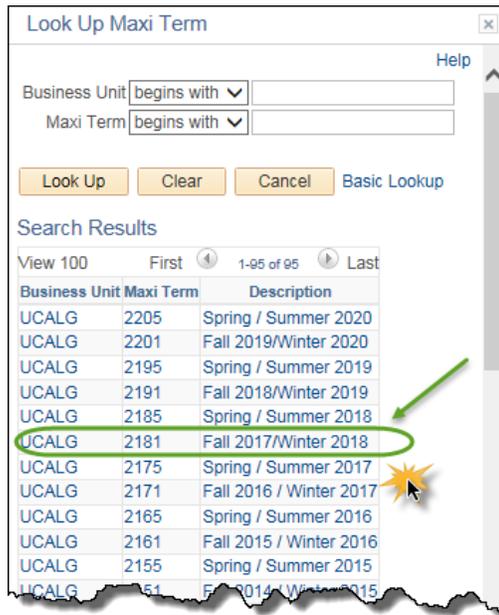
7. In addition to single student search you can view a grid of students. Click the **Academic Career** list and select the applicable Academic Career (e.g. Undergraduate Programs). Click the **Undergraduate Programs** list item.

Undergraduate Programs

8. Click the **Look up Academic Institution** button. You can enter the Academic Institution directly (UCALG) or use the lookup tool. Click the **UCALG** link.

UCALG

9. Select the specific Maxi Term. Click the **Look up Maxi Term** button. The search results display. For example, select Fall 2017/Winter 2018. Click the **Fall 2017/Winter 2018** link.



Look Up Maxi Term

Business Unit begins with

Maxi Term begins with

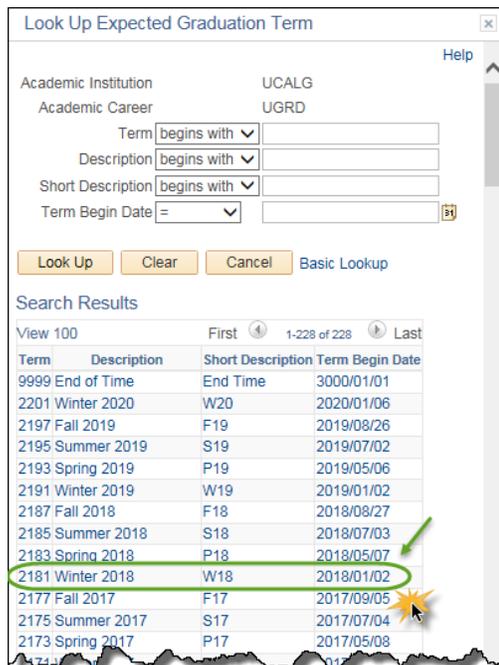
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-95 of 95 Last

Business Unit	Maxi Term	Description
UCALG	2205	Spring / Summer 2020
UCALG	2201	Fall 2019/Winter 2020
UCALG	2195	Spring / Summer 2019
UCALG	2191	Fall 2018/Winter 2019
UCALG	2185	Spring / Summer 2018
UCALG	2181	Fall 2017/Winter 2018
UCALG	2175	Spring / Summer 2017
UCALG	2171	Fall 2016 / Winter 2017
UCALG	2165	Spring / Summer 2016
UCALG	2161	Fall 2015 / Winter 2016
UCALG	2155	Spring / Summer 2015
UCALG	2151	Fall 2014 / Winter 2015

10. Click the **Look up Expected Graduation Term** button. A list of Expected Graduation Terms display. For example select Winter 2018. Click the **Winter 2018** link.



Look Up Expected Graduation Term

Academic Institution UCALG

Academic Career UGRD

Term begins with

Description begins with

Short Description begins with

Term Begin Date =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-228 of 228 Last

Term	Description	Short Description	Term Begin Date
9999	End of Time	End Time	3000/01/01
2201	Winter 2020	W20	2020/01/06
2197	Fall 2019	F19	2019/08/26
2195	Summer 2019	S19	2019/07/02
2193	Spring 2019	P19	2019/05/06
2191	Winter 2019	W19	2019/01/02
2187	Fall 2018	F18	2018/08/27
2185	Summer 2018	S18	2018/07/03
2183	Spring 2018	P18	2018/05/07
2181	Winter 2018	W18	2018/01/02
2177	Fall 2017	F17	2017/09/05
2175	Summer 2017	S17	2017/07/04
2173	Spring 2017	P17	2017/05/08

- Select the specific Academic Program by either entering it directly or use the lookup tool. Click the **Look up Academic Program** button.



- A list of Academic Programs display, you can either scroll down, or begin typing in the Academic Program field and press Lookup. For example, select ARBCH (Arts Bachelor). Click the **ARBCH** link.

Look Up Academic Program

[Help](#)

Academic Institution UCALG

Academic Program begins with

Description begins with

Short Description begins with

Academic Group begins with

Look Up
Clear
Cancel
Basic Lookup

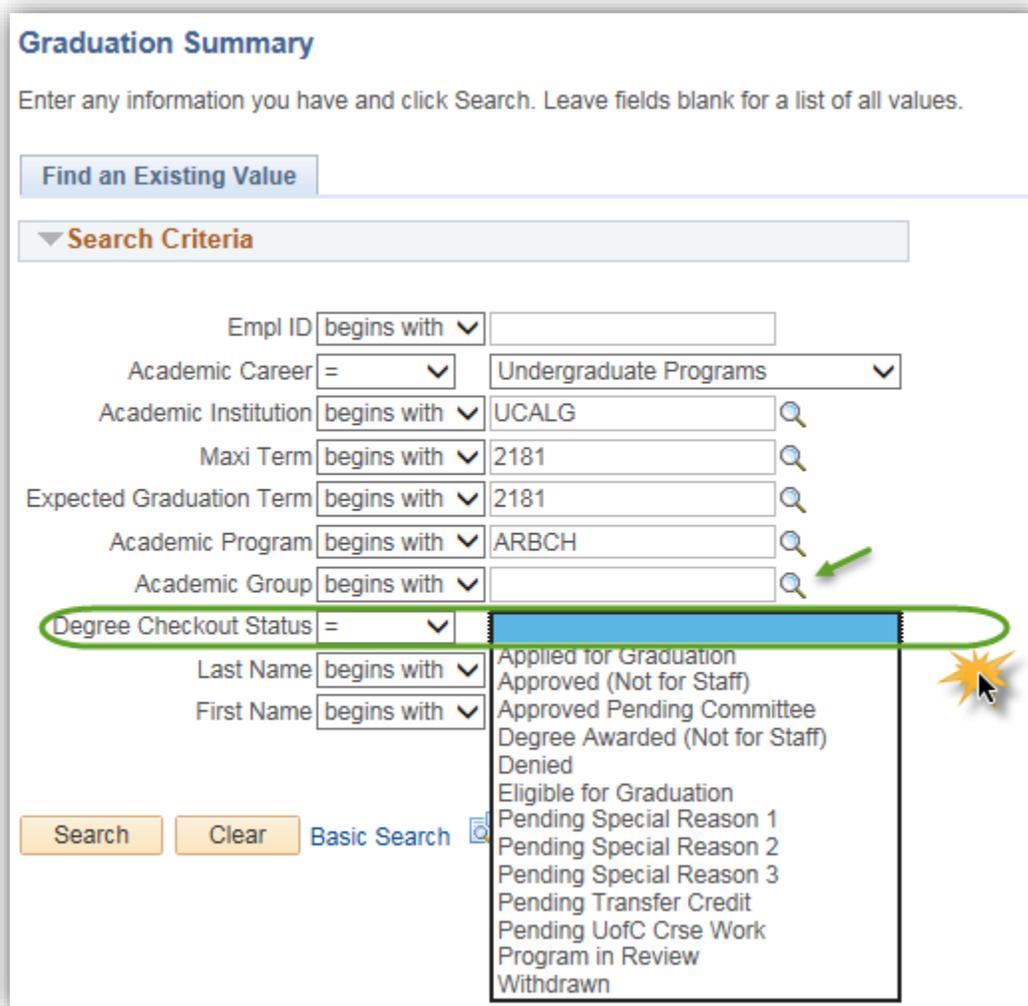
Search Results

View 100 First 1-75 of 75 Last

Academic Program	Description	Short Description	Academic Group
2PRG	[...]	[...]	RO
AR2PG	Arts Bachelor	ARBCH	AR
ARBCH	Arts Bachelor	ARBCH	AR
AREXG	Faculty of Arts	AREXG	AR
CCBCH	Communication & Culture Bach	CCBCH	CC
CCVIS	Comm & Culture Visiting	CCVIS	CC
ED2PG	Education Bachelor	EDBCH	ED
EDBCH	Education Bachelor	EDBCH	ED
EDDIP	Education Diploma	EDDIP	ED
EN2PG	Schulich Sch of EN Bachelor	ENBCH	EN
ENBCH	Schulich Sch of EN Bachelor	ENBCH	EN
ENDIP	Schulich School of EN Diploma	ENDIP	EN
ENEXG	Schulich School of Engineering	ENEXG	EN
ENSPC	Schulich School of EN Special	ENSPC	EN
ENVIS	Schulich School of EN Visiting	ENVIS	EN
EVEXC	Environmental Design Exchange	EVEXC	EV
EVMTH	Environmental Design Mstr Thes	EVMTH	EV
EVSPT	Environmental Design Spec Thes	EVSPT	EV
EVVST	Environmental Design Vist Thes	EVVST	EV
FA2PG	Fine Arts Bachelor	FABCH	FA
FABCH	Fine Arts Bachelor	FABCH	FA
FADIP	Fine Arts Diploma	FADIP	FA

13. Specific Academic Group can also be selected if desired. Click on the drop down arrow by Degree Checkout Status to view additional search options. Degree Checkout Status options that are available include:

- **Applied for Graduation**
- **Denied**



Graduation Summary

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

Find an Existing Value

Search Criteria

Empl ID begins with

Academic Career = Undergraduate Programs

Academic Institution begins with UCALG

Maxi Term begins with 2181

Expected Graduation Term begins with 2181

Academic Program begins with ARBCH

Academic Group begins with

Degree Checkout Status =

Last Name begins with

First Name begins with

Applied for Graduation
Approved (Not for Staff)
Approved Pending Committee
Degree Awarded (Not for Staff)
Denied
Eligible for Graduation
Pending Special Reason 1
Pending Special Reason 2
Pending Special Reason 3
Pending Transfer Credit
Pending UofC Crse Work
Program in Review
Withdrawn

14. For this example select Applied for Graduation Click the **Applied for Graduation** list item.

Applied for Graduation

15. When completed with Search Criteria press **Enter** or **Search**. Remember you can enter the Student ID rather than complete the Search Criteria. Click the **Search** button.

Graduation Summary

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Academic Career

Academic Institution

Maxi Term

Expected Graduation Term

Academic Program

Academic Group

Degree Checkout Status

Last Name

First Name

[Basic Search](#) [Save Search Criteria](#)

16. Based on the search criteria entered a grid of information displays. Click the **Desired Student** link.

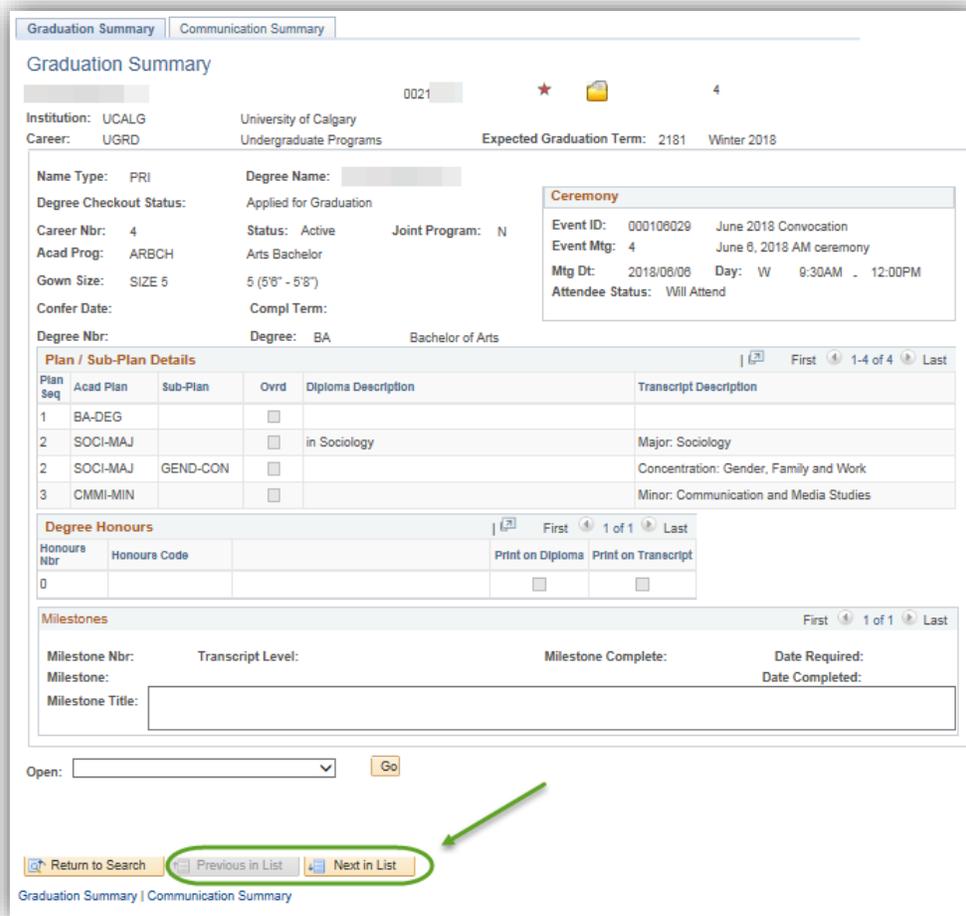
Search Results

Only the first 300 results can be displayed.

[View All](#)

Empl ID	Name	Academic Career	Academic Institution	Student Career Nbr	Maxi Term	Expected Graduation Term	Academic Program	Academic Group	Degree Checkout Status	Primary Plan	Date of Birth
00211		Undergrad	UCALG	4	2181	2181	ARBCH	AR	Applied	SOCI-MAJ	
00216											
00221											
00241											
00281											
00281											
00301											
00301											
00301											
00311											
00321											
00321											
00331											

17. The Graduation Summary page displays. If searching for a grid of students, note the **Previous in List** **Next in List** buttons display allowing you to navigate to the next student.



Graduation Summary | Communication Summary

Graduation Summary

0021

Institution: UCALG University of Calgary
Career: UGRD Undergraduate Programs Expected Graduation Term: 2181 Winter 2018

Name Type: PRI Degree Name: [Redacted]
Degree Checkout Status: Applied for Graduation
Career Nbr: 4 Status: Active Joint Program: N
Acad Prog: ARBCH Arts Bachelor
Gown Size: SIZE 5 5 (5'6" - 5'8")
Confer Date: Compl Term:
Degree Nbr: Degree: BA Bachelor of Arts

Ceremony

Event ID: 000106029 June 2018 Convocation
Event Mtg: 4 June 6, 2018 AM ceremony
Mtg Dt: 2018/06/06 Day: W 9:30AM - 12:00PM
Attendee Status: Will Attend

Plan / Sub-Plan Details | [2] First 1-4 of 4 Last

Plan Seq	Acad Plan	Sub-Plan	Ovrd	Diploma Description	Transcript Description
1	BA-DEG		<input type="checkbox"/>		
2	SOCI-MAJ		<input type="checkbox"/>	in Sociology	Major: Sociology
2	SOCI-MAJ	GEND-CON	<input type="checkbox"/>		Concentration: Gender, Family and Work
3	CMMI-MIN		<input type="checkbox"/>		Minor: Communication and Media Studies

Degree Honours | [2] First 1 of 1 Last

Honours Nbr	Honours Code	Print on Diploma	Print on Transcript
0		<input type="checkbox"/>	<input type="checkbox"/>

Milestones | First 1 of 1 Last

Milestone Nbr:	Transcript Level:	Milestone Complete:	Date Required:
Milestone:			Date Completed:
Milestone Title:			

Open: [Dropdown] [Go]

[Return to Search] [Previous in List] [Next in List]

Graduation Summary | Communication Summary

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.