

9.2 Using Graduation Processing to Update Checkout Status

Purpose: Use this document as a reference for using the graduation report in ctcLink.

Audience: Student Records staff.

 You must have at least one of these local college managed security roles:

- ZZ SR Graduation

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Use this page to update the degree checkout status for a group of students. The Graduation Processing functionality requires that staff define their User Defaults on the **User Defaults 1 & 2** tabs shown in the QRG [9.2 Campus Solutions - User Defaults](#).

Using Graduation Processing to Update Checkout Status

Navigation: NavBar > Navigator > Records and Enrollment > Graduation > Graduation Processing

1. The **Graduation Processing** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

[Student Homepage](#)

Graduation Processing

Graduation Processing

Find an Existing Value

Add a New Value

Run Control ID

GRAD_PROC

Add

Find an Existing Value | Add a New Value

5. The **Graduation Processing** page displays.
6. Select **Institution**.
7. Select **Academic Career**.
8. Select **Population Selection**.
9. Select **Selection Tool** = "PS Query".
10. Select **Query Name**.
11. Select **Edit Prompts**.

[Student Homepage](#)

Graduation Processing

Graduation Processing

Run Control ID GRAD_PROC

Report Manager Process Monitor

Run

Institution

Spokane Falls CC

Academic Career

Undergraduate

Population Selection

☒ Population Selection

Selection Tool

PS Query

Query Name

SSR_GRADPRG_CHKOUTSTAT

Edit Prompts

Load Selection Results

Launch Query Manager

Preview Selection Results

Selection Results

Add Students

Clear List

Personalize | Find | 1 of 1 | Last

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1		0									<input type="checkbox"/>

Graduation Process Action

Graduation Process Action

Update All

Program/Degree Update Options

New Degree Checkout Status

Action Reason

New Expected Grad Term

Expected Grad Term Option

Update Only if Blank

Report Options

☐ Create Transcript Request
 ☐ Create Academic Advisement Req

Save

Notify

Add

Update/Display

12. The **Query Prompts** window displays.

13. Enter **Academic Institution**.
14. Enter **Academic Career**.
15. Enter **Academic Program**.
16. Enter **Degree Checkout Status**.
17. Select **OK**.
18. Various queries have been created for this purpose. Use the other query links to view the query or preview selection results.

The screenshot displays the 'Run Control ID GRAD_PROC' interface. At the top, there are tabs for 'Report Manager', 'Process Monitor', and a 'Run' button. Below these are dropdown menus for 'Institution' (Spokane Falls CC) and 'Academic Career' (Undergraduate). The 'Population Selection' section includes a checked 'Population Selection' checkbox, a 'Selection Tool' dropdown (PS Query), and a 'Query Name' field (SSR_GRADPRG_CHKOUTSTAT). To the right of this section are links for 'Edit Prompts' and 'Load Selection Results'. The 'Selection Results' section features a table with columns: ID, Name, Career Nbr, Program, Primary Plan, Degree, and Degree Checkout Status. Below the table is a 'Graduation Process Action' section with an 'Update All' button. Further down is the 'Program/Degree Update Options' section with fields for 'New Degree Checkout Status', 'Action Reason', 'New Expected Grad Term', and 'Expected Grad Term Option' (set to 'Update Only if Blank'). A 'Query Prompts' dialog box is open in the foreground, containing fields for 'Academic Institution' (WA172), 'Academic Career' (UGRD), 'Academic Program' (ACADM), and 'Degree Checkout Status' (Applied for Graduation). The dialog has 'OK' and 'Cancel' buttons at the bottom.

19. The **Query Prompts** window disappears.
20. Select **Load Selection Results** to populate the list of students to be updated.
21. Select **Add Students** to add individual students not selected in the query.
22. Select the **Exclude** checkbox to exclude a student selected in the query from processing.
23. If you are awarding the degree at this time, you can input **Degree GPA**, **Degree Honors 1** or **Degree Honors 2** for individual students (optional).
24. Select **Graduation Processing Action** = "Degree Checkout Status".
25. Select **New Degree Checkout Status**. If you select "Degree Awarded", the system inserts a new effective-dated row on the Student Program page with a Program Action = "Completion of Program". For all other statuses, the system inserts a new effective-dated row on the Student Program page with a Program Action = "Data Change".
26. Select **Action Reason**, or leave blank.
27. Select **Run**. Refer to the Process Scheduling QRG for instructions.
28. You can verify the update on the Student Degrees tab on the Student Program/Plan Page.

Student Homepage **Graduation Processing**

Graduation Processing

Run Control ID GRAD_PROC Report Manager Process Monitor **Run**

Institution Academic Career

Population Selection

☒ Population Selection

Selection Tool Edit Prompts **Load Selection Results**

Query Name Launch Query Manager Preview Selection Results

Selection Results

Add Students Clear List

Personalize | Find | | First 1 of 1 Last

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1		0									<input type="checkbox"/>

Graduation Process Action

Graduation Process Action

Program/Degree Update Options

New Degree Checkout Status Action Reason

Report Options

☐ Create Transcript Request ☐ Create Academic Advisement Req

Manually Add Students

29. Select the **Add Students** link in the Selection Results section.

Graduation Processing

Institution Academic Career

Population Selection

☒ Population Selection

Selection Tool Edit Prompts Load Selection Results

Query Name Launch Query Manager Preview Selection Results

Selection Results

Add Students Clear List

Personalize | Find | | First 1 of 1 Last

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1		0									<input type="checkbox"/>

Graduation Process Action

Graduation Process Action

30. The Add Student page displays.
31. Enter the student's **Selection Criteria**.
32. Select **Search**. Results display below.
33. Uncheck the **Select Student** box.

Graduation Processing
New

Add Student

Institution WA172
 Academic Career Undergraduate

Selection Criteria

ID begins with 20134

3

National ID begins with

Campus ID begins with

First Name begins with

Last Name begins with

Return
Search

Select Student	ID	Name	Career	Career Nbr	Academic Program	National ID	Campus ID	First Name	Last Name
1 <input checked="" type="checkbox"/>	20134		UGRD	0	Academic				

34. Graduation Processing displays.

35. Select **Add Students** link to manually add additional students.

Graduation Processing

Institution Spokane Falls CC
 Academic Career Undergraduate

Population Selection

☒ Population Selection
 Selection Tool PS Query
 Query Name SSR_GRADPRG_GRADTRACK

[Edit Prompts](#)
[Launch Query Manager](#)

[Load Selection Results](#)
[Preview Selection Results](#)

Selection Results

Add Students
Clear List

	ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1	20134		0	ACADM	LRST1AS	AS						<input type="checkbox"/>

Graduation Process Action

Graduation Process Action Update All

! You must have at least one of these local college managed security roles:

- ZC SR Student Program
- ZD SR Student Program
- ZZ SR Student Program
- ZZ Student Program Limited

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

36. You can verify the update on the Student Degrees tab on the Student Program/Plan Page.

Navigation: NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Program/Plan

The screenshot shows the 'Student Program/Plan' page for Paul Klee (ID: 201344792). The 'Student Degrees' tab is selected. The page displays student information, including 'Academic Career: Undergraduate' and 'Student Career Nbr: 0'. A red arrow points to the 'Degree Checkout Stat' dropdown menu, which is currently set to 'Eligible for Graduation'. Other fields include 'Status: Active in Program', 'Effective Date: 12/18/2018', 'Program Action: Revoke Degree', 'Action Reason', 'Academic Program: Academic', 'Requirement Term: FALL 2018', 'Admit Term: 2018 FALL', 'Effective Sequence: 2', and 'Action Date: 12/18/2018'. There are also input fields for 'Completion Term', 'Degree Honors 1', 'Degree Honors 2', and 'Degree GPA'. The page includes a navigation bar at the top and a footer with various action buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

37. Process complete.