

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](#).

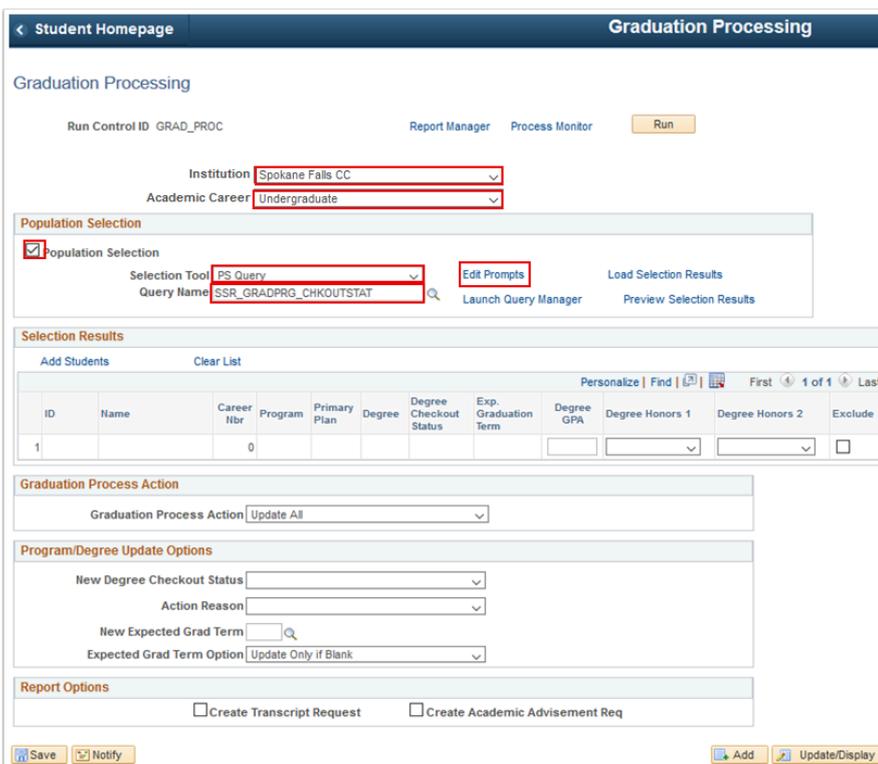
Using Graduation Processing to Update Checkout Status

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**.



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**.



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.

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

Selection Results
 Add Students Clear List

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status
1		0				

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

Query Prompts
 Academic Institution: WA172
 Academic Career: UGRD
 Academic Program: ACADM
 Degree Checkout Status: Applied for Graduation
 OK Cancel

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: Spokane Falls CC
Academic Career: Undergraduate

Population Selection

Population Selection

Selection Tool: PS Query Edit Prompts **Load Selection Results**

Query Name: SSR_GRADPRG_CHKOUTSTAT 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: Degree Checkout Status

Program/Degree Update Options

New Degree Checkout Status: Eligible for Graduation

Action Reason:

Report Options

Create Transcript Request Create Academic Advisement Req

Save Notify Add Update/Display

Manually Add Students

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

Graduation Processing

Institution: Spokane Falls CC
Academic Career: Undergraduate

Population Selection

Population Selection

Selection Tool: PS Query Edit Prompts Load Selection Results

Query Name: SSR_GRADPRG_GRADTRACK 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: Update All

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 3

National ID begins with

Campus ID begins with

First Name begins with

Last Name begins with

4

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

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](#)

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Graduation Process Action

Graduation Process Action

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

Graduation Processing **Student Program/Plan**

Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees**

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Academic Career Undergraduate Student Career Nbr 0

Find | View All First 1 of 2 Last

Status Active in Program Admit Term 2018 FALL
Effective Date 12/18/2018 Effective Sequence 2
Program Action Revoke Degree Action Date 12/18/2018
Action Reason
Academic Program Academic
Requirement Term FALL 2018

Degree Checkout Stat Eligible for Graduation Update Degrees
Completion Term Degree GPA
Degree Honors 1
Degree Honors 2

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

37. Process complete.