
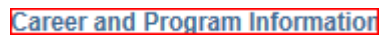


Once a student has applied for graduation the student's record should be reviewed based on Faculty and Program requirements. A decision may be made to deny the application or to review it further pending other factors. This lesson will show how to manually update a student's Degree Checkout Status to indicate the student's current status (i.e. In Review, Pending UofC Coursework, Denied, etc.).

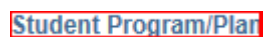
1. Click the **Records and Enrollment** link.



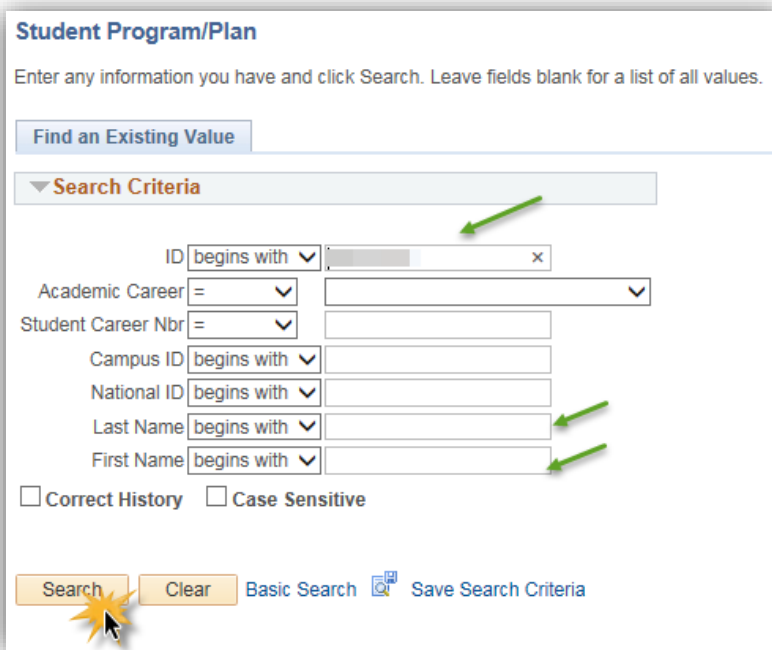
2. Click the **Career and Program Information** link.



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



4. Enter the student ID number or use the Search Criteria to search for a specific career (Ugrd, Grad, Med); and/or a Student Career Number. If a student changes programs multiple times within a career, each subsequent program will be numbered sequentially (e.g. the first program will be 0, the next newer program will be 1, etc.). You can also search by Last Name/First Name. Click the **Search** button.



Student Program/Plan

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

Find an Existing Value

Search Criteria

ID begins with

Academic Career =

Student Career Nbr =

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Correct History Case Sensitive

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

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- The grid displays 0-8 student career numbers. 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). An exception to this rule would be a student who is enrolled in a joint program or who is returning to graduate from a prior program. Click on the row with the highest career number listed (e.g. 8). Click the highest career number **ROW**.

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
	Undergrad	8	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
	Undergrad	5	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
	Undergrad	4	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
	Undergrad	3	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
	Undergrad	2	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
	Undergrad	1	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
	Undergrad	0	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		

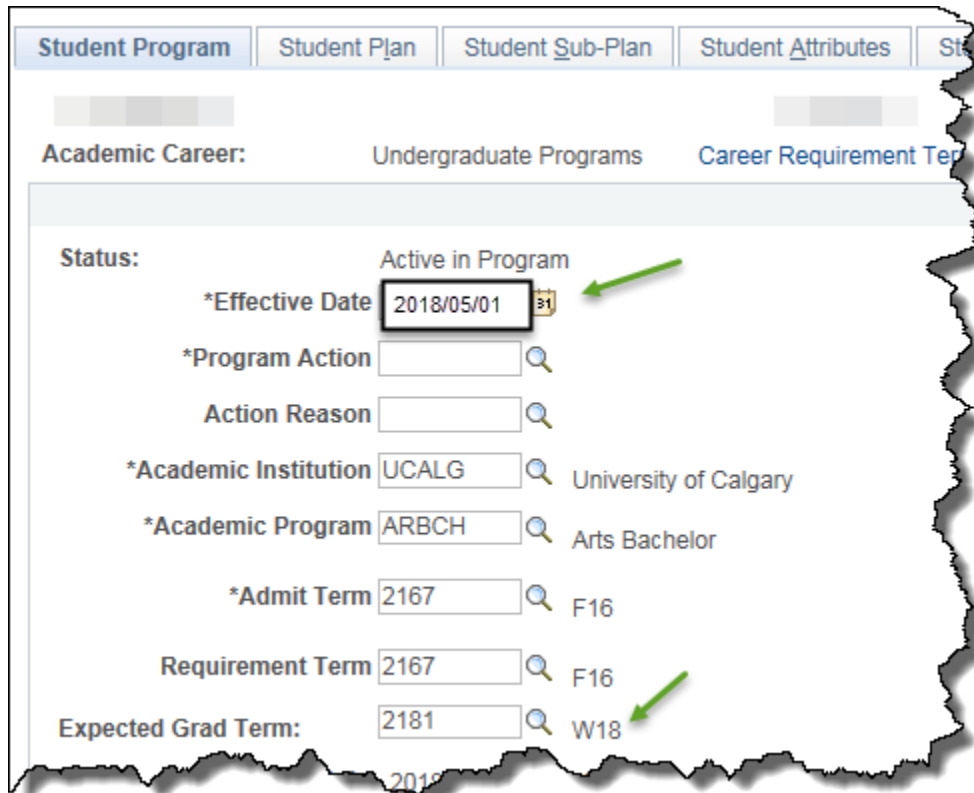
- The Student Program page will display information regarding the student, such as their current Academic Program and the Effective Date of the last Program Action. The Expected Grad Term should already be populated if the student has applied for graduation. Student Program displays a reduced view of the student careers. Clicking on **View All** expands the list of careers to view the history. Click the **View All** link. If desired you can scroll down through the history of the careers.

[View All](#)

- In order to review or deny a student's application, you will need to add a new effective dated row. Click the **Add a new row** button.



8. The new row will automatically be **Effective Dated** with the current date. However, in order to deny the applicant from graduation, ***change the date to the first day of the term after the term in which they complete their degree.*** For this example the expected graduation term is Winter 2018 therefore the date should be changed to the following term (e.g. Spring 2018 or May 1, 2018).



The screenshot shows a web interface for student records. At the top, there are tabs for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student'. Below these is a section for 'Academic Career' with sub-tabs for 'Undergraduate Programs' and 'Career Requirement Term'. The main area displays student information:

- Status: Active in Program
- *Effective Date: 2018/05/01 (with a calendar icon and a green arrow pointing to it)
- *Program Action: [Empty field with search icon]
- Action Reason: [Empty field with search icon]
- *Academic Institution: UCALG (University of Calgary)
- *Academic Program: ARBCH (Arts Bachelor)
- *Admit Term: 2167 (F16)
- Requirement Term: 2167 (F16)
- Expected Grad Term: 2181 (W18) (with a green arrow pointing to it)

9. Click the **Look up Program Action** button.

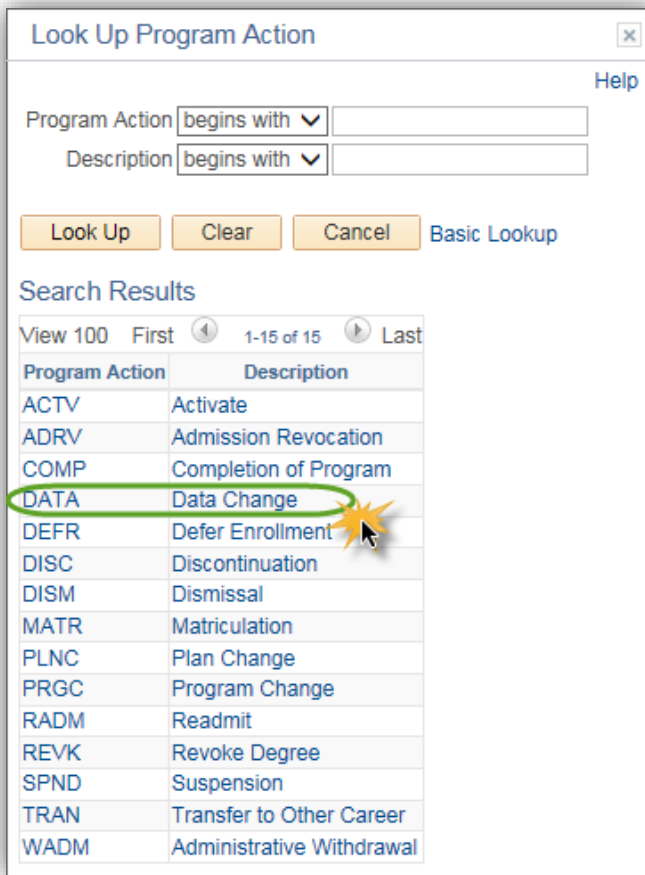


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10. A list of Program Actions displays. Click the **Data Change** link.

Data Change



Look Up Program Action

Program Action begins with

Description begins with

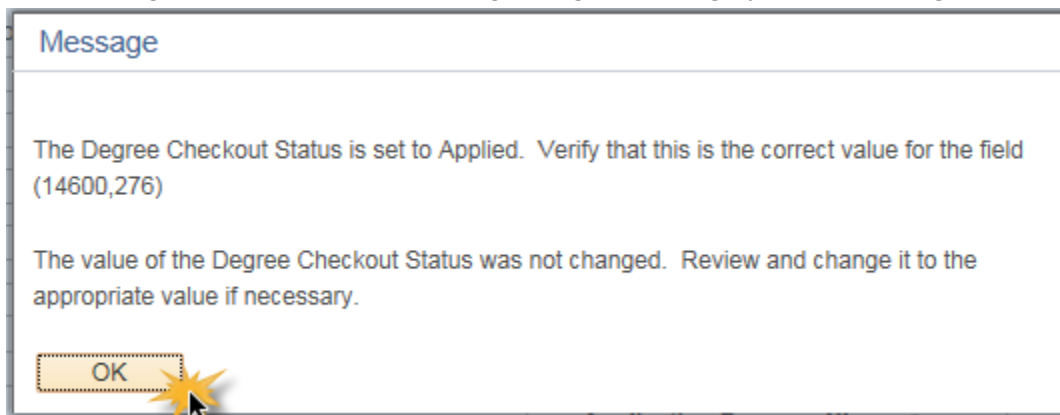
Look Up Clear Cancel Basic Lookup

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

11. This message is a normal reminder regarding the change you are making. Click the **OK** button.



Message

The Degree Checkout Status is set to Applied. Verify that this is the correct value for the field (14600,276)

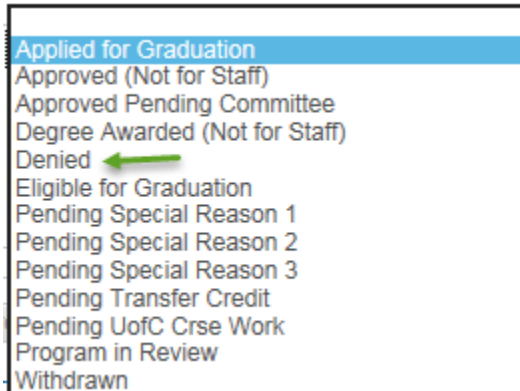
The value of the Degree Checkout Status was not changed. Review and change it to the appropriate value if necessary.

OK

12. Click the **Student Degrees** tab.

Student Degrees

13. Please note if the last selected status was Applied for Graduation, this indicates the application for graduation has been initiated. Click the [Degree Checkout Stat](#) list.



14. There are several Degree Checkout Status options:

Applied (AG) - Applied for Graduation: Assigned when the student or staff updates a student's record to be considered for graduation for the specified Expected Grad term.

Denied (DN) - Assigned by the Faculty when it is determined that a student will not meet their degree requirements.

Withdrawn (WD) - Assigned when the student withdraws their application.

The following are values that can be used by a Faculty to track the status of a student for graduation.

In Review (IR) - Program in Review

Pend Cmtee (PC) - Approved Pending Committee

Pend Crses (PN) - Pending U of C Course Work

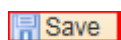
Pend Trnsf (PT) - Pending Transfer Credit

Special 1, 2, or 3 (P1, P2, P3) - Pending Special Reason 1, 2, or 3 (Special Reasons are Faculty specific reasons.)

X-Approved (AP) & X-Awarded (AW) - Used by Program Completion. Staff should not manually select.

Click the [Denied](#) list item.

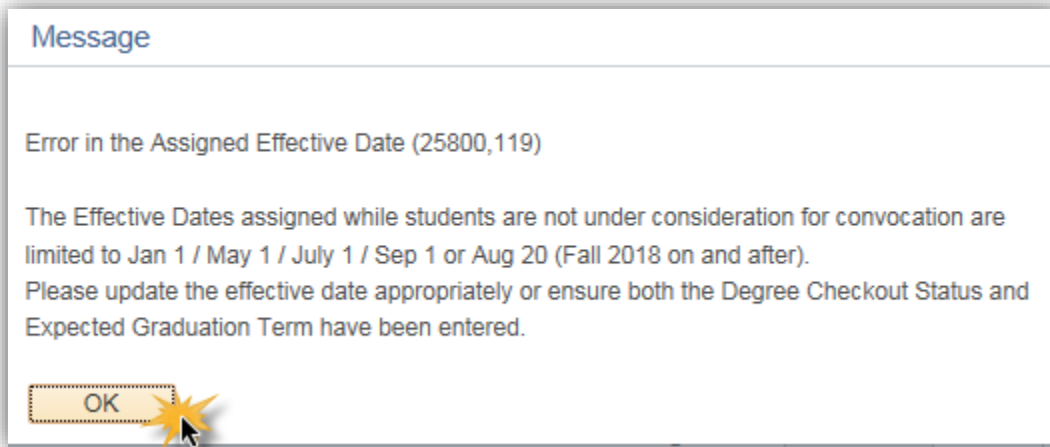
15. Once the Degree Checkout Status is selected (e.g. Denied), click the [Save](#) button.



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16. Note: This error message will display if the term is not changed to the following term they are not enrolled. You will have to change the effective date to the term following the expected graduation term. ***This warning message has been included for training purposes.*** Click the **OK** button.



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

End of Procedure.