

GRADUATION PROCESS (CHAIRS)

OVERVIEW

The graduation process requires both advisors and chairs to confirm via Colleague that applicable students are verified for graduation. There are specific instructions for each role regarding both the Report Server and Colleague.

In the case of chairs, you will need to run the **Students Who Applied to Graduate** report in the **Graduation Process** folder to receive a list of your department's applicable students. Once you have the list and have verified that each student has fulfilled the requirements to graduate, you must enter each name into Colleague and fill out the **Requirements Complete** field in the **SGRD** form. The following instructions will help you through the process.

FOR JANUARY GRADUATION 2021

*Chairs are to **begin** marking student records on **December 16**.
They must **finish** marking student records by **January 4**.*

GRADUATION PROCESS FOLDER – REPORT SERVER

As mentioned above, you will need to access the **Students Who Applied to Graduate** report in the **Graduation Process** folder of the Report Server. If you require access to the report or the Report Server in general, contact the Help Desk or submit a Help Desk ticket.

LOGGING INTO THE REPORT SERVER

You may access the Report Server through the **Useful Links** page.

1. Navigate to the Marywood homepage.
2. Click **Tech Help** in the gray bar at the bottom of the page.
3. Along the left, select **Useful Links**.
4. Click **Marywood Report Server** from the list (below the Colleague section).
5. Enter your Marywood credentials.
 - They are the same as what you use to access your PC, the Portal, and Moodle.

ACCESSING THE REPORT

Once you've signed in, you should see a listing of folders. Find and click on the **Graduation Process** folder.



Figure 1: The Graduation Process Folder

You will see the **Students Who Applied to Graduate** report. Click it to open.



Figure 2: The Students Who Applied to Graduate Report Icon

RUNNING THE STUDENTS WHO APPLIED TO GRADUATE REPORT

The report displays students who applied to graduate through the Self Service option in the Portal. You can also filter by school and department. If there are no students in the selected school who applied to graduate in the selected term, the prompts will not populate.

Graduation Term	<Select a Value> ▼	School	▼
Department	▼	Commencement Elig. Flag	▼
Requirements Cmpl Flag	▼		

Figure 3: Prompts for the Students Who Applied to Graduate Report

- **Graduation Term:** refers to the term in which the students applied to graduate. Select a term to continue. For January 2021 Graduation the term is 2020FA.
- **School:** cascading prompt that influences the **Department** field. You can make multiple selections, including **Select All**, but you will most likely select your college.
- **Department:** options here are influenced by what you selected in the **School** field. You can make multiple selections, including **Select All**, but you will most likely select your department.
- **Commencement Elig. Flag:** refers to the field the students' advisors changed on the SGRD form. Select the "Y" option to see all students you need to review.
 - If you see "N" as an option, this means some students were not yet marked.
 - If you see "Y" as an option, this means students were marked by their advisors and are ready to be marked by you.
 - If this dropdown appears blank, that indicates that none of the students in the selected schools or departments applied to graduate in the selected term.

- **Requirements Cmpl Flag:** refers to the field you will change on the SGRD form in the Colleague section. Select the "N" option to see all students you need to review.
 - o If you see "N" as an option, this means you haven't marked any students yet.
 - o If you see "Y" as an option, this means you have marked some students.

Click **View Report** to run. A list of students in the school and departments you chose who applied to graduate in the selected term appear. Use this list to complete the next section.

STUDENT GRADUATION DATA (SGRD) – COLLEAGUE

After you run the report, you will need to mark each student on the report as having **completed the requirements to graduate** using the SGRD form in Colleague.

LOGGING INTO COLLEAGUE

You can access Colleague through the **Useful Links** page.

1. Navigate to the Marywood homepage.
2. Click **Tech Help** in the gray bar at the bottom of the page.
3. Along the left, select **Useful Links**.
4. Select **Preferred – Production 5.12 (New UI)** at the top of the page.
5. Sign in with your Marywood credentials.
 - As before, they are the same as what you use to sign into your PC, the Portal, and Moodle.

USING THE SGRD FORM

1. Type the form mnemonic (**SGRD**) in the **Form Search** text box.
2. Click the  button. A **Student LookUp** dialog box displays.
3. Refer to the report you ran in the previous section and type a student's name in the following format:

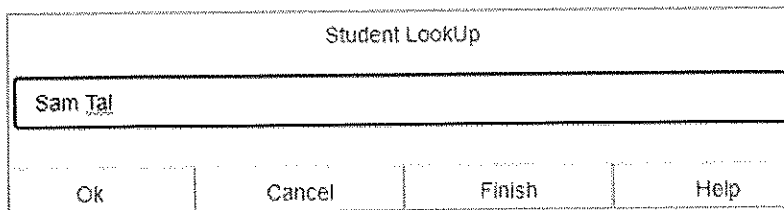


Figure 4: Student LookUp Dialog Box (SGRD)

- You may also choose to type the student's whole name in the format **Last, First**.

4. Click the button.
5. You will see the **Search Results** panel. Double-click on the correct student.
6. Then, select the academic program for the student graduating.
7. The **Student Graduation Data** form opens using the student you entered.
8. Look for the **Requirements Completed** field on the right side of the form. If the student has completed the requirements for graduation, type **Yes** in the field.
 - If the student has not completed their requirements, you will get the warning message: **"The Degree Evaluator has not marked this student program as 'Completed.'"** If you are sure the student has completed their program requirements, you can click **OK** to disregard the message.

Figure 5: Student Graduation Data (SGRD) Form

9. When you are ready, click and to complete the process.
10. Repeat the above steps to mark other students for graduation.