

Northwestern University Online Petition to Graduate

How-to and expectations guide

Administrators can log into Frevvo through this link:

<https://app.frevvo.com/frevvo/web/tn/registrar.northwestern.edu/u/8691eaaa-b24c-46aa-8a7f-639acc8e0122/space/RegistrarProd>

Students will access the online petition to graduate on the Registrar's Office's Graduation Petition Procedure website:

<https://www.registrar.northwestern.edu/registration-graduation/graduation-preparation/graduation-petition-procedure.html>

The petition to graduate is NetID authenticated. When a student logs in, their name and email address will automatically populate the form (they can be changed):

Northwestern University

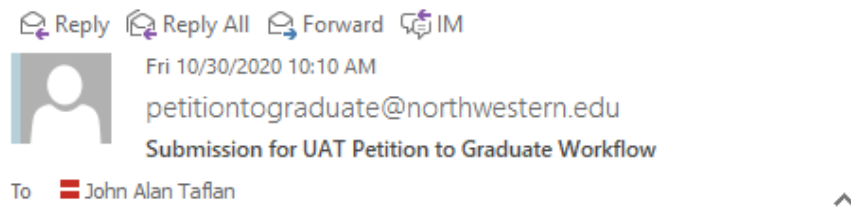
Petition to Graduate

Student Details			
First Name	Middle Name	Last Name	Suffix
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Taflan"/>	<input type="text"/>
The name above is how your name will appear on your diploma and in the commencement program. ⓘ			
<input checked="" type="checkbox"/> I understand			
Northwestern Email Address		Student ID ⓘ	
<input type="text" value="john.taflan@northwestern.edu"/>		<input type="text" value="0668937"/>	
Anticipated Graduation Term	School		
<input type="text" value="Spring"/>	<input type="text" value="School of Communication"/>		
Anticipated Graduation Year	Degree		
<input type="text" value="2021"/>	<input type="text" value="Bachelor of Arts in Communication"/>		
Requirements Year ⓘ	Primary Major		
<input type="text" value="2019"/>	<input type="text" value="Theatre"/>		
Please attach any necessary major or minor worksheets.			
<input type="button" value="Add Files"/>		<input type="checkbox"/> I am a dual Bachelor's Degree student	

Students will submit their petition and will see the following message immediately after:

Thank you for submitting your petition to graduate. Your school or department advisor will review your petition. Please consult [this PDF](#) to confirm whether or not you need to meet with your advisor for sign off. You will have an opportunity to add additional majors, minors, and certificates to this petition when your initial petition is approved.

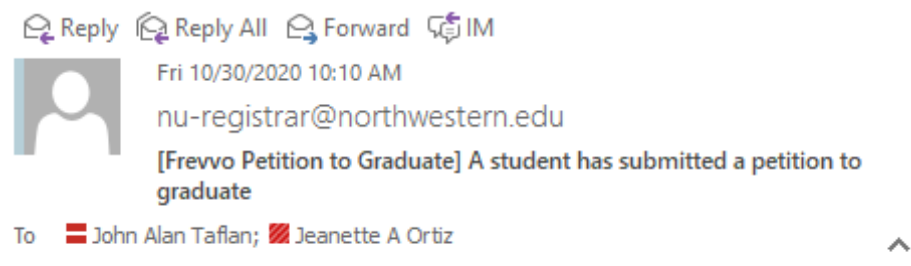
Students will also receive a confirmation email to their Northwestern email address:



Thank you for submitting your petition to graduate. Your school or department advisor will review your petition. Please consult [this PDF](#) to confirm whether or not you need to meet with your advisor for sign off. You will have an opportunity to petition with additional majors, minors, and certificates when this petition is approved.

The “[this PDF](#)” link will take them to a document telling them which majors, minors, and certificates may require a meeting before the petition can be signed off on. That document will instruct them to either reach out for a meeting themselves or await a meeting from their school or department.

Administrators will receive the following email when a student has submitted a petition for a major, minor, or certificate for which they are a designated approver:

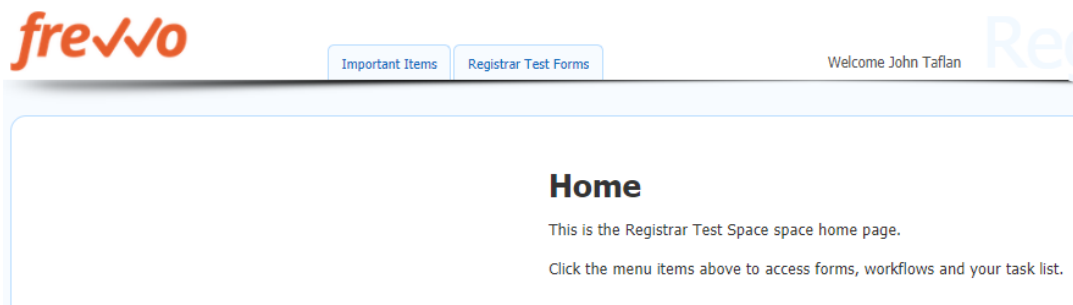


John Taflan (1234567) has submitted a Spring 2021 petition to graduate for a major, minor, or certificate which you are able to approve. Please log into [Frevvo](#) to view their petition to graduate form, review their degree progress report, and add any exceptions.

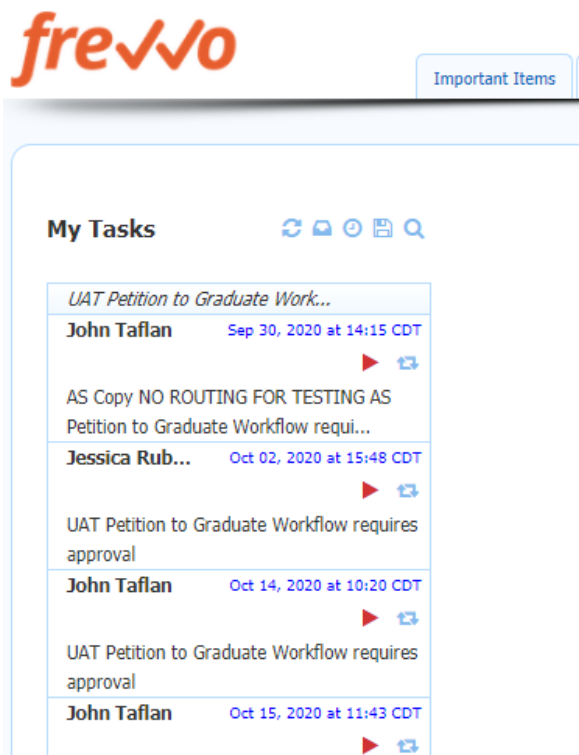
The “Frevvo” link will take you to the following link where you can access all your students’ petitions through your task list:

<https://app.frevvo.com/frevvo/web/tn/registrar.northwestern.edu/u/8691eaaa-b24c-46aa-8a7f-639acc8e0122/space/RegistrarProd>

You can choose your “My Task” task list from the Important Items menu at the top of the page:




You will see all pending petitions (and any other Frevvo forms you have) on that page:








Here are some information about how to use the “My Task” list:

The Tasks page lists your saved forms and flows and all the flows pending to be performed by you or pending to be performed by someone with one of your assigned roles. You can:

- Click the  icon to manually refresh the Task List. The expanded/contracted state of the refreshed task list will **not** change.

 The Task List does not automatically refresh. Users who rely on their Task List instead of Task Notification should manually refresh the list regularly.









Apr 9, 2020 10:10 AM

- Click the  My Tasks to toggle between an expanded and contracted Task List.
- Click the  Inbox icon to display a non-expanded task list.
- Click the  Recent icon to see all tasks you acted upon in the past 7 days. The task list is color coded. Tasks with a green background have been submitted, while those with a white background are pending/saved. A red background indicates tasks that have been aborted. The image shows one submitted task, two aborted tasks and two pending tasks.
- Click the  Saved icon to view all tasks currently saved by you
- Click the  icon to search for tasks you have performed in the past

Search Results

Expense Report	
Giorgio Armani	Jan 29, 2015 at 14:19 CST
Expense Report for Giorgio Armani	
Joe Brockway	Jan 29, 2015 at 14:28 CST
Expense Report for Joe Brockway	
John Castle	Jan 29, 2015 at 14:30 CST

The Tasks page displays a list of all your pending tasks by form/flow name. For each task you can:

- Click the  icon to display a Quick View of the task without displaying the entire form. Quick View allows the user who's responsibility it is to review the task (manager, supervisor, reviewer etc.) to add a comment, approve or reject, sign and pass it to the next user in the flow. Quick View is enabled by the designer. Apr 9, 2020 10:10 AM
- Click the  icon to perform the task. This icon is red when the task is locked by you so that only you can perform it. No other users with your role can perform this task unless you unlock it. The icon is blue  when the task is shared between multiple users, for example when the task is assigned to a role i.e. group of users.
- Click the  icon to modify a task and send it back to a prior step, abort, reassign or reset a task. The Modify icon will only display if the user is a **flow administrator**, **tenant admin** or a designer user.
- Click the  icon to see the event history for this specific task. For flows you will see all the users that have participated in the flow thus far. For saved forms & flows you will see each time you clicked save
- Click the  icon to lock a task so you can perform it later
- Click the  icon to unlock this task and return it to the task pool
- Click the  to abort a task. The abort icon will only display if the user is a **flow administrator**, **tenant admin** or a designer user.


Opening up a task will take you here:

▼ Primary Major Approval

i Please indicate substitutions, waivers, and related course approvals to be made to the Degree Progress Report in CAESAR below.


Advisor-approved substitutions, waivers, or course approvals


Please attach any necessary major or minor worksheets.

 Add Files

Select Approval

☐ Approve
 ☐ Rejected



 Sign this section

Continue

Reject

You can list advisor approvals, upload a document, and approve the form here.

If you want to reject the petition, you can do it in one of two ways.

If you want to send the petition back to the student for them to make adjustments to, lick on the white “Reject” button at the bottom of the screen. It will take you here:

i Reject Task

To *i*

Primary Major Selection (John Taflan)

▼

Reason

Hi John, Please petition with a different major. -Jeanette Ortiz.

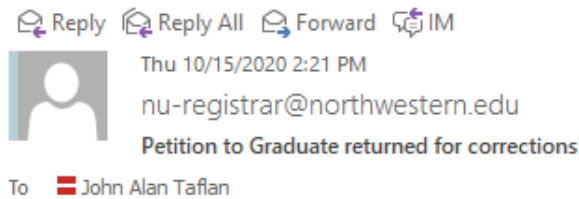
Submit

Cancel

Powered by [frevvo](#)

5

The student will then receive:



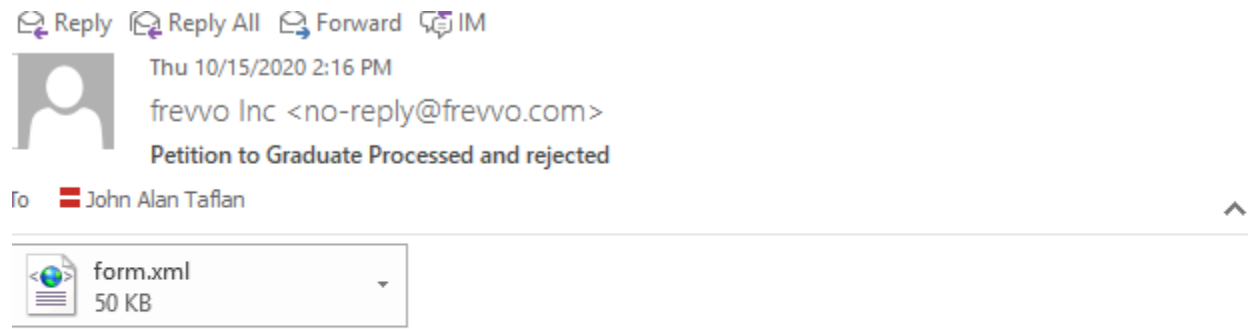
Your submitted petition to graduate has been returned to you for corrections.

The work flow was rejected by John Taflan . The reason was: Hi John, Please petition with a different major. -Jeanette Ortiz.

You can access this task at [this link](#).

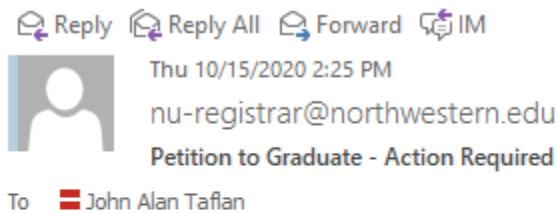
You can also reject the petition completely by choosing “rejected” from the two buttons above the signature option. **Please note that this will cancel this student’s entire petition and they will have to begin the process again should they choose to.**

If you reject it outright, the student will receive this message:



Dear John,
Your Petition to Graduate has been rejected. Please contact your advisor with any questions.

If you approve and sign a student's petition, the following email will be sent to them:



Your major, minor, or certificate petition for Theatre has been approved.
Please click [this link](#) to either enter additional major/minor or certificate or to finalize your petition.

Clicking on the “[this link](#)” link will take a student back into their petition to graduate and present them with the following option:

A screenshot of a web form titled 'Petition'. The form asks the question 'Are you petitioning for an additional major, minor, or certificate?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below the question, it says 'Please attach any necessary major or minor worksheets.' and there is a button labeled 'Add Files' with a plus icon. At the bottom of the form, there is a blue button labeled 'Continue' with a right arrow icon.

If a student chooses Yes, they will be presented with options to add additional majors, minors, or certificates. If they choose No, the petition will be considered complete and it will be sent to the Registrar's Office for processing.

Either way, the student will receive email messages informing them of whatever choice they made.

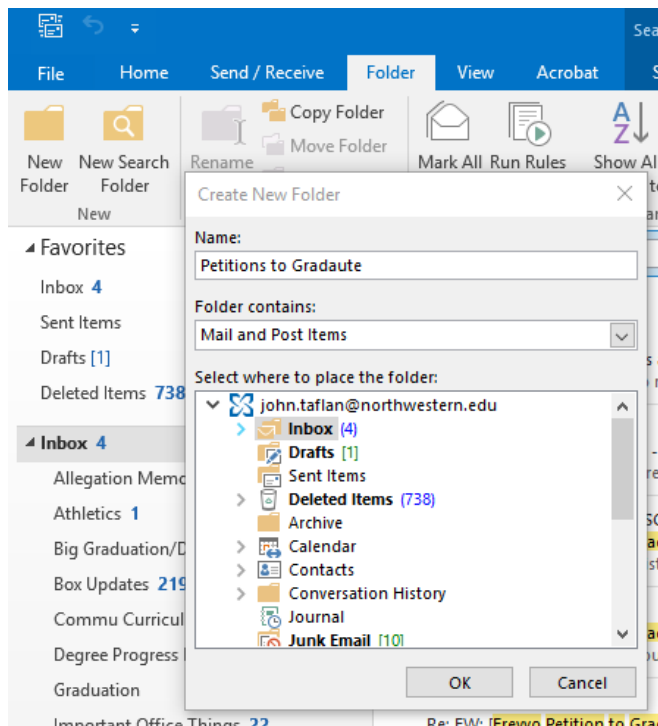
Completed petitions to graduate will be evaluated by the degree auditors and when a student's petition has been evaluated and all overrides performed, they will “approve” the petition which will trigger an email to the student letting them know that their petition has been processed.

How to set up a filtering rule in Outlook to stem the tide of PtG emails:

Each administrative communication for the new petition to graduate process contains the following text in the subject line: [Frevvo Petition to Graduate]

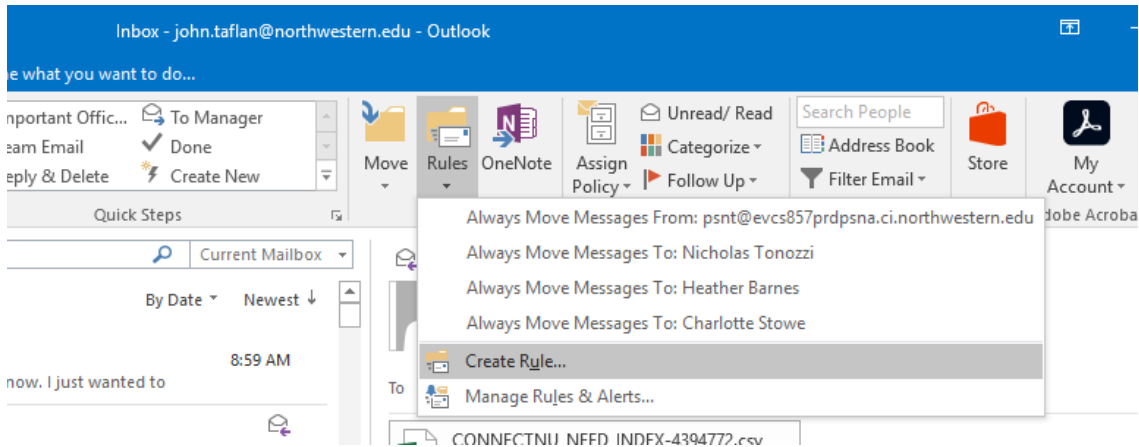
Using that bit of text, you can create a rule in Outlook that can send all email alerts to a folder of your choosing. Here's how you do that.

In Outlook under the “Folder” menu, click on “New Folder”



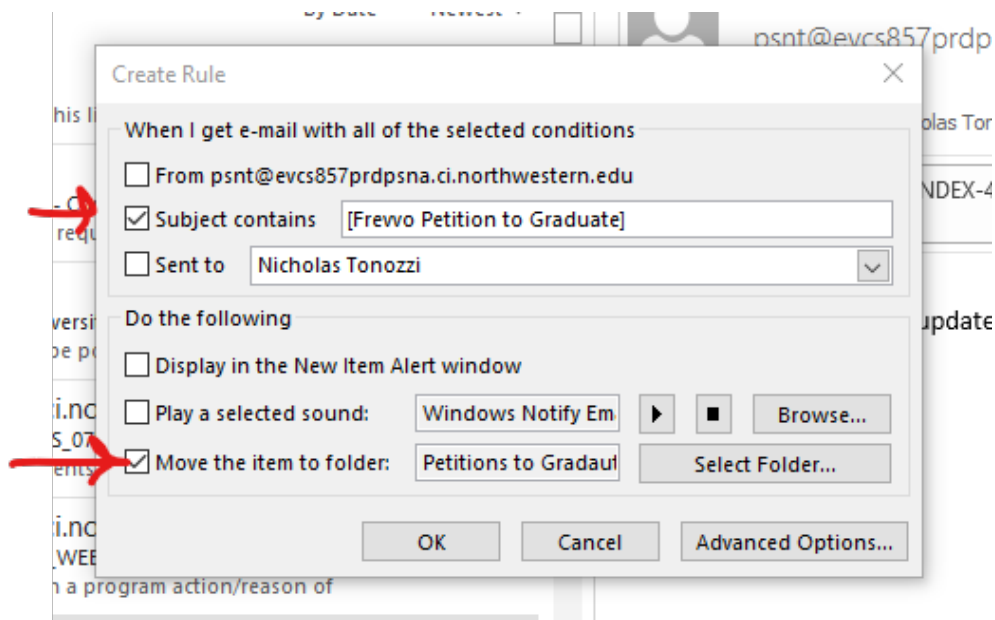
Title the folder whatever you'd like and add it to whichever place in your Outlook you'd like.

Next, from the “Home” menu, select “Create Rule” from the “Rules” selection:



Put a check in the “Subject contains” box and add the text: [Frevvo Petition to Graduate]

Then put a check next to the “Move the item to folder” checkbox, select the destination folder where you want those emails to go, then click ok!



You're all set.