Graduation Checkout
Updating Expected Grad Term, Degree Checkout Status, Diploma Name

Expected Grad Terms can be used as a tool for course planning (e.g. number of students needing X type of coursework in a given term) and graduation event planning, as well as tracking students’ progress through the degree program and advising (e.g. X students have Spring 17 as their expected grad term and all have the appropriate number of completed units at this stage of the program). They are also used by Student Financial Services in order to comply with the federally-required exit interview for aid recipients and NU diploma hold policy, and Student Affairs for Commencement planning and communications with students.

Academic programs have a choice when adding Expected Grad Terms to students’ records in SES. If the program doesn’t have a set timeline to completion, but students finish essentially at their own pace, it may cause the program to add Expected Grad Terms individually to each record when the students are enrolled in their penultimate term in the program. If the program is cohort-based and students progress and complete in a reasonably predictable timeframe, it may be useful to add Expected Grad Terms when the students matriculate and only change them individually if students withdraw or extend their time to degree.

*Check your work with the CAESAR queries RO_DEGREE_CHECKOUT_BY_TERM, RO_DEGREE_NAME_BY_EXPGRAD_TERM or the following BI Reports [http://www.it.northwestern.edu/login/index.html]:
  Expected Grads by Plan
  Expected Grads by Program
Please note that BI data is not real-time, but carried over from the prior day’s CAESAR data.

Adding Expected Grad Term
Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

1. Enter the student’s EmplID and search. Select the correct career.
   Click on the Include History button at the bottom right. Then click on the “+” button at the top right, this will create a new row.
2. Unless you are correcting a mistake, leaving the effective date as the current date is appropriate. Enter the *Program Action* DATA, then enter the *Action Reason* FILE. Add the *Expected Grad Term* by entering the appropriate 4-digit code or using the magnifying glass to search for the appropriate term.

3. Navigate to the Student Degrees tab.

In the *Degree Checkout Stat* field, using the drop-down menu, select Applied for Graduation. Click the **Save**
Submitting Degree Names
Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Names

In the Type of Name field, using the drop-down menu, select Degree.

Enter the information that the student has provided in the appropriate First Name, Middle Name and Last Name fields.
If the student has requested a suffix (Jr., III), be sure to select the correct option using the Suffix field drop down.
If the student has requested accents or special characters, add these characters by using alt codes, or by copying and pasting from a Word document.
Click the Submit button.
Click the Save button.

If you need to make a correction or change before diplomas are ordered and the Commencement/Convocation programs are printed, follow the same exact process.
Updating the degree name when there’s a degree name from a previous degree.
Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Names

Click on the “Name History” link for the existing Degree Name.

Add a row to the existing Degree Name. This preserves the original name and adds a new effective-dated row for the current degree completion and name.
Click on Edit Name.

Enter the appropriate information the student has provided in the First Name, Middle Name and Last Name fields.
If the student has requested a suffix (Jr., III), be sure to select the correct option using the Suffix field drop down.
If the student has requested accents or special characters, add these characters by using alt codes, or by copying and pasting from a Word document.
Click the Submit button.
Click the Save button.
Updating Degree Checkout Status

In order to complete the next step, use the data provided by the following query: **RO_DEGREE_CHECKOUT_BY_TERM**. This query prompts on Expected Grad Term and Career, shows students in that career and term, lists Degree Checkout Status and Academic Program. This is best used to verify accuracy in Degree Checkout Status.*

At the end of each term after grades post, review all students with that Expected Grad Term on their records to determine if they have met requirements to graduate.

Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Click on **Include History** button at the bottom right.

1. As each student is cleared for graduation, click on the Student Plan tab to be sure the correct Academic Plan(s) is on the record. Do the same for any concentrations under the Student Sub-Plan tab.

2. Click back to the Student Program tab and add a row.
In the Program Action field enter DATA.
In the Action Reason field enter DATA.

3. Navigate to the Student Degrees tab.

In the Degree Checkout Stat field, using the drop-down menu, select Approved.
Click the Save button.
When you have reviewed and updated all students, check your work. Ensure that all students with the current Expected Grad Term who have met degree requirements and should have their degrees conferred have Approved on their records. This can be done by re-running the above query: **RO_DEGREE_CHECKOUT_BY_TERM**.*

When you are ready to notify the Registrar’s Office that your Approved list is complete, send an email to nustudentrecords@northwestern.edu to request conferral. Include the number of students who should be ready to confer. Degrees are conferred no earlier than on the conferral date. See the academic calendar on the Registrar’s website for the conferral dates of each term.

Once the degree is conferred, navigate to the Student Program/Plan page.

![Student Program/Plan Page]

The **Program Action** field will list COMP (Completion of Program).

Navigate to the Student Degrees tab.

![Student Degrees Tab]

You will see Degree Awarded is now populated in the **Degree Checkout Stat** field. The Registrar will send each program the results of the degree conferral, which should be checked a final time, as degrees cannot be retroactively conferred.