

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

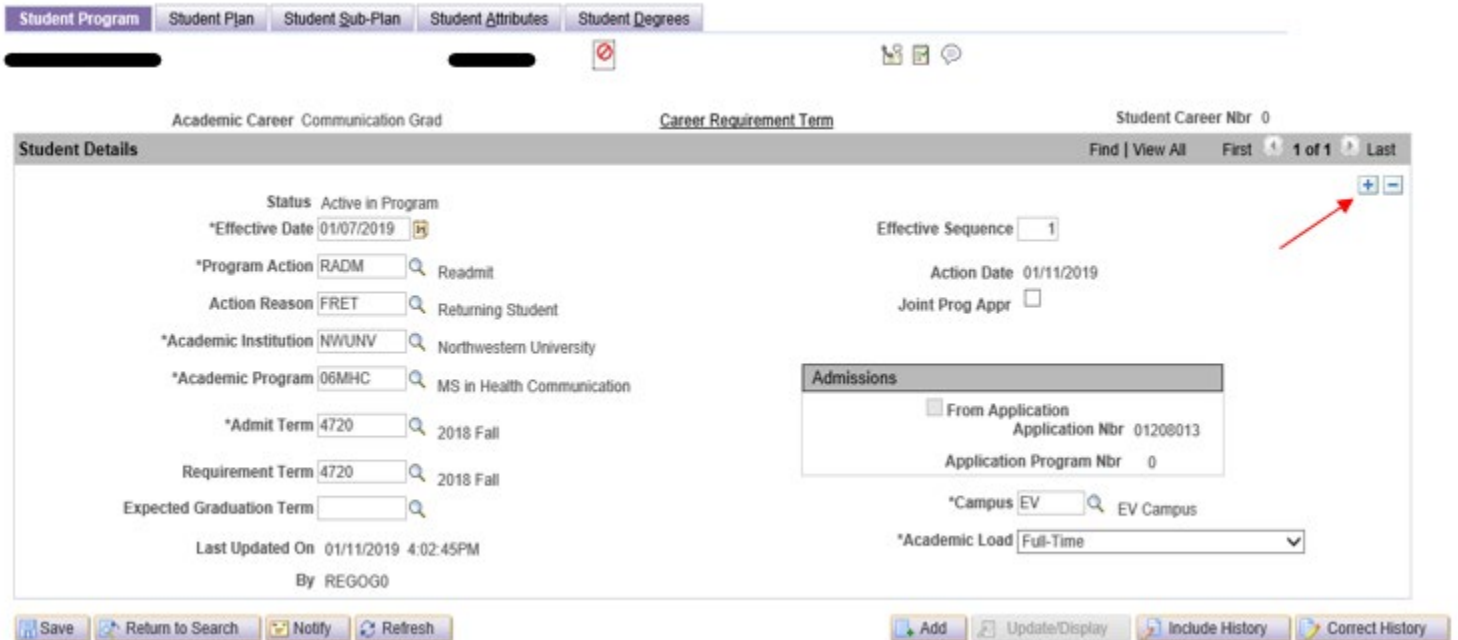
Expected Grads by Program

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  button at the bottom right. Then click on the "+" button at the top right, this will create a new row.



The screenshot shows the 'Student Program' tab in a web application. The main area displays 'Student Details' for a student with the following information:

- Status: Active in Program
- *Effective Date: 01/07/2019
- *Program Action: RADM (Readmit)
- Action Reason: FRET (Returning Student)
- *Academic Institution: NWUNV (Northwestern University)
- *Academic Program: 06MHC (MS in Health Communication)
- *Admit Term: 4720 (2018 Fall)
- Requirement Term: 4720 (2018 Fall)
- Expected Graduation Term: (empty)
- Last Updated On: 01/11/2019 4:02:45PM
- By: REGOGO

On the right side, there is an 'Admissions' section with the following details:

- From Application:
- Application Nbr: 01200013
- Application Program Nbr: 0
- *Campus: EV (EV Campus)
- *Academic Load: Full-Time

At the top right of the 'Student Details' section, there is a '+ -' button. A red arrow points to this button. At the bottom right of the interface, there is a row of buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History. A red arrow points to the 'Add' button.

- 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.

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

Academic Career Communication Grad Career Requirement Term Student Career Nbr 0

Student Details Find | View All First 1 of 7 Last

Status Active in Program

*Effective Date 11/21/2019

*Program Action DATA Data Change

Action Reason FILE Filed for Graduation

*Academic Institution NWUNV Northwestern University

*Academic Program 06MHC MS in Health Communication

*Admit Term 4720 2018 Fall

Requirement Term 4720 2018 Fall

Expected Graduation Term 4760 2019 Fall

Last Updated On 11/21/2019 3:56:48PM

By REGKD0

Effective Sequence 1

Action Date 11/21/2019

Joint Prog Appr

Admissions

From Application

Application Nbr 01208013

Application Program Nbr 0

*Campus EV EV Campus

*Academic Load Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

- Navigate to the Student Degrees tab.

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

Academic Career Communication Grad Student Career Nbr 0

Student Details Find | View All First 1 of 7 Last

Status Active in Program

Effective Date 11/21/2019

Program Action Data Change

Action Reason Filed for Graduation

Academic Program MS in Health Communication

Requirement Term 2018 Fall

Admit Term 2018 Fall

Effective Sequence 1

Action Date 11/21/2019

Degree Checkout Stat Applied for Graduation

Completion Term

Degree Honors 1

Degree Honors 2

Update Degrees

Degree GPA

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

In the *Degree Checkout Stat* field, using the drop-down menu, select Applied for Graduation.

Click the 

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.

Names

Current Names							Personalize	Find	View All	First	1-2 of 2	Last
Name Type	Name	Effective Date	Status	Updated By	Updated	Name History						
Primary	[REDACTED]	02/28/2019	Active	Jennifer Backoff	02/28/2019 12:01:37PM	Name History						
Preferred	[REDACTED]	04/19/2018	Active	Jennifer Backoff	04/19/2018 4:47:48PM	Name History						Delete

▼ Add/change a name

Type of Name **Degree** ▼

Effective Date 12/10/2019  Status Active ▼

*Format Using English [Change Format](#)

Prefix ▼

First Name [REDACTED] Middle Name [REDACTED]

Last Name [REDACTED]

Suffix ▼

Display Name [REDACTED]

Formal Name [REDACTED]

Name [REDACTED]

[Submit](#) [Reset](#)

[OK](#) [Cancel](#) [Refresh](#)

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.

Names

Personalize | Find | View All | First 1-3 of 3 Last

Name Type	Name	Effective Date	Status	Updated By	Updated	Name History
Primary	[REDACTED]	12/31/2008	Active		12/31/2008 8:19:30PM	Name History
Preferred	[REDACTED]	12/31/2008	Active		12/31/2008 8:19:30PM	Name History
Degree	[REDACTED]	07/13/2012	Active	Isabel Vega	07/13/2012 3:20:14PM	Name History

Add/change a name

Type of Name: [Dropdown]
 Effective Date: 12/11/2019 [Calendar]
 Status: Active [Dropdown] [Manage Long Name](#)
 *Format Using: English [Change Format](#)
 Prefix: [Dropdown]
 First Name: [Text Box]
 Last Name: [Text Box]
 Middle Name: [Text Box]
 Suffix: [Dropdown]
 Display Name: [Text Box]
 Formal Name: [Text Box]
 Name: [Text Box]

Submit Reset

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

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.

Name History

Type of Name Degree

Names Detail Find First 1 of 1 Last

Effective Date: 07/13/2012 Display Name: [REDACTED] [+]

Status: Active Formal Name: [REDACTED]

Format Using: English Name: [REDACTED]

Updated By: Isabel Vega Last Update Date/Time: 07/13/2012 3:20:14PM

OK Cancel

Click on Edit Name.

Name Type History

Name History

Type of Name Degree

Names Detail Find First 1-2 of 2 Last

Effective Date 12/11/2019
Status Active
*Format Using English
Updated By Isabel Vega

Display Name
Formal Name
Name
Last Update Date/Time 07/13/2012 3:20:14PM

Effective Date 07/13/2012
Status Active
Format Using English
Updated By Isabel Vega

Display Name
Formal Name
Name
Last Update Date/Time 07/13/2012 3:20:14PM

OK Cancel

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 the document.

Click the  button.

Click the  button.

Updating Degree Checkout Status

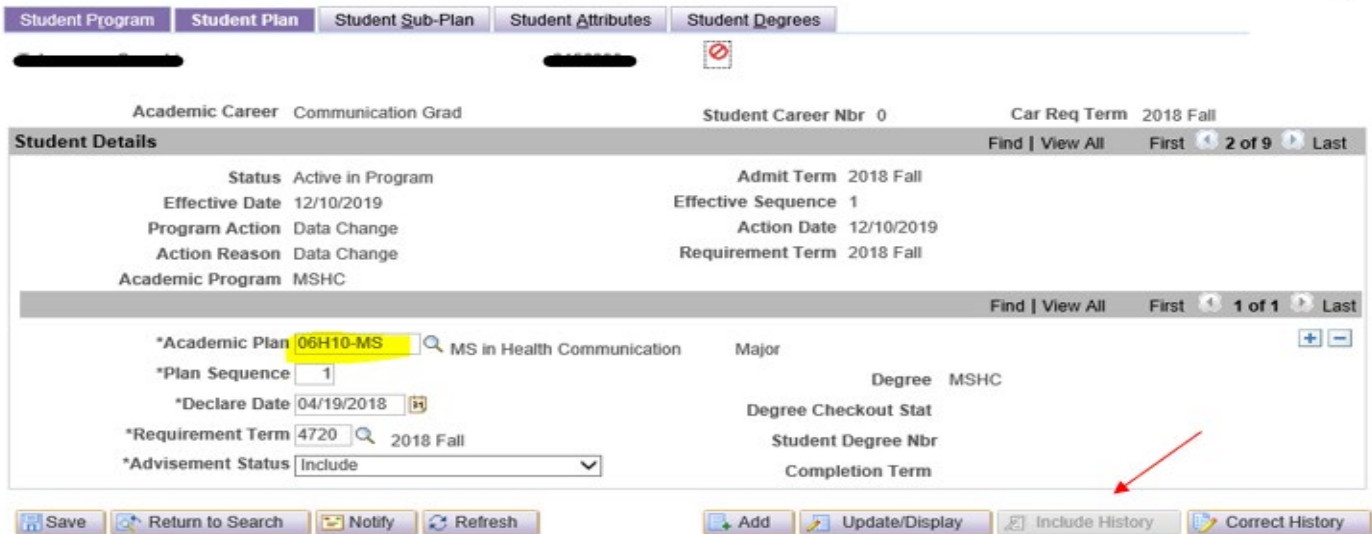
In order to complete the next step, use the data provided by the following query: **RO_DEGREE_CHECKOUT_BY_TERM**. This query prompts on Expected Grad Term and Career, shows students in that career and term, lists Degree Checkout Status and Academic Program. This is best used to verify accuracy in Degree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

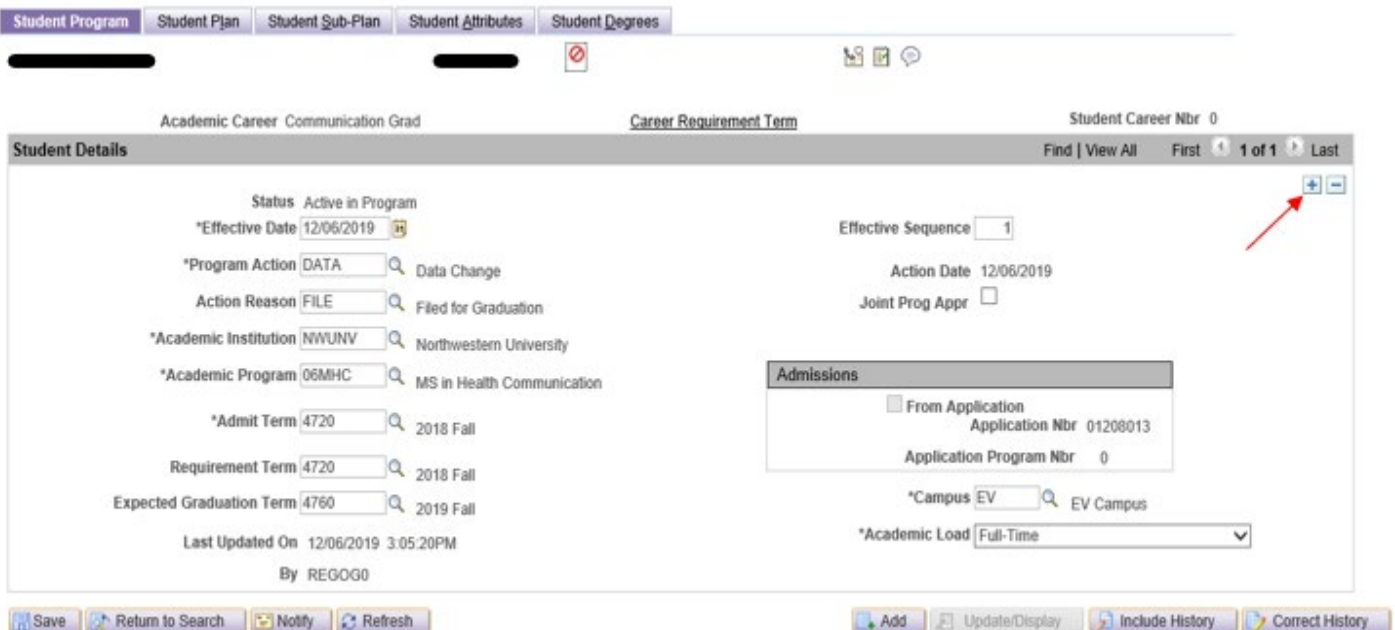
Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Click on  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.

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

Academic Career Communication Grad Career Requirement Term Student Career Nbr 0

Student Details Find | View All First 2 of 9 Last

Status Active in Program

*Effective Date 12/10/2019 Effective Sequence 1

*Program Action DATA Data Change Action Date 12/10/2019

Action Reason DATA Data Change Joint Prog Appr

*Academic Institution NWUNV Northwestern University

*Academic Program 06MHC MS in Health Communication

*Admit Term 4720 2018 Fall

Requirement Term 4720 2018 Fall

Expected Graduation Term 4760 2019 Fall

Last Updated On 12/10/2019 1:46:44PM

By REGOGO

Admissions

From Application

Application Nbr 01208013

Application Program Nbr 0

*Campus EV EV Campus

*Academic Load Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

3. Navigate to the Student Degrees tab.

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

Academic Career Communication Grad Student Career Nbr 0

Student Details Find | View All First 2 of 9 Last

Status Active in Program Admit Term 2018 Fall

Effective Date 12/10/2019 Effective Sequence 1

Program Action Data Change Action Date 12/10/2019

Action Reason Data Change

Academic Program MS in Health Communication

Requirement Term 2018 Fall

Degree Checkout Stat Approved Update Degrees

Completion Term

Degree GPA

Degree Honors 1

Degree Honors 2

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

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 nu-studentrecords@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.

The screenshot shows the 'Student Program/Plan' page for a student with 'Academic Career: Undergraduate' and 'Career Requirement Term'. The status is 'Completed Program' with an effective date of 02/08/2018. The program action is 'COMP' (Completion of Program) with an action date of 02/05/2018. The academic institution is Northwestern University (NWUNV) and the program is School of Communication (06SPC). The admit term is 2013 Fall (4520) and the requirement term is also 2013 Fall (4520). The expected graduation term is 2018 Spring (4700). The campus is EV (EV Campus) and the academic load is Full-Time. The last update was on 02/05/2018 at 11:20:00AM by REGAS1. An 'Admissions' section shows 'From Application' with application number 00705397 and application program number 0.

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

Navigate to the Student Degrees tab.

The screenshot shows the 'Student Degrees' tab selected in the navigation menu. The page displays the same student information as the previous screenshot. The 'Degree Checkout Stat' is set to 'Degree Awarded'. There is an 'Update Degrees' button and a 'Degree GPA' input field. The completion term is 2018 Spring (4700). Degree honors fields 1 and 2 are empty.

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.