GRADUATION PROCESS (ADVISORS)

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 advisors, you will need to run the **Advisees Who Applied to Graduate** report in the **Graduation Process** folder to receive your list of applicable students. Once you have the list and have determined that each student is eligible for commencement, you must enter each name into Colleague and fill out the **Eligible for Commencement** field in the **SGRD** form. The following instructions will help you through the process.

When you are finished marking your advisees as eligible for commencement, your department chair can then proceed with their part of the process.

FOR JANUARY GRADUATION 2021

*Advisors may **begin** marking student records on **November 2**.*
*They must **finish** marking the student records by **December 15**.*

GRADUATION PROCESS FOLDER – REPORT SERVER

As mentioned above, you will need to access the **Advisees 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 **Advisees Who Applied to Graduate** report. Click it to open.

Figure 2: The Advisees Who Applied to Graduate Report Icon

RUNNING THE **ADVISEES WHO APPLIED TO GRADUATE** REPORT

The report displays your advisees who have applied to graduate for the term you select. If you have an advisee who is not tied to a program on the FADV form in Colleague, they will not show. If you do not have any current advisees registered to graduate in the term you selected, the prompts will not populate.

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

- **Graduation Term:** refers to the term in which the students are registered to graduate. Select a term to continue. **For January 2021 Graduation the term is 2020FA.**

- **Commencement Elig. 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.

  - If you see "N" as an option, this means you haven't marked any students yet.

  - If you see "Y" as an option, this means you have marked some students.

  - If this dropdown appears blank, that indicates that none of your advisees are registered to graduate in the selected term.

- **Requirements Cmpl Flag:** refers to the field the Department Chair will change after you do your part in SGRD. Select the "N" option to continue.

Click **View Report** to run. A list of advisees that are registered to graduate in the specified 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 **eligible to graduate** using the SGRD form in Colleague.
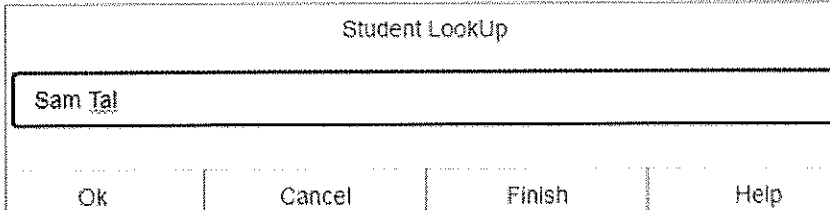
LOGGING INTO COLLEAGUE

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 $\boxed{Q}$ 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:

Student LookUp
Sam Tal

Ok	Cancel	Finish	Help

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 $\boxed{Ok}$ 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 **Eligible for Commencement** field on the left side of the form. Type **Yes** in the field.

Figure 5: Student Graduation Data (SGRD) Form

9. When you are ready, click **Save** and **Update** to complete the process.

10. Repeat the above steps to mark other advisees for graduation.