Running the Graduation Reporting Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Graduation Report</strong> page. Click the <strong>Records and Enrollment</strong> link.</td>
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<tr>
<td>2.</td>
<td>Click the <strong>Graduation Report</strong> link.</td>
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<tr>
<td>3.</td>
<td>You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the <strong>Add a New Value</strong> tab.</td>
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<td>4.</td>
<td>A <strong>Run Control ID</strong> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the <strong>Run Control ID</strong> field. Enter a valid value e.g. “GR001”.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Add</strong> button.</td>
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<tr>
<td>6.</td>
<td>Use the <strong>Graduation Report</strong> page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.</td>
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<tr>
<td>7.</td>
<td>The first step to using the Graduation Reporting component is entering selection criteria and fetching a student population. The system selects the <strong>Select Population</strong> check box by default.</td>
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<tr>
<td>8.</td>
<td>Once you enter your selection criteria and fetch your population, select the <strong>Update Programs and Degrees</strong> check box to enable the fields in the Program/Degrees Update Options group box and enter your update data.</td>
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<tr>
<td>9.</td>
<td>Once you enter your selection criteria and fetch your population, select the <strong>Create Transcript Request</strong> check box to enable the fields in the Transcript Request Options group box and to enter your transcript type data.</td>
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<tr>
<td>10.</td>
<td>Once you enter your selection criteria and fetch your population, select the <strong>Generate Report</strong> check box to run the process to create a report that highlights all of the graduation data for the students in your population.</td>
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<tr>
<td>11.</td>
<td>Click in the <strong>Academic Career</strong> field.</td>
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</table>
### Step 12.
Enter the desired information into the **Academic Career** field. Enter a valid value e.g. "UGRD".

### Step 13.
Click the **Degree Checkout Status** list.

### Step 14.
Click the **Pending** list item.

### Step 15.
Click in the **Academic Program 1** field.

### Step 16.
Enter the desired information into the **Academic Program 1** field. Enter a valid value e.g. "LAU".

### Step 17.
Click in the **Expected Graduation Term** field.

### Step 18.
Enter the desired information into the **Expected Graduation Term** field. Enter a valid value e.g. "0590".

### Step 19.
At this point, you would continue to run the **Graduation Report** process just as you would any other PeopleSoft Enterprise Process Scheduler process. Refer to the Running Reports module for examples of running a process.

### Step 20.
When the process completes successfully, you can view the report results.

Click the **Selection Results** tab.

### Step 21.
Use the **Selection Results** page to retrieve the results of your population query, add or delete students, and edit the degree GPA and degree honors for each student.

### Step 22.
Click the **Fetch** button to populate the page with your student population.

### Step 23.
Click the **Add Students** link to access the **Add Student** search page, where you can manually search for and add additional students to your selected population.

### Step 24.
Use the **Degree GPA** and **Degree Honors 1** fields to manually change a student’s degree information.

Later, you can access the **Degree Change Audit** component to search your database for details about degree changes. You can search for both "before" and "after" degree information.

### Step 25.
You have successfully run the Graduation Reporting process and viewed the results. **End of Procedure.**