CMS Campus Solutions (Student Administration) Degree Checkout Process

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Presented by:
Melissa Whatley, Admissions & Records
University Registrar
Student Records Module Lead
Agenda

- Rationale for change
- Process overview
- Advantages
- Impact on academic departments
- Considerations in preparation for the process change
- Future changes planned
- Question and Answer
Rationale for Changing the Degree Checkout Process

• Why do we need to change our current Degree Checkout Process?
  • Record high graduating classes
  • Staffing levels in graduation unit constant
  • Challenge to meet campus processing expectations
  • Chancellor’s Office graduation initiative puts focus on graduation facilitation
Rationale for Changing the Degree Checkout Process (continued)

• Why do we need to change the Degree Checkout Process now?
  • TDA portal access “user friendly”
  • Apply for graduation on-line through Self Service
  • Staffing levels in the TDA unit have been increased
  • Review of degree requirements during conversion
  • Leverage technology to automate
  • Self service components empower students to monitor their own progress towards degree objectives
Rationale for Changing the Degree Checkout Process (continued)

- Pilot of automated Degree Checkout Process
  - Communications pilot for Spring 2006/Summer 2006 grad applicants
  - Expanded College of Business and Economics pilot for Spring 2007/Summer 2007 grad applicants

- When does the automated Degree Checkout Process go into effect?
  - Spring 2009 candidates – begin processing during fall 2008
Degree Checkout Process Overview

- Automatically reviewed based on the following selection criteria
  - Undergraduate students only are included in this Degree Checkout Process
  - 85 or more cumulative earned units
  - Declared major
  - Cumulative grade point average is 1.95 or higher
  - Expected graduation term is blank
- GE review is automatic by DARwin
Degree Checkout Process Overview (continued)

- Selected students prompted to apply for graduation via an e-mail
- “Checklist” items will be added to the student’s Self Service page
  - Apply for graduation
  - Pay the graduation fee
- Application requires the anticipated term of graduation
- No graduation fee required to apply
After student applies for graduation, major/minor checklists added to student record – viewable by Academic Department only

Academic Departments receive list of students from their department who require review

Academic Department reviewer goes to the portal and runs a TDA for the student

Once reviewed, the TDA is signed off in PeopleSoft on the student’s departmental major/minor checklist as approved

If exceptions are required, the student’s departmental checklist will be noted as “Exceptions Required”
  - Exceptions sent to the TDA unit for encoding
  - TDA unit will set the student’s checklist item to approved once exception encoded
Degree Checkout Process Overview (continued)

- Once the major/minor checklist is approved, the student will be set to Candidate status if the graduation fee is paid.
- Students sent an e-mail reminder that the graduation fee is not paid if necessary.
- To become a Candidate for a given term, the graduation fee must be paid.
- Student must become a candidate for graduation no later than mini-census of the term of anticipated graduation.
- Degree Checkout Process information and deadlines added to A&R website.
Advantages to the Automated Degree Checkout Process

- Students are automatically put into the “pipeline” for the graduation process
- TDA report becomes the official Graduation Checkout Document
- The graduation fee is not required to begin the process
- Use of TDA and student automatically put into graduation process should reduce “surprises”
Changes Affecting Academic Departments

- Official graduation checkout document will be the TDA
- No need to complete NCR forms and file copies of the Grad Checkout
- TDA document is dynamically updated with registration and grading information and available via the portal
- GE Grad Checkout is automated which eliminates delay for manual GE review by the Graduation Unit
- Department approved exceptions to the major or minor will be reflected on the TDA
Changes Affecting Academic Departments (continued)

- TDA exceptions can be electronically submitted to the TDA unit
- TDA is available for any student throughout his/her undergraduate career for review of degree requirements
- Sign off of major or minor checklists are completed on-line
- Candidacy lists should be available no later than census of the term allowing for commencement planning activities
Things to Consider in Preparation

- Who in your department will require training on this process?
- What types of things will they need training on?
- Who in your department will require authority to sign off on major and minor checklists?
Things to Consider in Preparation (continued)

- Who has the authority to approve and/or submit exceptions to the TDA?
- What can be done in advance to prepare for this change?
- How might this affect your current Degree Checkout Process procedures within your department?
The Future

- Degree Checkout Process reviewed and adjusted based on feedback
- Proposed early candidacy term audit by Grad Unit
  - letter of notification if deficiencies
  - need to complete outstanding items (e.g. incompletes, supplemental transcripts, petitions for exceptions, EWP, etc.)
- Reduced manual review improves availability of evaluators to students for graduation related questions
Student Self-Service Student Center Screen
Student Center To Do List Items

Tuffy's SR Degree Checkout

To Do List

Below is a list of your current To Do items. To sort or filter your list of To Do items, change the options below and click Search.

View your To Do Items by

Due Date

Item List

To Do Item

Pay Commencement Fee

Submit Degree Application
Student Specific To Do List Detail

To Do List

To Do Item Detail

Tuffy's SRDegree Checkout

Submit Degree Application

Contact

Contact:

Description

Our records indicate that you have more than 85 total units and may be eligible to begin the degree checkout process. Please go online and submit your degree application.

Return
Submitting an Online Degree Application
Applying for Graduation Program Plan

Tuffy's SRDegree Checkout

Apply for Graduation

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Undergraduate Degree</th>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Bachelor of Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Art/History</td>
<td>1MJ 1BA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

go to ...
Selecting Expected Graduation Term

Tuffy's SRDegree Checkout
Apply for Graduation

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Expected Graduation Term

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

SELECT DIFFERENT PROGRAM

CONTINUE
Verify and Submit Graduation Application

Tuffy’s SR Degree Checkout
Apply for Graduation

Verify that all data is correct.
If the academic program/degree is not correct, click the Select Different Program button to select a different value.
If the term is not correct, click the Select Different Term button to select a different value.
If everything is correct, click the Submit Application button to continue the process.

<table>
<thead>
<tr>
<th>Program</th>
<th>Undergraduate Degree</th>
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<th>Undergraduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts</td>
<td>Art/History</td>
<td>1M1 BA</td>
<td></td>
</tr>
</tbody>
</table>

Expected Graduation Term: Summer 2008

Graduation Instructions
Submit your degree application

[Select Different Program] [Submit Application] [Select Different Term]
Tuffy's SRDegree Checkout

Apply for Graduation

Submit Confirmation

You have successfully applied for graduation.
Graduation Checkout for Departments

[Image of checklist management interface]

Enter the student’s CWID to locate checklist.
Departmental Signoff of TDA for Major or Minor