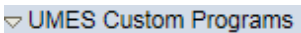
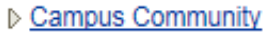
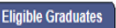

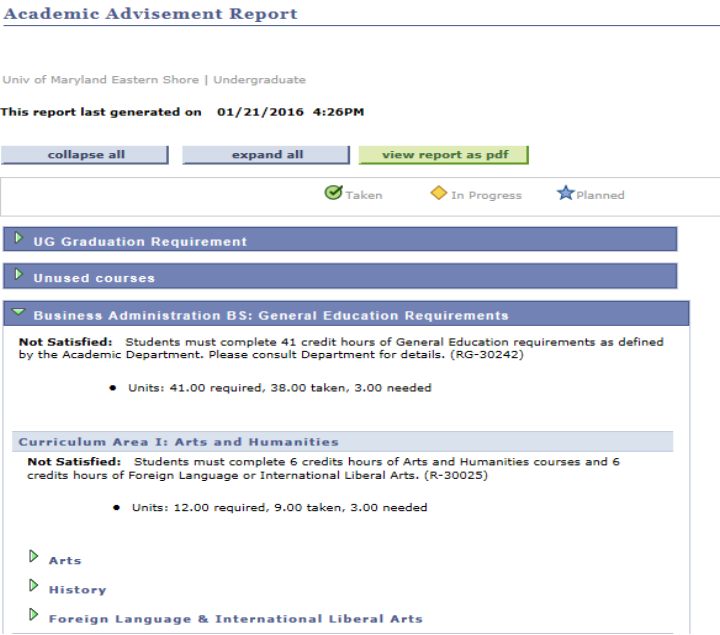
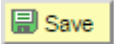
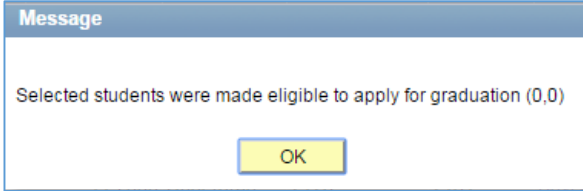


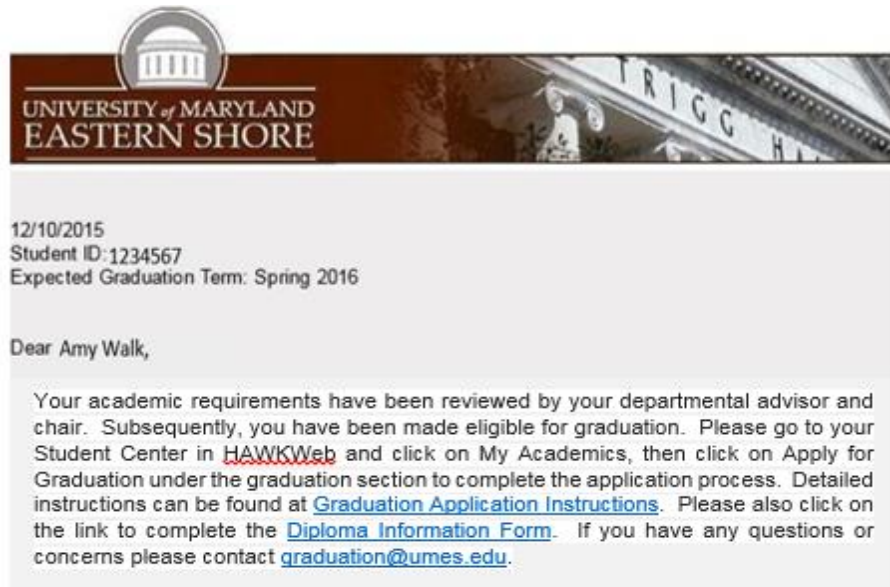
Online Graduation Application & Clearance Process for Chairs

1.	<p>Click the UMES Custom Programs menu</p> <p></p>																																												
2.	<p>Click the Course Campus Community menu link</p> <p></p>																																												
3.	<p>Click on the Eligible Graduates menu link</p> <p>– Eligible Graduates</p>																																												
	<p>This page will only include a list of eligible students (i.e. Undergraduates with 99 or more credits, Graduates with 24 or more credits and PharmD students with 140 or more credits). Chairs must approve students as eligible to apply for graduation.</p> <p></p> <p>Make students eligible to apply for graduation</p> <p>Students can only be made eligible to apply for terms that the Registrar activates.</p> <p>User: Paul Chairs Academic Program: Business and Technology</p> <table border="1" data-bbox="443 1003 1425 1186"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Major</th> <th>Credit Hours</th> <th>Career</th> <th>First Term Attended</th> <th>Last Term Attended</th> <th>Advisement report</th> <th>Approve Eligibility</th> <th>Exp Grad Term</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>Smith, Jan</td> <td>Business Administratn-General</td> <td>102.000</td> <td>Undergrad</td> <td>2128</td> <td>2161</td> <td>Advisement report</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>2</td> <td>1122113</td> <td>Boggs, Amy</td> <td>Business Administratn-General</td> <td>111.000</td> <td>Undergrad</td> <td>2128</td> <td>2161</td> <td>Advisement report</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3</td> <td>1478529</td> <td>Paul, Sam</td> <td>Business Admstratn-Marketing</td> <td>111.500</td> <td>Undergrad</td> <td>2128</td> <td>2161</td> <td>Advisement report</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Notify	ID	Name	Major	Credit Hours	Career	First Term Attended	Last Term Attended	Advisement report	Approve Eligibility	Exp Grad Term	1	1234567	Smith, Jan	Business Administratn-General	102.000	Undergrad	2128	2161	Advisement report	<input type="checkbox"/>		2	1122113	Boggs, Amy	Business Administratn-General	111.000	Undergrad	2128	2161	Advisement report	<input type="checkbox"/>		3	1478529	Paul, Sam	Business Admstratn-Marketing	111.500	Undergrad	2128	2161	Advisement report	<input type="checkbox"/>	
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4.	<p>Click on the Advisement Report link</p> <p></p>																																												
	<p>The Advisement Report link is to review the student’s audit. Make sure that all course substitutions required have been processed and the audit is collapsing before making the student eligible to apply for graduation. <i>Please note:</i> If a student has been approved for a credit by exam or is taking courses at another institution, you may still make them eligible to apply although the audit may not be collapsing. Please send an email to the Registrar in these instances.</p>																																												

	<p>The Advisement Report link will display the Academic Requirement Report (<i>Degree Audit</i>)</p> 																																												
<p>5.</p>	<p>Click on the Approve Eligibility checkbox to approve and Enter a Term for the expected graduation term for each of the students. Complete for all advised and approved students</p> <table border="1" data-bbox="414 949 1446 1129"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Major</th> <th>Credit Hours</th> <th>Career</th> <th>First Term Attended</th> <th>Last Term Attended</th> <th>Advisement report</th> <th>Approve Eligibility</th> <th>Exp Grad Term</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>Smith, Jan</td> <td>Business Administratr-Finance</td> <td>105.000</td> <td>Undergrad</td> <td>2128</td> <td>2161</td> <td>Advisement report</td> <td><input checked="" type="checkbox"/></td> <td>2161</td> </tr> <tr> <td>2</td> <td>1122113</td> <td>Boggs, Amy</td> <td>Business Administratr-General</td> <td>102.000</td> <td>Undergrad</td> <td>2128</td> <td>2161</td> <td>Advisement report</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3</td> <td>1478529</td> <td>Paul, Sam</td> <td>Business Administratr-General</td> <td>111.000</td> <td>Undergrad</td> <td>2128</td> <td>2161</td> <td>Advisement report</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Notify	ID	Name	Major	Credit Hours	Career	First Term Attended	Last Term Attended	Advisement report	Approve Eligibility	Exp Grad Term	1	1234567	Smith, Jan	Business Administratr-Finance	105.000	Undergrad	2128	2161	Advisement report	<input checked="" type="checkbox"/>	2161	2	1122113	Boggs, Amy	Business Administratr-General	102.000	Undergrad	2128	2161	Advisement report	<input type="checkbox"/>		3	1478529	Paul, Sam	Business Administratr-General	111.000	Undergrad	2128	2161	Advisement report	<input type="checkbox"/>	
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<p>6.</p>	<p>Click the Save button.</p> 																																												
<p>7.</p>	<p>A system message will be automatically generated after a student(s) has been approved and saved. Click the OK button.</p> 																																												

Chairs

The student will be removed from the eligible graduates list. Chairs can go back to the list of students for any student that was not processed and make them eligible. An email notification with detailed instructions will go to each student that was made eligible to apply for graduation.



The Graduation Application & Clearance Process **EXCLUDES** the following students that have been:

- Awarded a degree
- Withdrawn from the University
- Denied, In Review or Pending statuses
- Dismissed, Revoked, Suspended and Voluntary Dismissals

It **ALLOWS** students that have:

- Applied the previous semester but have not completed to reapply