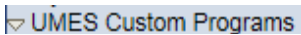


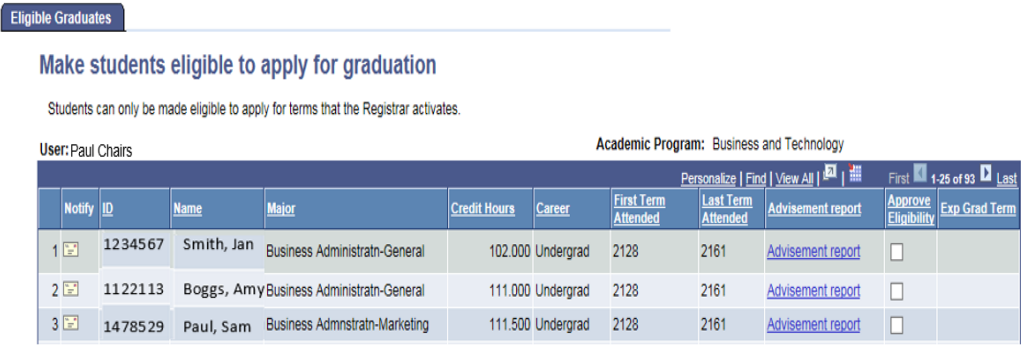

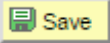


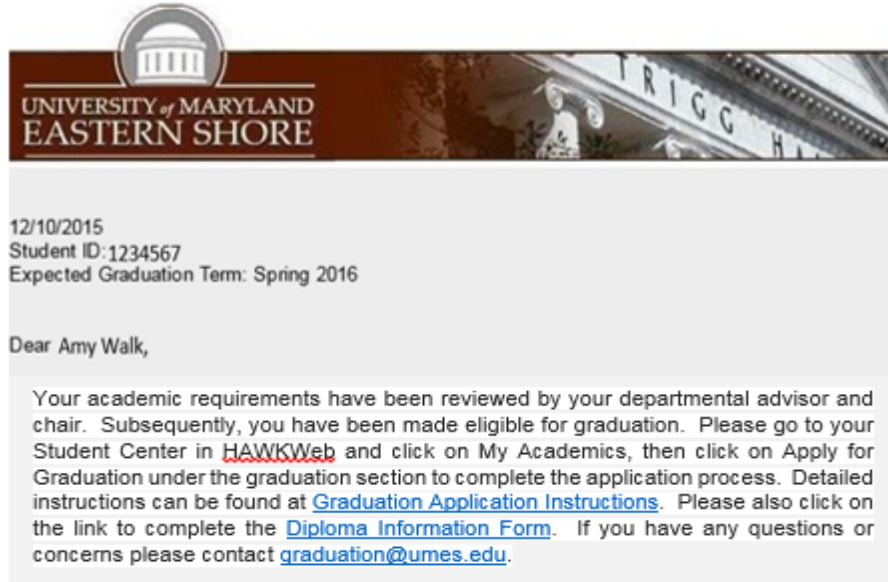
Online Graduation Application & Clearance Process for Chairs

1.	<p>Click the UMES Custom Programs menu</p> 
2.	<p>Click the Course Campus Community menu link</p> 
3.	<p>Click on the Eligible Graduates menu link</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 132.49 or more credits). Chairs must approve students as eligible to apply for graduation.</p>  <p>The screenshot shows a page titled 'Eligible Graduates' with a button 'Make students eligible to apply for graduation'. Below the button is a table of students with columns: Notify, ID, Name, Major, Credit Hours, Career, First Term Attended, Last Term Attended, Advisement report, Approve Eligibility, and Exp Grad Term. The table contains three rows of student data.</p>
4.	<p>Click on the Advisement Report link</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. Please note: You should expand all on the degree audit to review for completion. Be mindful that the advisement report lists in progress courses as requirements tentatively met until final grades are posted. 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 graduation@umes.edu in these instances.</p>

	<p>The Advisement Report link will display the Academic Requirement Report (<i>Degree Audit</i>)</p> <p>Academic Advisement Report</p> <hr/> <p>Univ of Maryland Eastern Shore Undergraduate</p> <p>This report last generated on 01/21/2016 4:26PM</p> <p>collapse all expand all view report as pdf</p> <p><input checked="" type="checkbox"/> Taken <input type="checkbox"/> In Progress <input type="checkbox"/> Planned</p> <p>▶ UG Graduation Requirement</p> <p>▶ Unused courses</p> <p>▼ Business Administration BS: General Education Requirements</p> <p>Not Satisfied: Students must complete 41 credit hours of General Education requirements as defined by the Academic Department. Please consult Department for details. (RG-30242)</p> <ul style="list-style-type: none"> Units: 41.00 required, 38.00 taken, 3.00 needed <p>Curriculum Area I: Arts and Humanities</p> <p>Not Satisfied: Students must complete 6 credits hours of Arts and Humanities courses and 6 credits hours of Foreign Language or International Liberal Arts. (R-30025)</p> <ul style="list-style-type: none"> Units: 12.00 required, 9.00 taken, 3.00 needed <p>▶ Arts</p> <p>▶ History</p> <p>▶ Foreign Language & International Liberal Arts</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"> <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-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 <input type="text"/></td> </tr> <tr> <td>2</td> <td>1122113</td> <td>Boggs, Amy</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>3</td> <td>1478529</td> <td>Paul, Sam</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> </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-Finance	105.000	Undergrad	2128	2161	Advisement report	<input checked="" type="checkbox"/>	2161 <input type="text"/>	2	1122113	Boggs, Amy	Business Administratn-General	102.000	Undergrad	2128	2161	Advisement report	<input type="checkbox"/>		3	1478529	Paul, Sam	Business Administratn-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></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> <div data-bbox="418 1356 993 1545" style="border: 1px solid #ccc; padding: 10px;"> <p>Message</p> <p>Selected students were made eligible to apply for graduation (0,0)</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																																												

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
- Cancellation of the graduation application
 - Once the student's application has been approved by the Office of the Registrar it will be *returned* to the eligibility list until the degree is awarded
 - At this step you may continue to review. If a student becomes ineligible at this step in order to cancel the degree; select and enter a future term for eligibility and repeat the application eligibility steps
- Please see Student Online Graduation Application Instructions for steps in the students' view