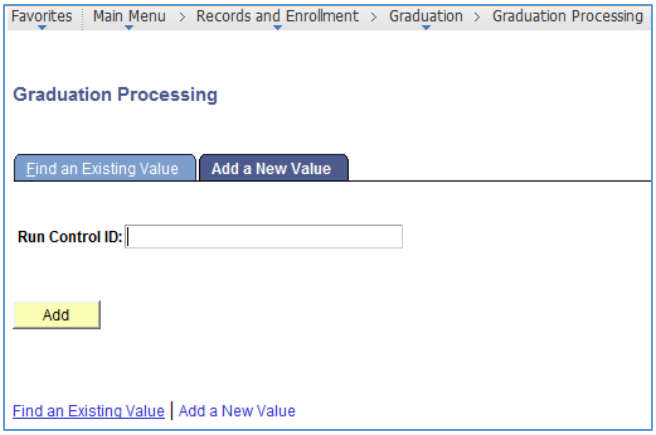
Go to Main Menu > Records and Enrollment > Graduation > Graduation Processing

Select the Add a New Value tab.



Enter the Run Control ID for this batch as <term><college code><# of the batch for this college>

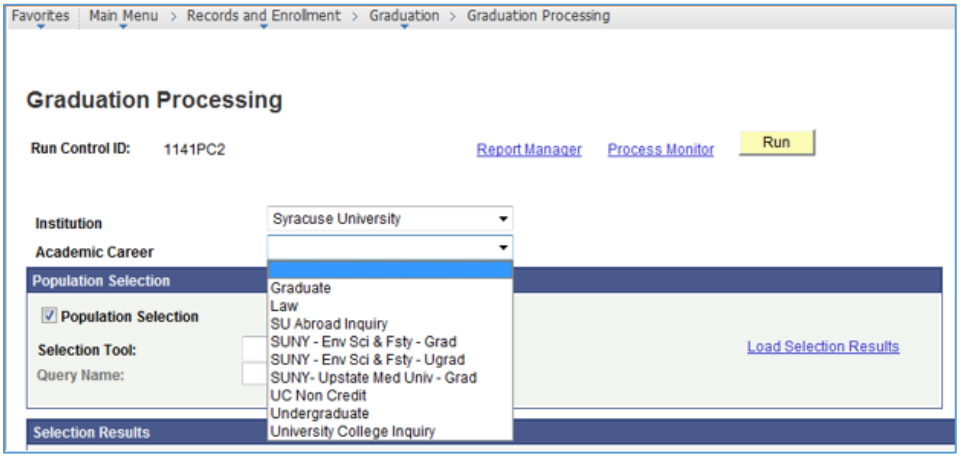
Example: 1141MG1 for the first Management batch of the December 2013 degrees

It is possible that we will run more than one batch for each college depending on how the lists come in. Student Select lists are considered batches for this naming convention.

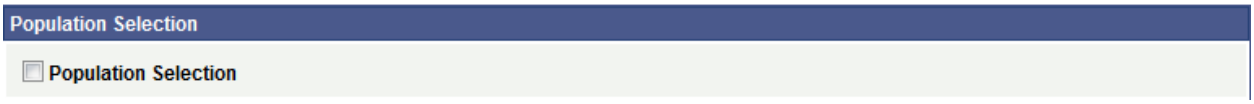


On the new Graduation Processing page that opens:

1. Select the Academic Career: Graduate, Law, or Undergraduate.

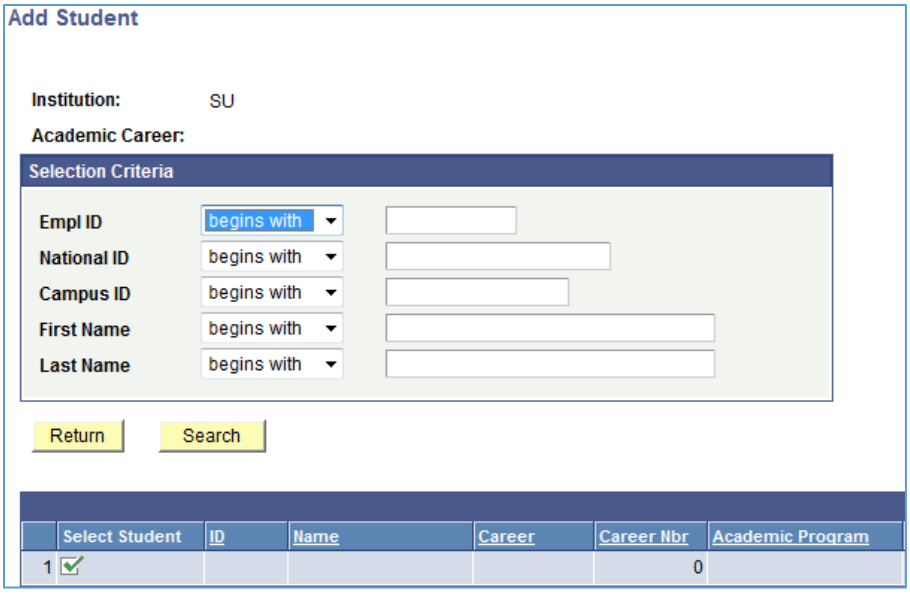


2. In the Population Selection area uncheck the Population Selection box.



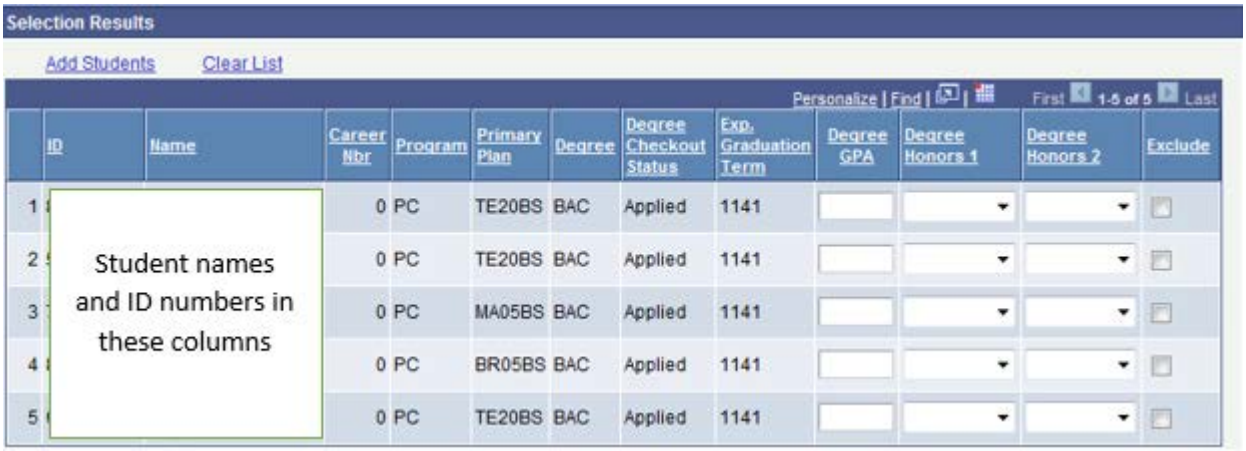
3. Add the students using the Add Students link in Selection Results.



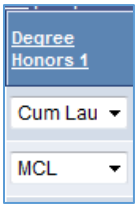


a. Enter the ID number.
b. Select the Search button.
c. Select the green check marked box in Select Student column to move the student to the list.
d. Repeat for each student being processed at this time.

4. Review the list you have selected against the certification list from which you are working.



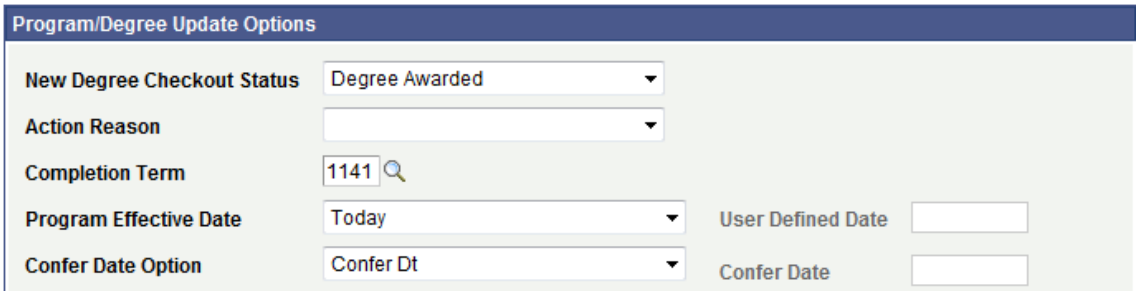
5. For Undergrads and Law select the Degree Honors in Degree Honors 1 for those with University Honors (CL, MCL, SCL). Grad students do not get University Honors.



6. In Graduation Processing Action the default value is Update All. Do not change it.



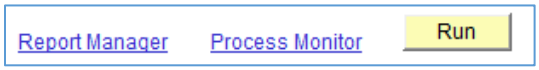
7. Select the New Degree Checkout Status of “Degree Awarded”.



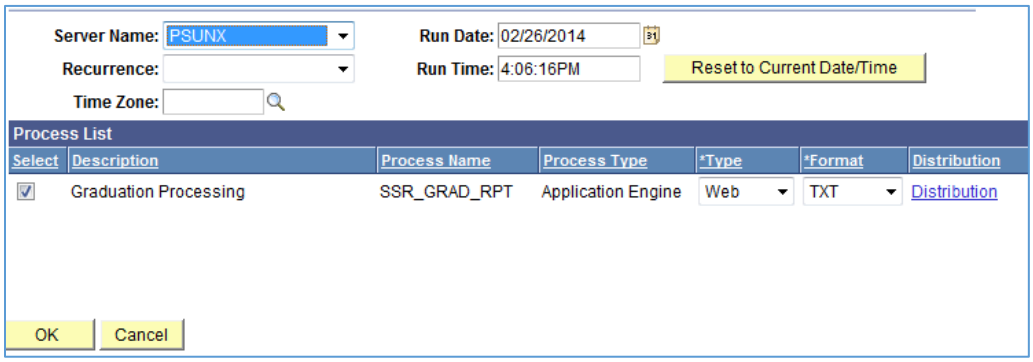
8. Enter “Completion Term” as the term for which you are posting the degrees.

9. “Program Effective Date” defaults to “Today” and “Confer Date Option” defaults to “Confer Dt”. Do not change these.

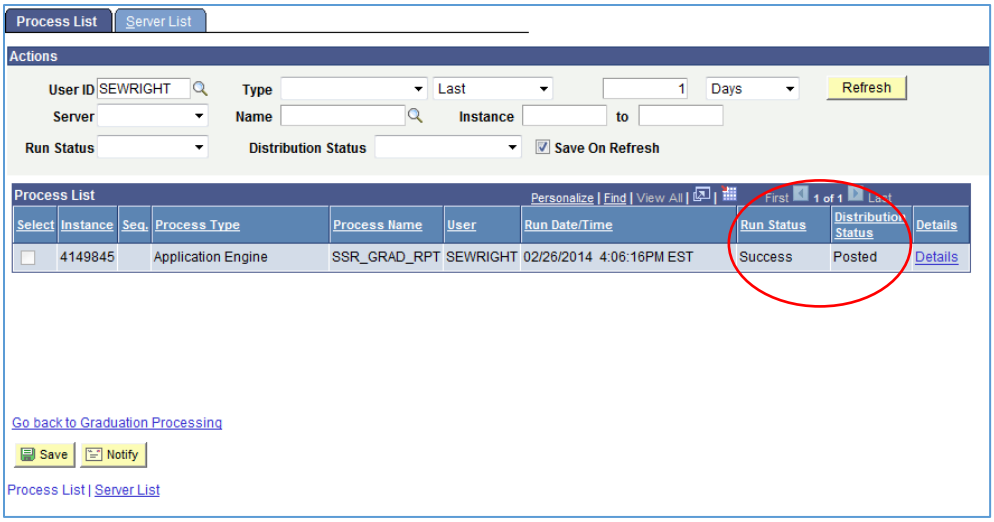
10. Push the “Run” button.



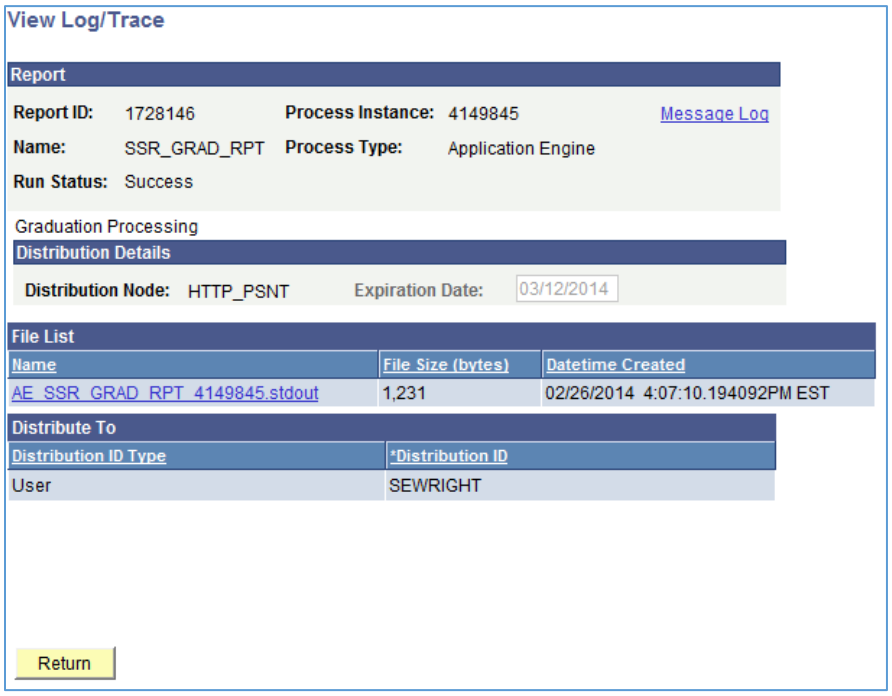
11. On the next page select Server PSUNX and Ok.



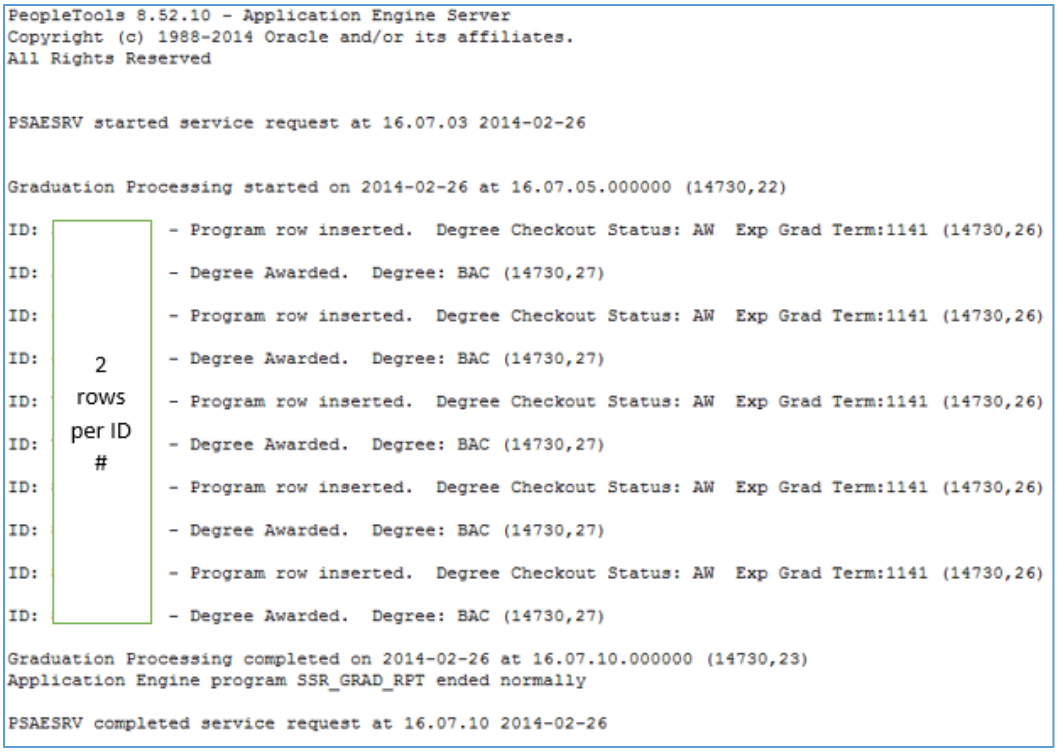
12. Go to Process Monitor.
    a. Refresh until Run Status is Success and Distribution Status is Posted



b. Select Details and review output document, View Log/Trace, to see disposition of each record: AE_SSR_GRAD_RTP_<instance #>_stdout.txt



c. Review the record if any message other than “Program row inserted”, “Degree Awarded”, or “This student excluded from the graduation batch run” message appears.



13. Spot check a few on Student Program/Plan and Student Degrees page to validate that the degrees were posted correctly.

14. Apply Distinctions and RCUH honors once the batch has run successfully.