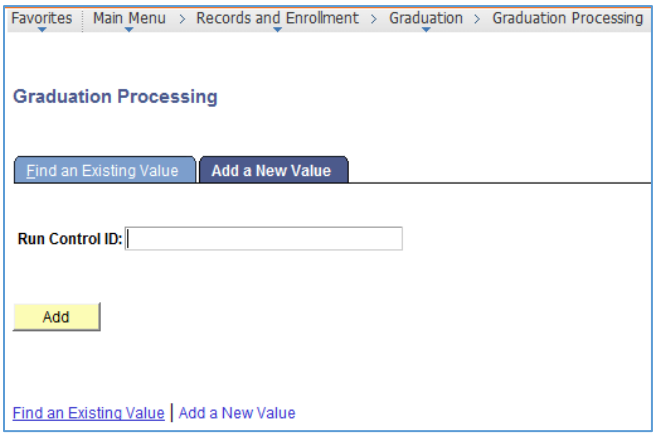
Upon receipt of completed certification list request that Degree/Diploma FBA run the upload file for that college.

He will save the document in the proper format in the same folder as the cert list.

1. Review CSV file against the cert list.
2. Delete any students that are not being certified at this time
3. Verify total credits and GPA
4. Save file when review complete

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

Select the Add a New Value tab.



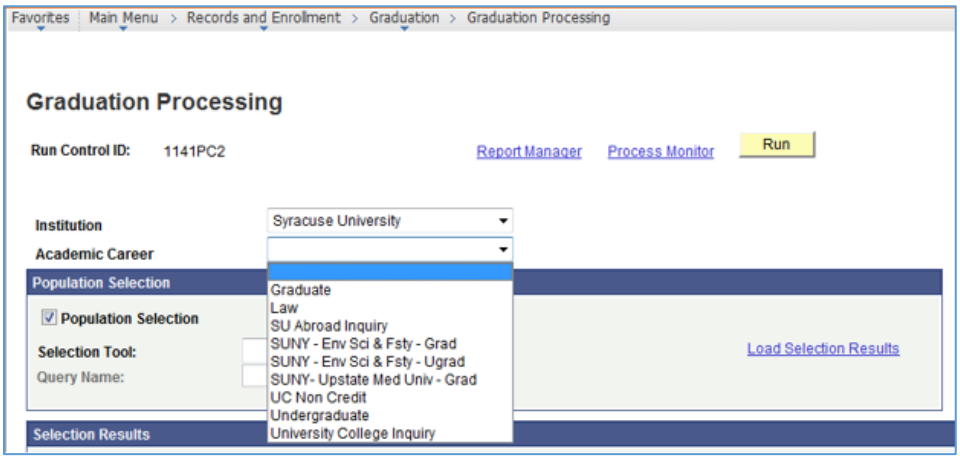
Enter the Run Control ID for this batch as <term><college code><# of the batch for this college>

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.



1. Select the Academic Career: Graduate, Law, or Undergraduate
    a. Only Law and Undergraduate careers get cert lists.



2. In the Population Selection area enter the Selection Tool: External File from the drop down

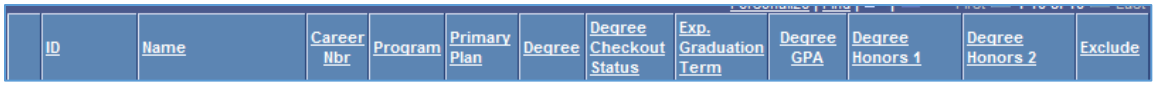


3. Attach the file using the Upload File button. Be sure that you select the .csv file.

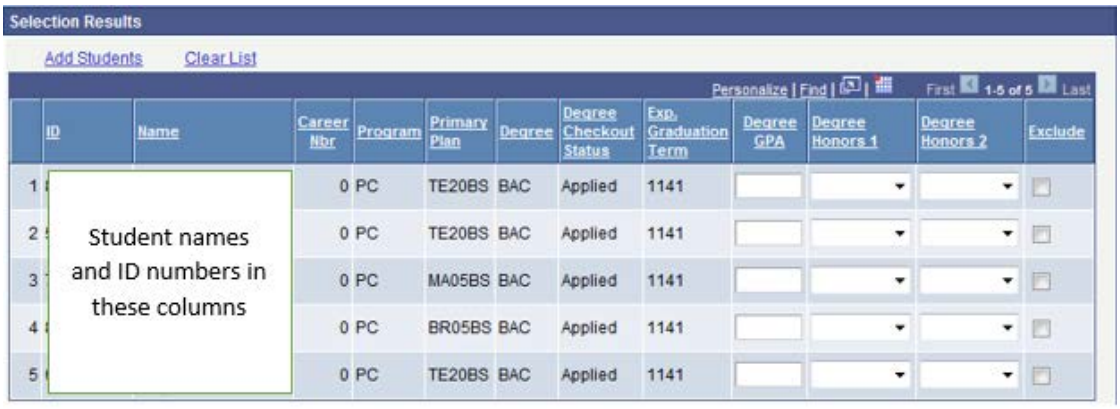
4. Select GRADAUTE PROCESSING from the File Mapping look up.

5. Review the load using the Preview Selection Results link. If you have selected the correct file and there are no errant rows on it you will see what is to be loaded. If there is anything wrong with the file you will get no view. Let the FBA know if this happens so he can fix the file.

6. Load the selection results. These will be in ID number order to start. You can resort this grid by clicking on the column header of your sort selection. For this process resort by Name.



7. Review the loaded list against the certification list.



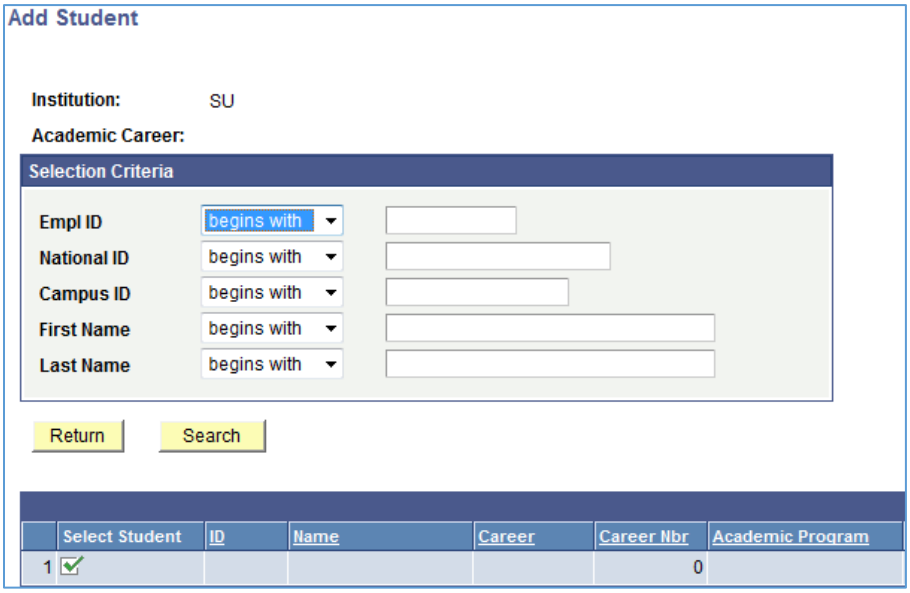
8. Select the Degree Honors in Degree Honors 1 for those with University Honors (CL, MCL, SCL).



9. Check the Exclude box for those that are not approved on this cert list that you may have missed during the initial review.



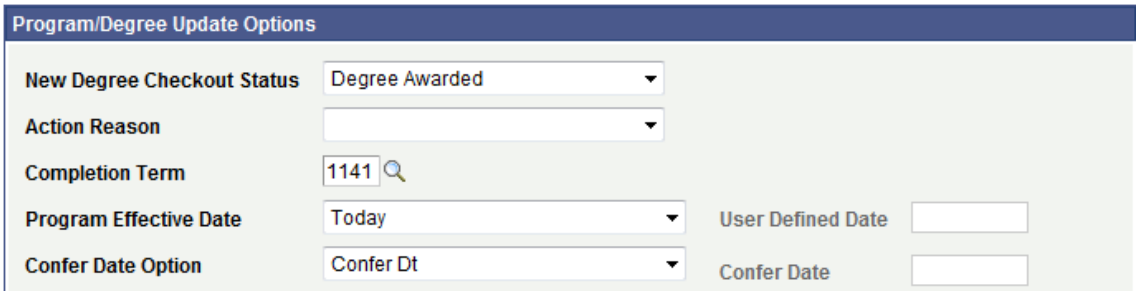
10. Add any students that were accidentally removed from the upload list using the Add Students link in Selection Results.
    a. Enter the ID number.
    b. Select the Search button.
    c. Select the green check marked box in Select Student column to move the student to the list.
    d. Resort the list to place the added student in alpha order with the rest.



11. The default value for the Graduation Processing Action is Update All. Do not change it.



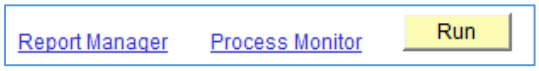
12. Select the New Degree Checkout Status of “Degree Awarded”.



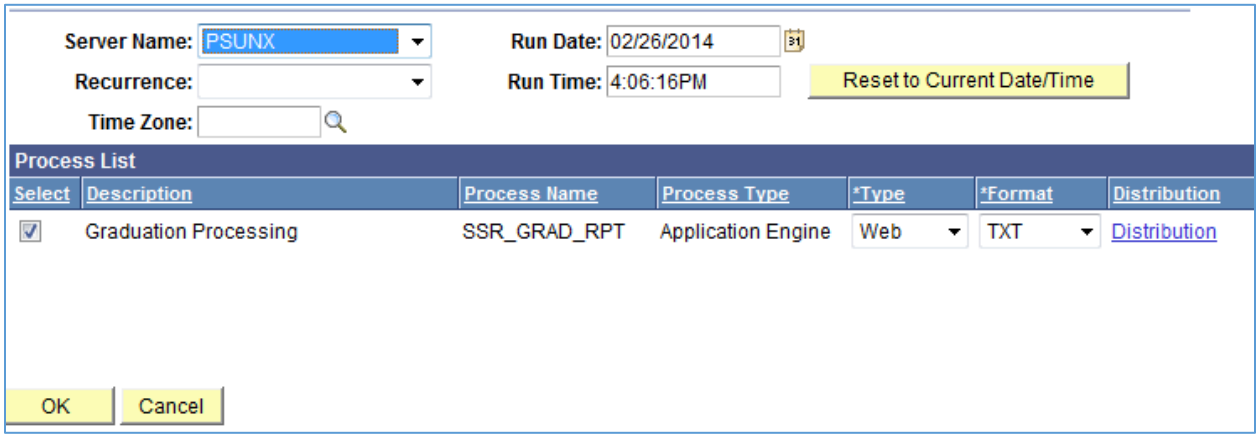
13. Enter “Completion Term” as the term for which you are posting the degrees.

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

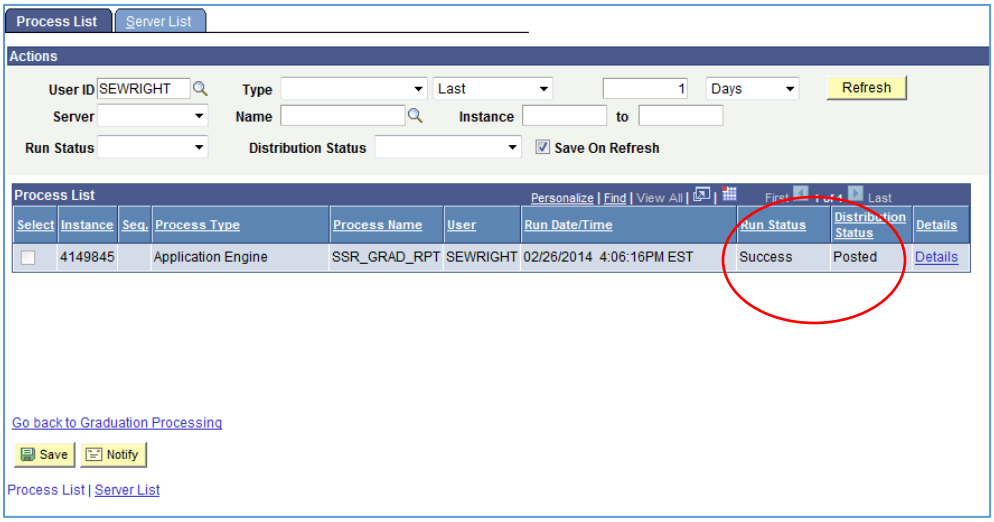
15. Push the “Run” button.



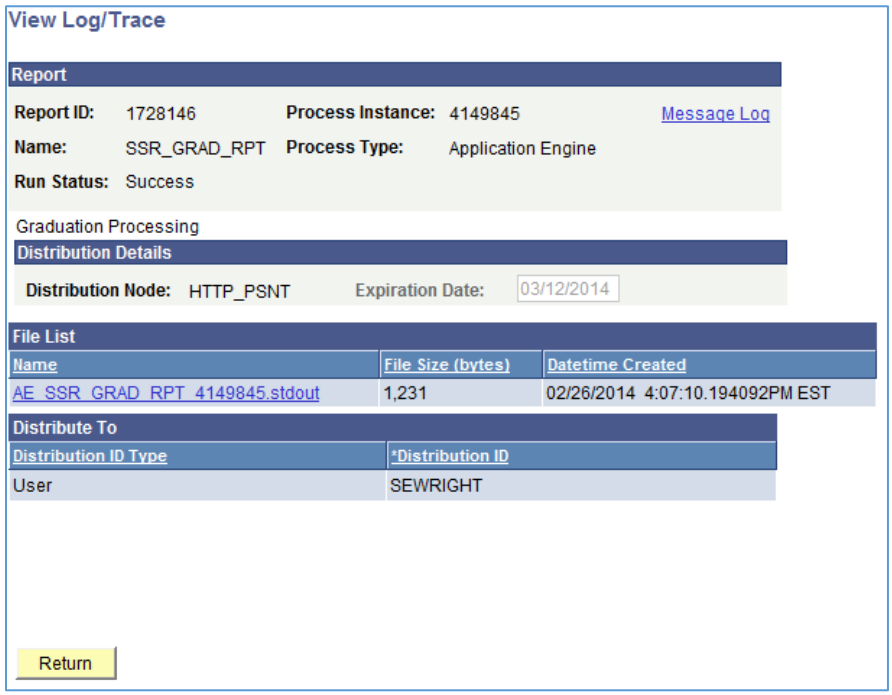
16. On the next page select Server PSUNX and Ok.



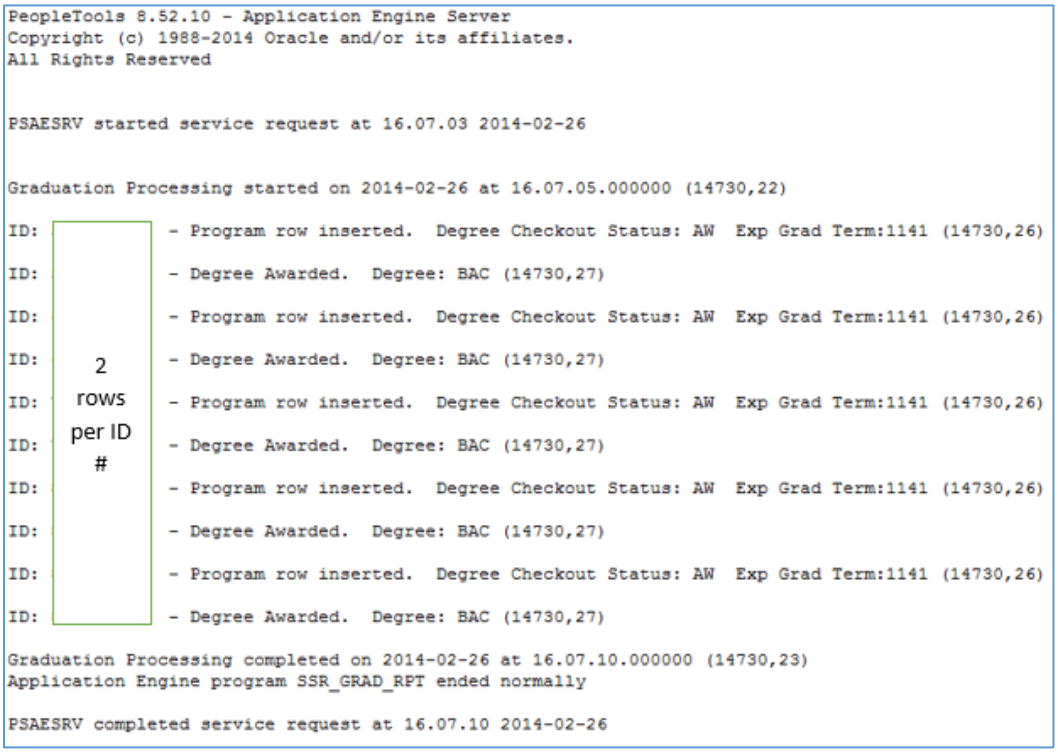
17. Go to Process Monitor.
    a. Refresh until Run Status is Success and Distribution Status is Posted



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.



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

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