

# Auto-Graduation Process

Presented during the Student Information Systems break-out session, Patrick Holyfield, Stanly Community College.

Step 1. Identify all active CU students. Create a savedlist. The savedlist must be using the STUDENT.PROGRAMS ID. If the savedlist is created using the Informer report below, the savedlist will be in the correct format for BEVL.

The screenshot shows the Entrisik Informer interface. At the top, it says "Logged in as: pholyfield8286 | Documentation | Contact Support | Toggle Display | Sign out". The main header is "Entrisik Informer" with "Reports" and "Mappings" buttons. Below the header, there's a navigation bar with "Home" and "Reports" > "Active Students, Total List". A "REPORT TEMPLATE" dropdown is set to "DATA". Below that, the report title is "Active Students, Total List" with a description: "Use this report to identify students whose program is 'A' active. This indicates the last semester a student attended SCC." There are icons for "Delete", "Lock", "Live Excel", "Copy", and "Tags".

**Overview**

Title	Active Students, Total List
Description	Use this report to identify students whose program is "A" active. This indicates the last semester a student attended SCC.
Datasource	Datatel - Production
Mapping	STUDENT.PROGRAMS
Select Filter	STUDENT.PROGRAMS.STPR.CURRENT.STATUS exactly matches 'A' and STUDENT.PROGRAMS.STPR.SCHOOL exactly matches ? "Enter School (i.e., CUSCH, CESCH):"
Columns	@ID, PERSON.NAME, STPR.ACAD.PROGRAM, STPR.ACTUAL.TITLE, STPR.CATALOG, STPR.DIVISION, AGE, STU.CURRENT.TYPE, STPR.LATEST.STAR, STU.MOST.RECENT.TERM, STU.RESIDENCY.STATUS, PCC.PHONE1, SCC E-Mail, SLEMAIL, ADDRESS.LINES, CITY, STATE, ZIP, CNTY.DESC, X.STU.PIN.USER.ID
Sorts	None
Groups	None
Normalize	None
PDF Template	System default
Sharing	Protected
Allowed users or groups	jamith0658
Limit Result Count	(none)
Tags	None

**Formatting Sample**

@ID	PERSON.NAME	STPR.ACAD.PROGRAM	STPR.ACTUAL.TITLE	STPR.CATALOG	STPR.DIVISION	AGE	STU.CURRENT.TYPE	STPR.LATEST.STAR	STU.MOST.RECENT.TERM	STU.RESIDENCY.STATUS	PCC.PHONE1	SCC E-Mail	SLEMAIL	ADDRESS.LINES	CITY	STATE	ZIP	CNTY.DESC
Student ID	Student Name	Prog. Code	Program Title	Catalog	Division	1234	Current Student Type	Jul 13, 2017	Last Term Reg'd.	Stu Residency Status	Phone #1	X@ccc.stanly.edu	E-Mail	Street Address	City	State	Zip	City Desc

Step 2. Run BEVL using the savedlist created above. Make sure the Update Graduates file is set to "No", just in case you have graduate files waiting to be processed. Selecting "Yes" will automatically mark the graduate record as Complete, which will in turn process those students if you batch process graduate records. Running this process will update the student's EVAL Status.

The screenshot shows the Ellucian Colleague UI interface for the BEVL - Batch Academic Evaluation process. The top navigation bar includes "BEVL: Batch Academic Evaluation", "Search", "SEARCH RESULTS", "NAVIGATION", "FAVORITES", and "Logout". The main header is "Ellucian Colleague UI" with a "No Active Context" message.

**BEVL - Batch Academic Evaluation**

Include: A All (includes planned)  
Report Format: H HTML Report  
Related Courses Policy: N Not Displayed  
Always Show Extra Courses: No  
Ignored Statuses: 1 D Dropped, 2 W Withdrawn, 3 X Deleted  
Update Graduates file: No

Saved List Name: SAVEDLIST FROM STEP 1

Student	Programs
1	
2	
3	
4	
5	
6	
7	

Additional Selection Criteria: No

Savedlist LookUp

Step 3. Use this Informer Report to identify students who are in the "Completed" or "Pending" EVAL Status. Those are the students you would want to contact about graduation.

Logged in as: pholyfield8286 | Documentation | Contact Support | Toggle Display | Sign out

## Entrinsic Informer

**Reports** | Mappings

Home > Reports > Graduation: Are you ready to graduate?

REPORT TEMPLATE | DATA | USER SETTINGS | SCHEDULES | LIVE EXCELS | CUSTOM FORMAT

☆ **Graduation: Are you ready to graduate?**  
 Datatel - Production Report  
 Use this to determine if a student is eligible or close to graduating.

Delete Lock Live Excel Copy Tags

### Overview

Title	Graduation: Are you ready to graduate?	Owner pholyfield8286
Description	Use this to determine if a student is eligible or close to graduating.	Created by pholyfield8286
Datasource	Datatel - Production	Aug 31, 2015
Mapping	STUDENT.PROGRAMS	Last modified by pholyfield8286
Select Filter	STUDENT.PROGRAMS.STPR.CURRENT.STATUS exactly matches 'A' (ignore case) and STUDENT.PROGRAMS.STPR.ACAD.LEVEL exactly matches 'CU' (ignore case) and STUDENT.PROGRAMS.STPR.ACAD.PROGRAM does not begin with 'A10300' (ignore case) and STUDENT.PROGRAMS.STPR.EVAL.STATUS exactly matches ? "Enter EVAL Status (I, C or P):"	Jul 13, 2017
Columns	@ID, STPR.STUDENT, STPR.STUDENT.FIRST.NAME, STPR.STUDENT.MIDDLE.NAME, STPR.STUDENT.LAST.NAME, STPR.ACAD.PROGRAM, STPR.ACTUAL.TITLE, STPR.EVAL.STATUS, STPR.ACAD.LEVEL, VETERAN.TYPE, STPR.DEPT, STPR.DIVISION, ADDRESS.LINES, CITY, STATE, ZIP, CNTY.DESC	
Sorts	None	
Groups	None	
Normalize	None	
PDF Template	System default	
Sharing	Protected	
Allowed users or groups	swade2972	
Limit Result Count	(none)	
Tags	None	

### Formatting Sample

STPR.STUDENT STPR.STUDENT.FIRST.NAME STPR.STUDENT.MIDDLE.NAME STPR.STUDENT.LAST.NAME STPR.ACTUAL.TITLE STPR.EVAL.STATUS VETERAN.TYPE ADDRESS.LINES CITY STATE ZIP CNTY.DESC

Step 4. Notify the student. Below is an example letter for those with a "C" indicating that they have completed the requirements of their program. A similar letter should be drafted for those in the "P" or Pending state, who are in their last semester of classes.

<<ADDRESS BLOCK>>

<<STPR.STUDENT>>

Dear <<STPR.STUDENT.FIRST.NAME>>,

Congratulations! According to our records, you have completed the requirements for the <<STPR.ACTUAL.TITLE>> program. Enclosed you will find an application for graduation. Please return the completed application to the address listed at the bottom of the form. You may also fax the form to the number listed at the bottom of the application or email it to my email address listed at the bottom of this letter. If you will be completing another degree in the spring, please write that on the same application.

We have one graduation ceremony per year after the end of the spring semester. This year's ceremony will be on May 11, 2017. If you wish to attend the ceremony please indicate your choice on the form. However, you aren't required to attend the ceremony to receive your degree. Your degree will be mailed to the address you write on the graduation application.

On behalf of all of us at Stanly Community College, I would like to say that we are proud of your hard work and accomplishments. We wish you nothing but continued success in your future!

Sincerely,

Using the above identification process, we invite our students to graduation, vs waiting for them to let us know they are ready to graduate. SCC uses a Student Success fee to cover the graduation fee, which is paid at the time of registration. Following the end of the term, if the student has met the requirements of their program, their graduation is processed. What makes this an "auto" process is that we have already identified the students eligible for graduation, thus, we are able to graduate them in the system instead of only graduating those who apply for graduation. Our graduation application is used to update address and let us know if they are planning to attend the graduation ceremonies. Please contact Patrick Holyfield, [pholyfield8286@stanly.edu](mailto:pholyfield8286@stanly.edu) if you have questions or comments.