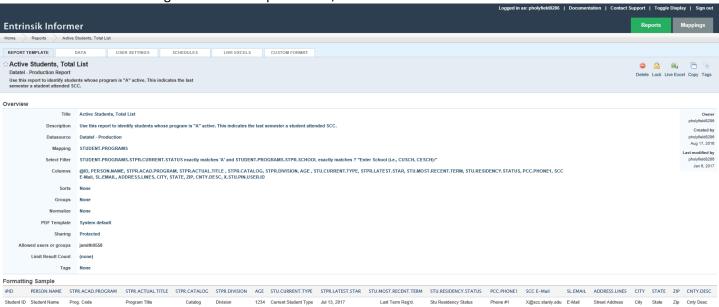
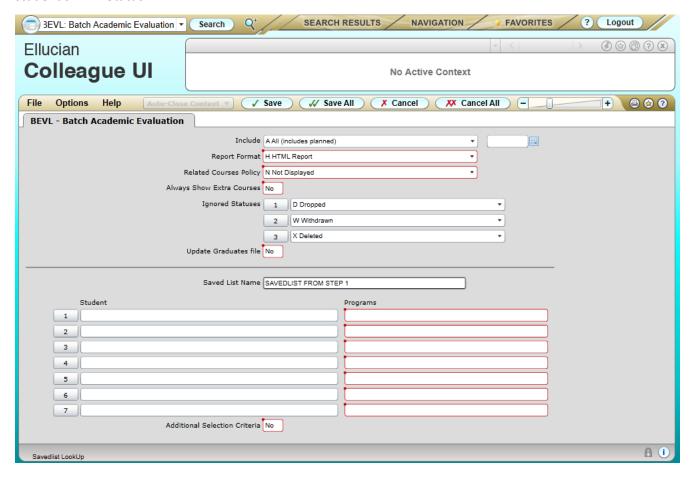
Auto-Graduation Process

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

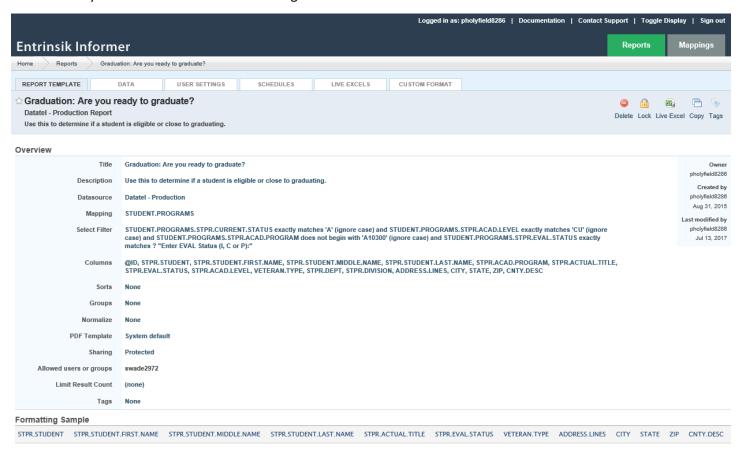
Step 1. Identify all active CU students. Create a savedlist. The savedlist must be using the STUDENT.PROGRAMS ID. If the savedlist is created using the Informer report below, the savedlist will be in the correct format for BEVL.



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.



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.



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 if you have questions or comments.