Graduation Checklists and Honors Checklists

Tutorial

Audience: Department Advisers

Summary
This document describes how advisers update a graduation checklist to show that the student has completed or not completed all major or minor requirements. It shows how a department advisor creates honors checklists for a student.

Originator
Jim Jones, Registrar Senior Analyst, Advising Systems, Office of the Registrar

Last Update
October 9, 2017
Table of Contents
Introduction ................................................................................................. 3
More About Graduation Checklists ............................................................. 3
Navigating to the Student Checklist Page .................................................. 3
Find and View a Checklist ........................................................................... 4
Complete a Checklist .................................................................................. 7
   Denying Graduation ............................................................................... 9
   Adding Honors ..................................................................................... 9
Frequently Asked Questions ....................................................................... 11
Appendix A: Graduation Checklists ............................................................ 12
Introduction

When a student files for graduation, AIS batch jobs automatically create graduation checklists for that student. This document tells you, the advisor, how to find the checklists and mark the individual checklist items as completed or failed. When all the checklist items are marked complete, the student is approved to graduate.

This document also tells department advisors how to create and approve a checklist that grants the student honors or highest honors from the department.

More About Graduation Checklists

As stated above, AIS batch jobs automatically create graduation checklists. Checklists are created once a week for students of each division according to this schedule:

- Humanities - Monday AM
- School Of Engineering - Tuesday AM
- Social Sciences - Wednesday AM
- Arts - Thursday AM
- PBSci - Friday AM

Sometimes a graduating student’s academic plan will change at the last moment, and it may be several days before new checklists will be generated for that division. If you need the new checklist immediately, contact regsys@ucsc.edu to have one made.

Navigating to the Student Checklist Page

You can reach the Student Checklist page in three ways:

- From the MyUCSC home page:
  One-Click Academic Advising Pagelet > Person Checklist Summary

- From the MyUCSC Main Menu:
  Main Menu > Student Records > Comments/Checklists > Person Checklist Summary

- From AIS
  Campus Community > Checklists > Person Checklists > Person Checklist Summary.
Find and View a Checklist

To view a student’s checklists:

1. When you choose the Person Checklist Summary page, a search form appears. Enter the student’s AIS ID number or campus ID. (If their campus email is astudent@ucsc.edu, “astudent” is their campus ID.) Then Click the Search button.

2. The Person Checklist Summary page appears. Your ID appears in the Responsible ID field.

   To see all checklists for this student, remove your ID from the Responsible ID field, and click Search.

3. A list of the student’s checklists appears. By each checklist or checklist item, click View to view the checklist, or Edit, to edit the checklist.
4. Pick a checklist and click View. This detail page appears with information about that checklist.

5. The Checklist Detail 1 tab appears first. To see more information about individual checklist items, click the Checklist Detail 2 tab.
6. Click Return to Search to return to the list of checklists.
Complete a Checklist
This section tells how to find and complete a student’s graduation checklist.

Follow the directions in the previous section: Go to the Person Checklist summary page. Enter the student’s ID on the Search form. Then:

1. When the Person Checklist Summary page appears, remove your ID from the Responsible ID field (on the Checklist Detail 1 tab). Then click Search.

2. A list of all checklists for this student appears. Find the graduation checklist and click the Edit button.

The checklist will have one or two items:

- A major plan checklist displays two rows: for the graduation requirement checklist item (DRQVER) and for the senior comprehensive checklist item. See Appendix A for a complete list of these codes.

- A minor checklist displays on one row: the graduation requirement (DRQVER).

4. In the Status field, change the status of the rows:
   
   a. If requirements for the checklist item are complete, choose “Completed” from the dropdown menu. Accept the default status date and due date for this item

   b. Repeat for the second row. Choose “Completed” if the item has been completed.

5. Click the Save button. If both items have been marked completed, the checklist is fulfilled; the checklist status field on the Checklist Management 1 tab automatically changes its value from “Initiated” to “Completed”.

Contact: regsys@ucsc.edu

Last Update: 10/9/2017
Denying Graduation
You will sometimes need to deny a student’s graduation request. To do this, find and edit the student’s graduation checklist as in the previous section. But instead of marking each checklist item “Completed:”

1. Select CANCELLED in the Status field for any item that was not completed.
2. Enter the last day of the quarter for Status Date.
3. Click Save.

The graduation application is now denied. Even if only one of the two checklist rows is cancelled, the student cannot graduate.

On the Checklist Management 1 tab, the status of the checklist remains INITIATED. It will remain that way indefinitely if no further changes are made.

Adding Honors
If a student earns department or comprehensive honors, the adviser should add an “honors” item to the graduation checklist.

To do this:

1. From the list of Checklist items on the Checklist Detail 2 tab, click the + (plus) sign at the end of the second item.
In the new blank checklist item line, enter data as follows:

- Item field: Enter DHONOR (Department Honors), DIHON (Department Highest Honors), or DSRCP (Senior Comprehensive Honors)
- Status field: Enter COMPLETED
- Status Date field: Leave as is
- Due Date: Leave as is

Now click the Save button.
Frequently Asked Questions

Q. Can Checklists be removed once initiated?
A. Yes. Please contact the Office of the Registrar to request this.

Q. Why is there a conflict message when I’ve “Completed” a checklist entry and saved it in Checklist Management 2?
A. The conflict message notifies you that the status of the completed checklists items on Checklist Management 2 do not match the status on Checklist Management 1. If all items are complete on Checklist Management 2, it will update Checklist Management 1 to “Complete.” Conversely, if any items are in an “Initiated” or “Cancelled” status on Checklist Management 2, the status on Checklist Management 1 will always be “Initiated.”

Never manually update the checklist status displayed on the Checklist Management 1 tab. The field will allow it, but then produce an error message. Let AIS update this field automatically to “Complete” when all checklist items have been completed.

Q. What is the Default Due Date?
A. The system displays the overall checklist due date as the default due date for each checklist item. It is the day after the current date. You can override this date but it must be with an earlier date so that the item due date does not exceed the overall due date of the checklist.

Q. Can a checklist (such as honors) be rescinded once completed?
A. Yes, checklist items may be removed. But if you need to do this after the quarter has ended, you must contact a Records and Enrollment Adviser at the Office of the Registrar.
Appendix A: Graduation Checklists

Use this worksheet when creating new graduation checklists. It contains all the information that you need to create a checklist, except the checklist codes for the individual plans. For your reference, enter them in the blanks in the left column.

<table>
<thead>
<tr>
<th>Graduation Checklists</th>
<th>Checklist Item Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Function: SPRG</td>
<td>DHONOR</td>
<td>Department Honors</td>
</tr>
<tr>
<td>Variable Data: UGRD</td>
<td>DIHON</td>
<td>Department Highest Honors</td>
</tr>
<tr>
<td>Checklist Code (write-in): __________</td>
<td>DRQVER</td>
<td>Graduation Requirements Verif.</td>
</tr>
<tr>
<td></td>
<td>DSRCP</td>
<td>Senior Comprehensive Honors</td>
</tr>
<tr>
<td></td>
<td>DSRCPA</td>
<td>SR Comp - Comp Exam</td>
</tr>
<tr>
<td></td>
<td>DSRCPB</td>
<td>SR Comp - GRE</td>
</tr>
<tr>
<td></td>
<td>DSRCPD</td>
<td>SR Comp - MCAT</td>
</tr>
<tr>
<td></td>
<td>DSRCPCE</td>
<td>SR Comp - Comprehensive Courses</td>
</tr>
<tr>
<td></td>
<td>DSRCPF</td>
<td>SR Comp - Senior Thesis</td>
</tr>
<tr>
<td></td>
<td>DSRCPG</td>
<td>SR Comp - Senior Orals</td>
</tr>
<tr>
<td></td>
<td>DSRCPH</td>
<td>SR Comp - Senior Essay</td>
</tr>
<tr>
<td></td>
<td>DSRCPI</td>
<td>SR Comp - Senior Exhibit</td>
</tr>
<tr>
<td></td>
<td>DSRCPJ</td>
<td>SR Comp - Senior Show</td>
</tr>
<tr>
<td></td>
<td>DSRCPK</td>
<td>SR Comp - Senior Recital</td>
</tr>
<tr>
<td></td>
<td>DSRCPL</td>
<td>SR Comp - Senior Project</td>
</tr>
<tr>
<td></td>
<td>DSRCPM</td>
<td>SR Comp - Senior Synthesis</td>
</tr>
<tr>
<td></td>
<td>DSRCPN</td>
<td>SR Comp - Senior Colloquium</td>
</tr>
<tr>
<td></td>
<td>DSRCPO</td>
<td>SR Comp - Other</td>
</tr>
<tr>
<td></td>
<td>DSRCPP</td>
<td>SR Comp - Graduate Seminar</td>
</tr>
<tr>
<td></td>
<td>DSRCPQ</td>
<td>SR Comp - Student Directed Seminar</td>
</tr>
<tr>
<td></td>
<td>DSRCPQ</td>
<td>SR Comp - Senior Internship</td>
</tr>
</tbody>
</table>