

# Running the Batch Process to Post Degrees

Records and Enrollment > Graduation > Graduation Processing

### Graduation Processing

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Limit the number of results to (up to 300):

**Search by:** **Run Control ID** begins with

**Case Sensitive**

**Search** [Advanced Search](#)

### Search Results

View All First 1-19 of 19 Last

Run Control ID	Language Code
<a href="#">AATEST</a>	English
<a href="#">CAS</a>	English
<a href="#">GNURS</a>	English
<a href="#">Gallatin</a>	English
<a href="#">NURSINGUGRD</a>	English
<a href="#">STERN</a>	English

- Select a run control or add a new one

- Select the Query report and enter the parameters to run the batch process

### Graduation Processing

Run Control ID: UARTS [Report Manager](#) [Process Monitor](#) Run

**Institution**

**Academic Career**

Population Selection

**Population Selection**

**Selection Tool:**  [Load Selection Results](#)

Query Name:

Selection Results

[Add Students](#) [Clear List](#)

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1		0									<input type="checkbox"/>

Customize | Find |  |  | First 1 of 1 Last

Graduation Process Action

**Graduation Process Action**

Program/Degree Update Options

**New Degree Checkout Status**

**Action Reason**

**New Expected Grad Term**

**Expected Grad Term Option**

Report Options

**Create Transcript Request**     **Create Academic Advisement Req**

- Select the Query Report that will be used to identify the students for which degrees will be posted

### Graduation Processing

Run Control ID: UARTS [Report Manager](#) [Process Monitor](#) [Run](#)

Institution:

Academic Career:

#### Population Selection

Population Selection

Selection Tool:  [Edit Prompts](#) [Load Selection Results](#)

Query Name:  [Launch Query Manager](#) [Preview Selection Results](#)

#### Selection Results

[Add Students](#) [Clear List](#)

Customize | Find | First 1 of 1 Last

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1		0						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

#### Graduation Process Action

Graduation Process Action:

#### Program/Degree Update Options

New Degree Checkout Status:

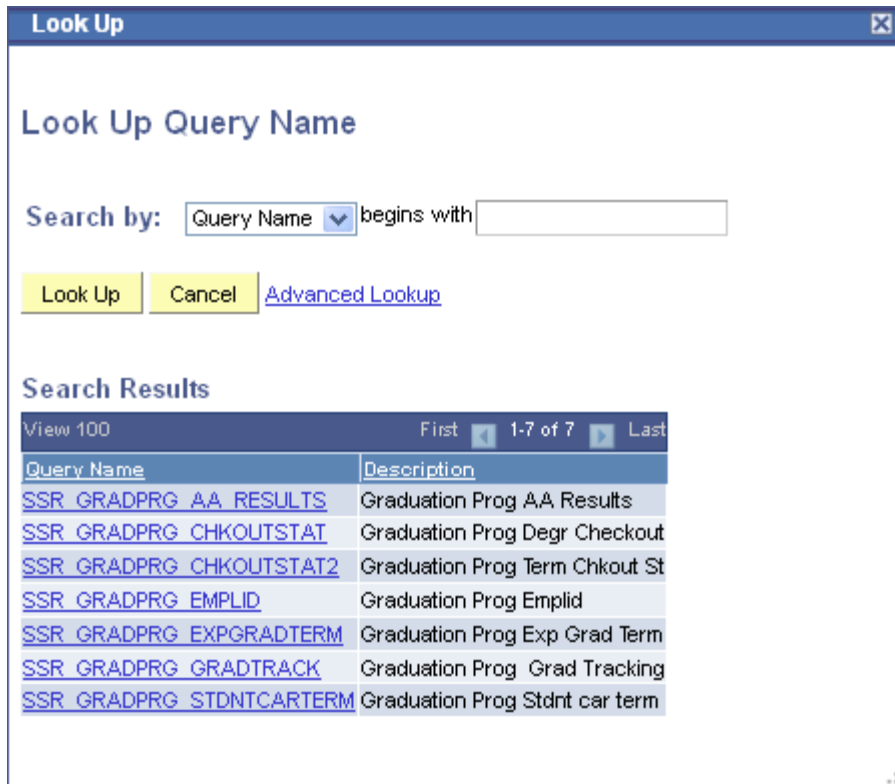
Action Reason:

New Expected Grad Term:

Expected Grad Term Option:

#### Report Options

Create Transcript Request  Create Academic Advisement Req



These are the delivered Queries:

**SSR\_GRADPRG\_AA\_RESULTS** – Select students based on AA Report Results

**SRR\_GRADPRG\_CHKOUTSTAT** – Select students based on their degree checkout status

**SRR\_GRADPRG\_CHKOUTSTAT2** – Select students based on their degree checkout status with Expected Grad Term

**SRR\_GRADPRG\_EMPLID** – Select a student by PeopleSoft ID

**SRR\_GRADPRG\_EXPGRADTERM** – Select students by Expected Grad Term only

**SRR\_GRADPRG\_GRADTRACK** – Select students using the Graduation Review Status from the Graduation Tracking page

**SRR\_GRADPRG\_STDNTCARTERM** – Select students by their academic level and term

After you select the Query to use to find the population of students, use the following controls:

- Edit Prompts – enter the prompt values to run the Query
- Preview Selection results – allows you to preview the students that will be selected by the Query
- Load Selection Results – loads the students that will be processed into the Selection Results area; you may also add individual students who were not in the Query results to this area to be processed

### Graduation Processing

**Run Control ID:** UARTS [Report Manager](#) [Process Monitor](#) Run

**Institution:**  ▼

**Academic Career:**  ▼

**Population Selection**

**Population Selection**

**Selection Tool:**  [Edit Prompts](#) [Load Selection Results](#)

**Query Name:**  [Launch Query Manager](#) [Preview Selection Results](#)

**Selection Results**

[Add Students](#) [Clear List](#)

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1		0							▼	▼	<input type="checkbox"/>

**Graduation Process Action**

**Graduation Process Action:**  ▼

**Program/Degree Update Options**

**New Expected Grad Term:**  ▼

**Expected Grad Term Option:**  ▼

**Report Options**

**Create Transcript Request**       **Create Academic Advisement Req**

- Page show after Load Selection Results are displayed on the page.

### Graduation Processing

Run Control ID: UARTS [Report Manager](#) [Process Monitor](#) [Run](#)

Institution: New York University

Academic Career: Undergraduate

#### Population Selection

Population Selection

Selection Tool: PS Query  [Edit Prompts](#) [Load Selection Results](#)

Query Name: SSR\_GRADPRG\_CHKOUTSTAT2  [Launch Query Manager](#) [Preview Selection Results](#)

#### Selection Results

[Add Students](#) [Clear List](#)

Customize | Find | First 1-4 of 4 Last

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1 10428114	Chen, Calvin Y	0	UARTS	UACHEMBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2 10925263	Dougan, Jodi R	0	UARTS	UABIOCBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3 11033134	Acharya, Lay N	0	UARTS	UAPOLIBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4 11116960	Ben-Aroch, Michelle M	0	UARTS	UAPOLIBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

#### Graduation Process Action

Graduation Process Action: Expected Graduation Term

#### Program/Degree Update Options

New Expected Grad Term:

Expected Grad Term Option: Update Only if Blank

#### Report Options

Create Transcript Request  Create Academic Advisement Req

- The Graduation Process Action values allow you to use the process to perform different actions
  - Expected Graduation Term – run the process to update expected grad term for a group of students based on the criteria
  - Degree Checkout Status – run the process to update an existing degree checkout status for a group of students
  - Reports Only – Transcripts /AA – run the process to generate batch transcripts or degree audit reports
  - **Update All – run the process to update the degree checkout status and additional values related to posting a degree**

### Graduation Processing

Run Control ID: UARTS [Report Manager](#) [Process Monitor](#) Run

Institution:

Academic Career:

Population Selection

Population Selection

Selection Tool:  [Edit Prompts](#) [Load Selection Results](#)

Query Name:  [Launch Query Manager](#) [Preview Selection Results](#)

Selection Results

[Add Students](#) [Clear List](#)

Customize | Find | | | First 1-4 of 4 Last

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1 10428114	Chen, Calvin Y	0	UARTS	UACHEMBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2 10925263	Dougan, Jodi R	0	UARTS	UABIOCBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3 11033134	Acharya, Lay N	0	UARTS	UAPOLIBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4 11116960	Ben-Aroch, Michelle M	0	UARTS	UAPOLIBA	BA	Approved	1116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Graduation Process Action

Graduation Process Action:

Program/Degree Update Options

New Expected Grad Term:

Expected Grad Term Option:

Report Options

Create Transcript Request  Create Academic Advisement Req

**Graduation Processing**

Run Control ID: UARTS [Report Manager](#) [Process Monitor](#) [Run](#)

Institution: New York University  
 Academic Career: Undergraduate

**Population Selection**

Population Selection

Selection Tool: PS Query [Edit Prompts](#) [Load Selection Results](#)  
 Query Name: SSR\_GRADPRG\_CHKOUTSTAT2 [Launch Query Manager](#) [Preview Selection Results](#)

**Selection Results**

[Add Students](#) [Clear List](#)

Customize | Find | First 1-4 of 4 Last

ID	Name	Career Nbr	Program	Primary Plan	Degree	Degree Checkout Status	Exp. Graduation Term	Degree GPA	Degree Honors 1	Degree Honors 2	Exclude
1 10428114	Chen, Calvin Y	0	UARTS	UACHEMBA	BA	Approved	1116	2.960			<input type="checkbox"/>
2 10925263	Dougan, Jodi R	0	UARTS	UABIOCBA	BA	Approved	1116	2.838			<input type="checkbox"/>
3 11033134	Acharya, Lay N	0	UARTS	UAPOLIBA	BA	Approved	1116	3.210			<input type="checkbox"/>
4 11116960	Ben-Aroch, Michelle M	0	UARTS	UAPOLIBA	BA	Approved	1116	3.691			<input type="checkbox"/>

**Graduation Process Action**

Graduation Process Action: Update All

**Program/Degree Update Options**

New Degree Checkout Status: Degree Awarded  
 Action Reason:   
 Completion Term: 1116 Summer 2011  
 Program Effective Date: Confer Dt User Defined Date   
 Confer Date Option: Confer Dt Confer Date

**Update Degree Values**

Degree GPA: Comb GPA [Update Degree Values](#)  
 Degree Honors 1:   
 Degree Honors 2:

**Report Options**

Create Transcript Request  Create Academic Advisement Req

- Set the fields as shown under Program/Degree Update Options (there is no Action Reason for Awarding a Degree so that field remains blank)
- You may select the Program Effective Date and Confer Date by choosing “User Date” for those options and the corresponding fields to the right become available
- Select Degree GPA and the Update Degree Values push button = Comb GPA or Enrol GPA to have the NYU Cumulative GPA populate as the Degree GPA (NOTE: At NYU there is no difference between using the Combined GPA or the Enrolled GPA due to the fact that transfer credit grades are not accepted and therefore are not computed into the NYU GPA).
- Run the batch process