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): 300

Search by: Run Control ID begins with  Case Sensitive

Search  Advanced Search

Search Results

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-19 of 19</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Language Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AATEST</td>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAS</td>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GHSRS</td>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gallatin</td>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURSNGUORD</td>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STERN</td>
<td>English</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Select a run control or add a new one
- Select the Query report and enter the parameters to run the batch process.
Select the Query Report that will be used to identify the students for which degrees will be posted.
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
• Page show after Load Selection Results are displayed on the page.
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
- 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