

Administrative Process Improvement Project

Quick Hits to simplify

Graduation Checkout & Certification

The Graduation/Checkout Certification team has identified a number of 'quick hits' that are being implemented to assist in streamlining the processes. All departments are encouraged to comply with the following process changes.

Use of the Academic Program Maintenance form

- This form is used for program changes and change of catalog term. During the improvement process, it was determined that there is no reason to send an Academic Program Maintenance form to the Registrar's office to change a spring or summer entry to a fall term when it is in the same academic year.

Utilization of HOBSON's for email communication

- Communications developed to be delivered through Hobson's eliminates the manual distribution of email notices to students for various event triggers. Banner data are used to generate emails in a timely manner.

Established Graduation Status Codes

- Use of Graduation Status codes will initiate Hobson's messages:
 - AP – approved for graduation (on track for the semester filed)
 - IE – ineligible due to missing requirements for the current semester
 - DQ – disqualified after the ceremony due to grades, incompletes, transfer work, GPA, etc.

Creation of commencement proof for Commencement Office

- Graduation Analysts can quickly create the Commencement Proof document needed by the Commencement Office using a Hyperion report that uses Banner data.

Access to Banner Form "SHAMDEG"

- The Banner Mass entry form eliminates having to access each student's individual record.
- Training materials have been provided by the Registrar's Office.

Graduation Analyst Hyperion folder

- A Hyperion folder has been created for all the reports needed in the process.

Access to Registrar's Preliminary Graduation lists and Final Graduation lists

- Graduation Analysts can now generate their own "Preliminary Graduation List" based on SHADEGR codes using SYHU503.
- For May 2012 certification, SYHU504 should be available for analysts to generate their "Final Graduation list."

New Hyperion Reports / UMdegree

- SYHH024 – Graduation Commencement List_Dashboard
- SYHH025 – Graduation Appl_date
- SYHH027 – Filed Students Percent Complete
- SYHH029 – Not Coded Students 85 Percent Complete_with ITG form
- SYHH031 – Banner Graduation Status GR – with ITG form
- SYHH032 – Not Filed Students 85 Percent Complete – without ITG form

PRAXIS Scores

- Scores are loaded in Banner/SOATEST.

New process to Roll Students from SGASTDN to SHADEGR

- The Registrar's Office will run a Banner process to roll students based on text files Graduation Analysts provide.

Guidelines and Procedures / Forms

- Documentation has been updated with the new process.
- Guidelines will be available from the Academic Affairs website.

Future:

- A new Process Improvement Team is being formed to explore the use of the Graduation Application in Banner Self Service.