



THE GRADUATION LIFECYCLE AT CONCORDIA

SESSION 6009

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PRESENTERS

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Sir George Williams Campus - Downtown

YOUR ORGANIZATION

2018 Enrolment Count :	50 315
• Undergraduate :	37 053
• Graduate :	9 040
• Continuing Education :	4 222

2018 UFTE Count :	29 430
Faculty & Staff :	6450

Two Campuses



ORGANIZATION & ORACLE

Current Production Environment

- CS 9.2 PUM Image 5
- PeopleTools 8.55.15
- Oracle RDBMS 12c

Upgraded to 9.2 April 1st 2018

OVERVIEW

1. SECTION 1 – Convocation setup
2. SECTION 2 – Applicant processing
3. SECTION 3 – Diploma printing
4. SECTION 4 – Reporting/Communications
5. SECTION 5 – Marshalling Cards and Gown Distribution
6. SECTION 6 – The Ceremony

THE PROBLEM(S)

Why did we need to replace our old graduation process?

1. It was based on an access database not joined to any other database
2. We were losing staff, who had knowledge of the prior system, through retirement.
3. Data was kept across multiple systems
4. Multiple sets of data entry was needed during the cycle

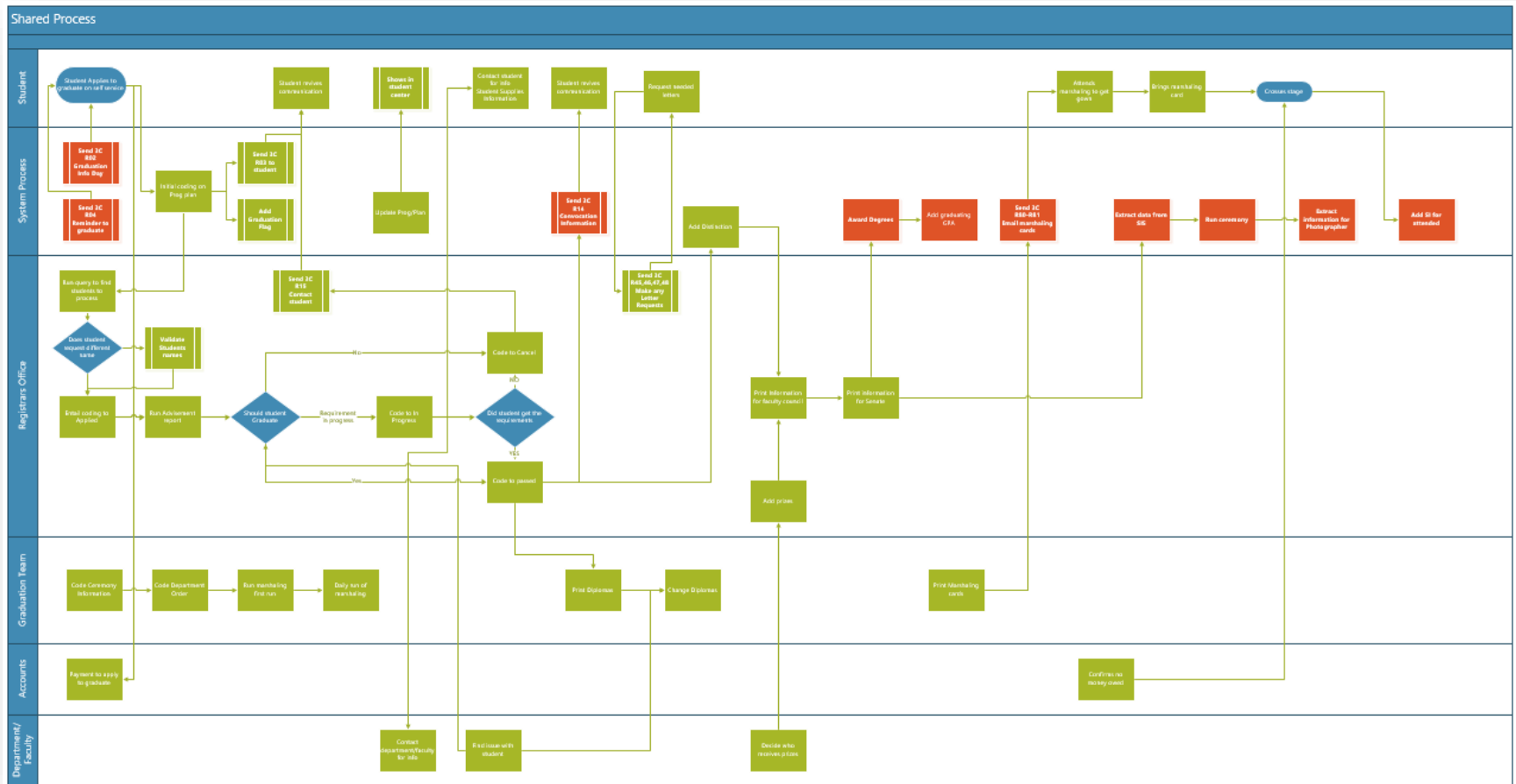
WHY USE PEOPLESOFT FOR CONVOCATION?

To address these issues, we decided to use PeopleSoft because:

1. All student information was already on the system
2. Students can apply to graduate through their student center
3. We can do all of the processing through one system
4. There are already some useful delivered tools

VISIO OF THE CONVOCAATION PROCESS

To give an idea of the complexity of our graduation processes, below is a picture of our Visio workflow of it.



SECTION 1. CONVOCAATION SETUP

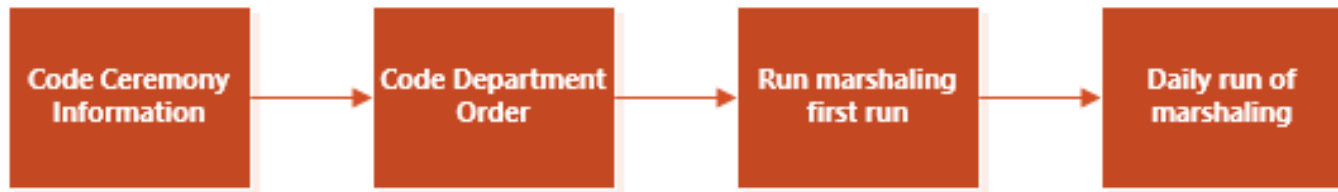
This section will describes
how we set up Convocation
on PeopleSoft

BUILDING CONVOCAION

The first step we needed to take was to configure the convocation information in the system to allow all the other processes to call that information.

The information and organisation of the convocation pages are all modded into the system as there was no delivered way of doing this.

Here is the order of how we code the convocation information into PeopleSoft:



CONVOCATION SET UP

The first step is to set up the convocation information for each of the bi-yearly ceremonies. This page is where we set up the base information of each of our ceremonies.

It also shows which faculties will be in each ceremony (in the fall we have multiple faculties in a single ceremony)

Staff will finalise the ceremony here in order to lock all data on other pages

UNIVERSITÉ Concordia UNIVERSITY

Favorites ▾ Main Menu ▾ > Records and Enrollment ▾ > Graduation ▾ > Convocation Ceremony Setup

Convocation Ceremony

Institution: CONCU Concordia University

Term: 2181 Summer 2018

Diploma Confer Date Discriptions

English: fifth day of October 2018

French: le 5 octobre 2018

Refresh Students Count

Ceremony

Ceremony: 01

Description: Faculty of A&S - Fall 2018

Location: Place des Arts - Salle Wilfrid Pelletier

Students in Ceremony: 876

Finalized: ☐

Date: 19/11/2018

Time: 8:45AM

Faculty	Description
1	

Find | View All First 1 of 3 Last

Save Return to Search Previous in List Next in List Add

It contains the date, time and place of each ceremony

DEPARTMENT SET UP

Next we have a page where we list all the different plans that students are graduating from so that they can be arranged in order by career and then by department.

This ordering is then used at the convocation when students are crossing the stage.

We roll information from the previous convocation

They then use this to bring in any plans that no student has graduated in before

Concordia University

Navigation: Favorites ▾ Main Menu ▾ > Records and Enrollment ▾ > Graduation ▾ > Department Sequence Setup

Department Sequence Setup

Institution: CONCU Concordia University
Term: 2181 Summer 2018
Ceremony: 01 Faculty of A&S - Fall 2018 Finalized: ☐

Buttons: Previous Term Data Current Term Data Refresh Students Count

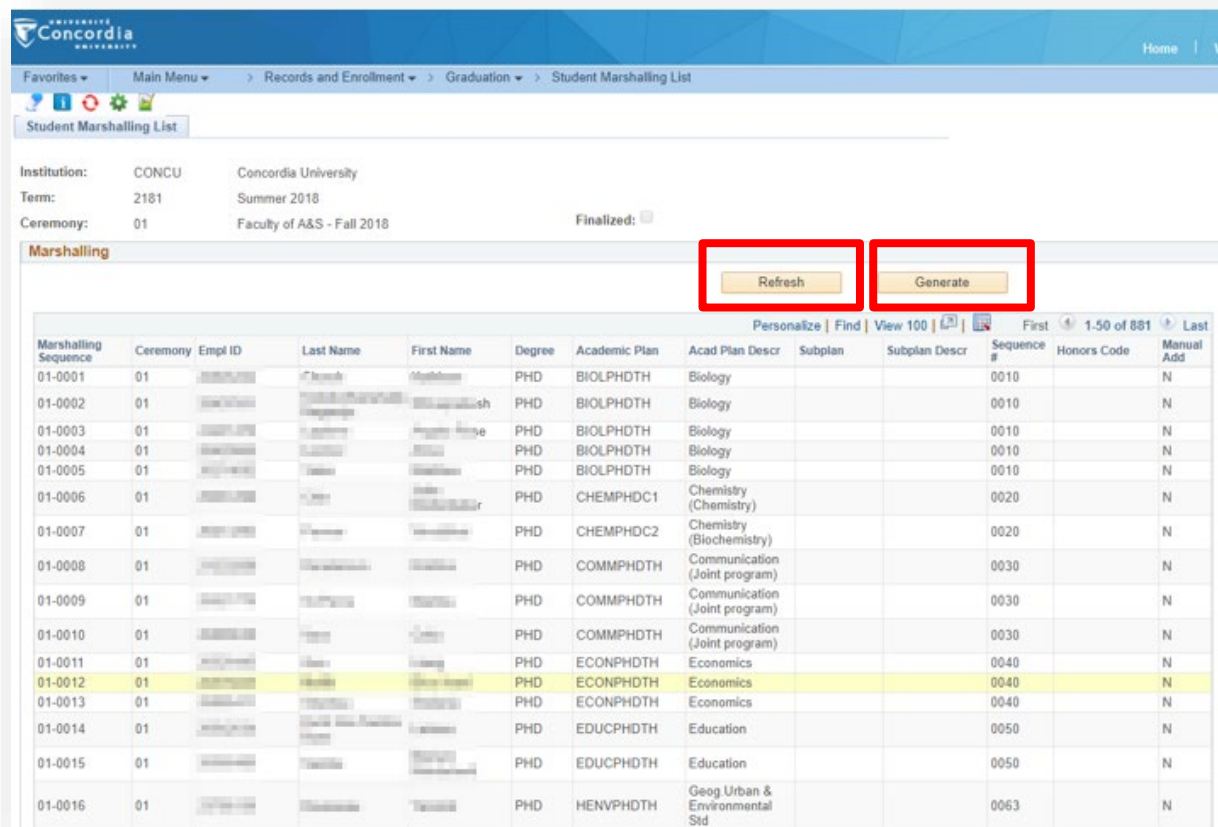
Ceremony Event #	# of Students	Sequence#	Degree	Academic Organization	Academic Plan	Academic Plan Descr	Plan Type	Academic SubPlan	Academic Subplan Description
01		0780	BA	Faculty of Arts & Science	POLIBAMJ	Political Science	Major		
01		0790	BA	Faculty of Arts & Science	PSYCBAMJ	Psychology	Major		
01		0830	BA	Faculty of Arts & Science	SOCIBAMJ	Sociology	Major		
01		0260	MA	Faculty of Arts & Science	ECONMACB	Economics	Course Based		
01		0600	BA	Faculty of Arts & Science	HUREBAMJ	Human Relations	Major		
01		0405	MSC	Faculty of Arts & Science	MATHMSC1A	Mathematics (A With Thesis)	Thesis		
01		0680	BA	Faculty of Arts & Science	ELITBAMJ	English Literature	Major		
01		0280	MENV	Faculty of Arts & Science	ENVRMENVCB	Environmental Assessment	Course Based		
01		0210	MSC	Faculty of Arts & Science	BIOLMSC1A	Biology	Thesis		
01		0660	BA	Faculty of Arts & Science	ECONBAMJ	Economics	Major		
01		0250	MA	Faculty of Arts & Science	ETECMA2B	Ed Tech (B Without Thesis)	Course Based		
01		0715	BSC	Faculty of Arts & Science	ESCEBSCSP	Exercise Sci Clin. Exer. Phys.	Specialization		
01		0510	GDIP	Faculty of Arts & Science	COMSGASGD	Communication Studies	Graduate Diploma		
01		0670	BA	Faculty of Arts & Science	CHSTBAMJ	Child Studies	Major		

Staff can then sort the plans by adding a sequence number

MARSHALLING LIST

The next page shows all the students in the ceremony arranged alphabetically dependant on the department ordering page previously shown.

After finalisation of the ceremony, staff can manually re-order students to take into account any issues that have arisen on this page. They are also allowed to swap students between ceremonies.



Concordia University

Home | Work

Favorites ▾ Main Menu ▾ > Records and Enrollment ▾ > Graduation ▾ > Student Marshalling List

Student Marshalling List

Institution: CONCU Concordia University
Term: 2181 Summer 2018
Ceremony: 01 Faculty of A&S - Fall 2018 Finalized: ☐

Marshalling

Refresh Generate

Personalize | Find | View 100 | 1-50 of 881 | First | Last

Marshalling Sequence	Ceremony	Empl ID	Last Name	First Name	Degree	Academic Plan	Acad Plan Descr	Subplan	Subplan Descr	Sequence #	Honors Code	Manual Add
01-0001	01				PHD	BIOLPHDTH	Biology			0010		N
01-0002	01				PHD	BIOLPHDTH	Biology			0010		N
01-0003	01				PHD	BIOLPHDTH	Biology			0010		N
01-0004	01				PHD	BIOLPHDTH	Biology			0010		N
01-0005	01				PHD	BIOLPHDTH	Biology			0010		N
01-0006	01				PHD	CHEMPHDC1	Chemistry (Chemistry)			0020		N
01-0007	01				PHD	CHEMPHDC2	Chemistry (Biochemistry)			0020		N
01-0008	01				PHD	COMMPHDTH	Communication (Joint program)			0030		N
01-0009	01				PHD	COMMPHDTH	Communication (Joint program)			0030		N
01-0010	01				PHD	COMMPHDTH	Communication (Joint program)			0030		N
01-0011	01				PHD	ECONPHDTH	Economics			0040		N
01-0012	01				PHD	ECONPHDTH	Economics			0040		N
01-0013	01				PHD	ECONPHDTH	Economics			0040		N
01-0014	01				PHD	EDUCPHDTH	Education			0050		N
01-0015	01				PHD	EDUCPHDTH	Education			0050		N
01-0016	01				PHD	HENVPHDTH	Geog Urban & Environmental Std			0063		N

Staff come in daily and refresh this page to access all students who have applied

They then generate the marshalling number for each student

MANUAL ADDING STUDENTS

At Concordia we allow students who graduated in previous cycles, but did not attend their convocation, to come to the current convocation. To do this we have a page that allows students to be added into the current year's information.

The screenshot shows the 'Adding Students to Ceremony' page in the Concordia University system. The page includes a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Records and Enrollment > Graduation > Adding Students to Ceremony'. Below the navigation bar, there are fields for 'Institution: CONCU Concordia University', 'Term: 2181 Summer 2018', and 'Ceremony: 01 Faculty of A&S - Fall 2018'. The main section is titled 'Marshalling' and contains a table of students. The table has columns for 'Engr ID', 'Name', 'Academic Career', 'Student Career Nbr', 'Degree', and 'Manual Add'. A red box highlights the 'Engr ID' column, and another red box highlights the 'Manual Add' column. The table lists 14 students, with the first 10 having 'Undergraduate' as their academic career and the last 4 having 'Graduate' as their academic career. The 'Manual Add' column for all students is set to 'Y'.

Engr ID	Name	Academic Career	Student Career Nbr	Degree	Manual Add
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BSC	Y
1-1000000000	1-1000000000	Undergraduate	1	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Graduate	2	MA	Y
1-1000000000	1-1000000000	Graduate	0	MA	Y
1-1000000000	1-1000000000	Undergraduate	1	BA	Y
1-1000000000	1-1000000000	Graduate	0	MA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y
1-1000000000	1-1000000000	Undergraduate	0	BA	Y

Staff can add any ID that has a degree in complete status here and it will then appear on the previously shown pages

SECTION 2. APPLICANT PROCESSING

This section will describe
how we process graduates
on our system

STUDENT APPLICATION

All our students have to apply to graduate and we have created a self service page which allows them to do so.

At Concordia, the student can apply for any program they have been in, even one that is in a withdrawn status

UNIVERSITÉ Concordia

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center > Apply for Graduation

go to ...

Search | Enroll | My Academics | My Questionnaires

Apply for Graduation

Submit an Application for Graduation

Verify Contact Information

To ensure that all the communications related to your graduation application will reach you successfully and in a timely manner, you must check the contact information shown below and make the necessary update before you start the Graduation Application via this link: [Update Contact Information](#)

We currently have the following contact information on file:

Address	Telephone 123/456-7890
	Email Address PStest@concordia.ca
Address	Telephone 123/456-7890
	Email Address PStest@concordia.ca

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Bachelor of Commerce
Concordia University | Undergraduate
Degree: Bachelor of Commerce Withdrawn [Apply for Graduation](#)
Major: Marketing

Program: Bachelor of Fine Arts
Concordia University | Undergraduate
Degree: Bachelor of Fine Arts Active in Program [Apply for Graduation](#)
Major: Studio Art
Minor: Business Studies

The student just clicks on the degree they wish to graduate from

The students are then guided to this page to answer questions and sign off on important information needed for the process of graduation.

We also require the student to provide information on how they want their diploma printed

Concordia University

Favorites ▾ Main Menu ▾ Self Service ▾ Student Center ▾ Apply for Graduation

Search [] Email My Academics My Questionnaires

Apply for Graduation

Verify Graduation Data

Program: Bachelor of Commerce - COOPs
Concordia University Undergraduate
Degree: Bachelor of Commerce
Major: Accountancy Co-op
Mature Entry Program: Mature Entry Program
Expected Graduation Term: Winter 2019

Review Degree Name

Your Diploma will print with the name that we have on file, listed below:

First Name [] Last Name []

Please select one of the following options

☐ I understand that my name, degree, department, plan, plan type, co-op or College membership and any award of high academic achievement or prize will be displayed briefly on the overhead screen at the Convocation ceremony and will appear in the Convocation Booklet. Also, I understand that the Convocation ceremony, which is in the public domain, may be taped, filmed and/ or webcast.

☐ I herein agree that Concordia University may release my contact information to its contracted professional photographers for the purposes of delivering photo proof images to me and the opportunity for me to select and purchase photo packages of any photos taken during convocation

NOTE: Should you have concerns regarding the two statements above, please contact the Office of the Registrar immediately. The appropriate contact information will be provided to you in an email confirmation upon submission of this Graduation Application.

☐ I certify that all statements on this application are correct. I understand that this Graduation Application is subject to full completion of my degree, diploma or certificate requirements as certified by Concordia University. I also understand that my Graduation Application is subject to cancellation at the sole discretion of the University.

Select Different Program Submit Application Select Different Term

The student then signs off on the provided graduation information

ADD FLAG TO STUDENTS

We use the delivered “Service Indicator” process to add a service indicator to students who have applied to graduate. This is a positive service indicator that can be seen by all staff across the university.

This is based on a simple population select query that looks at the degree status of the student’s program.

The screenshot shows the 'Mass Assign' interface for Concordia University. The breadcrumb trail at the top reads: Favorites > Main Menu > Campus Community > Service Indicators > Person > Mass Assign. The page title is 'Mass Assign'. Below the title, there is a 'Run Control ID' field with the value 'CU_SR_SI_ASSIGN_RGD_PGRDS', and links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Population Selection' section includes a 'Selection Tool' dropdown set to 'PS Query', an 'Edit Prompts' link, and a 'Query Name' field with the value 'CU_SR_SI_RGD_PGRDS_ADD'. Below this are links for 'Launch Query Manager' and 'Preview Selection Results'. The 'Service Indicator Data' section contains fields for '*Institution' (Concordia University), '*Service Indicator Code' (RGD) with a search icon, and '*Reason' (PGRDS) with a search icon. There are also labels 'Potential Graduate' and 'Potential Graduate (Winter)', and a checked 'Use System Date' checkbox. The 'Effective Period' section has 'Start Term' (2184) and 'End Term' (Winter 2019) with search icons, and 'Start Date' and 'End Date' fields with search icons. The 'Assignment Details' section includes '*Department' (10000000) with a search icon, 'Reference', 'Amount' (0.000), and 'Currency Code' (CAD) with a search icon. The 'Contact Information' section has 'Contact ID', 'Contact Person', 'Placed Person ID', and 'Placed By' fields, each with a search icon. The 'Comments' section is a large text area. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Note – We can also reverse this task and remove the indicator if the student is canceled/graduated

Once the student has applied, they are assigned to a staff member in the registrar's office. This page below was created to link all graduating plans assigned to a specific staff member. This is controlled by the registrar's office and can be updated when there are changes in staff.

CANADA ALLIANCE 12-14 NOVEMBER 2018

STAFF PAGE

Along with the assignment page we have then created a clone of the delivered graduating tracking page that only shows students assigned to you when you search. This is to assist people in knowing which students are theirs and to prevent multiple people from working on the same file.

The screenshot shows the 'Evaluator Graduation Tracking' interface. At the top is the Concordia University logo and a navigation bar with links: Favorites, Main Menu, Records and Enrollment, Graduation, and Evaluator Graduation Tracking. Below the navigation bar is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. The main section is titled 'Search Criteria' and contains a list of search fields: ID, Academic Institution, Academic Career, Student Career Nbr, Academic Program, Degree, Expected Graduation Term, Campus ID, National ID, Last Name, and First Name. Each field has a dropdown menu for the search type (mostly 'begins with') and a text input box. Some fields also have a magnifying glass icon. At the bottom, there are checkboxes for 'Correct History' (checked) and 'Case Sensitive' (unchecked). A 'Search' button and a 'Clear' button are located at the bottom left. To the right of these buttons are links for 'Basic Search' and 'Save Search Criteria'.

UNIVERSITY
Concordia
UNIVERSITY

Favorites Main Menu > Records and Enrollment > Graduation > Evaluator Graduation Tracking

Evaluator Graduation Tracking

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

Find an Existing Value

▼ Search Criteria

ID: begins with []

Academic Institution: begins with []

Academic Career: begins with []

Student Career Nbr: = []

Academic Program: begins with []

Degree: begins with []

Expected Graduation Term: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

☒ Correct History ☐ Case Sensitive

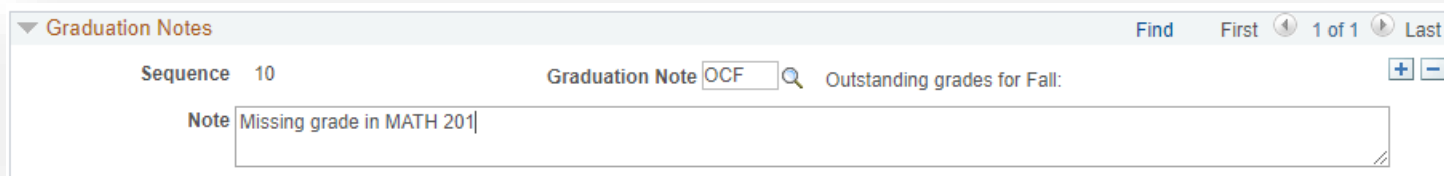
Search Clear Basic Search Save Search Criteria

PROCESSING STUDENTS

We get all of our staff to run the advisement report for graduating students to confirm the student has or is in progress to complete their requirements.

They use the advisement report, along with their knowledge of the student's plans, to change the student's status to **Cancel, Passed or In review**. (If a student is canceled, a 3C email is sent to the student to inform them of this).

If a student is in review, the staff will add why in the notes section on the tracking page. They will then monitor the student until either their requirements are met (or not) and then update their status accordingly.



Graduation Notes

Find First 1 of 1 Last

Sequence 10 Graduation Note OCF Outstanding grades for Fall:

Note Missing grade in MATH 201

There are several queries to assist staff on when a student's requirements are passed e.g. when a graduating student receives a new grade.

We have created queries to allow staff to search the students assigned to them and those that need to be processed. They initially go into a student's file and change the status to applied.

Note – we had issues auto assigning the applied status, which is why it needed to be manually assigned by staff.

We use notes to track if students are missing any graduation requirements

Concordia University

Navigation: Favorites ▾ Main Menu ▾ > Records and Enrollment ▾ > Graduation ▾ > Graduation Tracking

Student Graduation | Graduation GPA

Graduation Tracking

A STUDENT

Academic Career Undergraduate Student Career Nbr 0
Academic Program Bachelor of Fine Arts Institution Concordia University
Exp. Graduation Term 2181 Summer 2018 Program Status Active in Program
Degree BFA Bachelor of Fine Arts User ID pssdurant Status AC Application Data

Graduation Tracking

Graduation Review Status Cleared for Graduation
Status Date 15/08/2018
☐ Update Graduation Status
Last Modified 15/08/2018 2:52:19PM
Graduation Evaluation [REDACTED]
Updated [REDACTED]
[View Status History](#)

Academic Plan

Plan Seq	Acad Plan	Description	Acad Plan Type	Acad Subplan	Degree
10	STDAFAMJ	Studio Art	Major		Bachelor of Fine Arts
40	MEP	Mature Entry Program	Mature Entry Program		

Statistics

Personalize | Find | View All | 1 of 1 | First | Last

Term	Acad Level	Projected	Taken For Progress	Passed For Progress	Taken Toward GPA	Passed Toward GPA	Taken Not Toward GPA	Passed Not Toward GPA	In Progress GPA	In Progress Not for GPA
2181	4th Year		111.000	111.000	111.000	111.000				

Enrollment

Select Display Options | Limited View | Show All

Graduation Notes

Sequence 10 Graduation Note Find First 1 of 1 Last

Note

Honors

Sequence	Honors Code	Formal Description
10	DST	With Distinction

Special GPA

Personalize | Find | View All | 1 of 1 | First | Last

Term	GPA Type	Short Description	GPA	Academic Program	Academic Sub-Plan
2173	AGPA	AGPA	3.850 BFA		STDAFAMJ

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Correct History](#)

Student Graduation | Graduation GPA

We have added in a small MOD linked to the previous slide that shows who the student is assigned to

Staff can check information on the student's application to see if there are any special requirements. This information is then added as a link from the previous page.

One of the most important things to do here is to validate the student's name and if they have any special requirements

The screenshot displays the 'Graduation Tracking' interface for Concordia University. The top navigation bar includes 'Favorites', 'Main Menu', 'Records and Enrollment', 'Graduation', and 'Graduation Tracking'. The main heading is 'Graduation Application Data'. Below this, a section titled 'A STUDENT' shows fields for 'Academic Career' (Undergraduate), 'Academic Program' (Bachelor of Fine Arts), 'Exp. Graduation Term' (2181 Summer 2018), 'Degree' (BFA Bachelor of Fine Arts), 'Student Career Nbr' (0), 'Institution' (Concordia University), 'User ID', and 'Status' (Active in Program). A 'Graduation Tracking' section contains an 'Academic Plan' table with columns for Plan Seq, Acad Plan, Description, Acad Plan Type, Acad Subplan, and Degree. The table lists two plans: '40 MEP' (Mature Entry Program) and '10 STDABFAMJ' (Studio Art). Below the table is the 'Graduation Application Data' form, which includes fields for 'Effective Date' (07/06/2018), 'Sequence' (1), 'Language on Degree' (English), 'Traditional or Gender Neutral' (Traditional Degree), 'Name on Record' (Yes), 'Different First Name on Degree' (A DIFFERENT), 'Different Last Name on Degree' (NAME), and 'Upload Name Proof'. There are also checkboxes for 'Booklet and Webcast Permission', 'Information Release Permission', and 'Subject to Cancellation'. A text area for 'Additional Academic Info / Evaluator's Notes' is at the bottom. The interface concludes with 'Save', 'Update/Display', 'Include History', and 'Correct History' buttons.

Plan Seq	Acad Plan	Description	Acad Plan Type	Acad Subplan	Degree
40	MEP	Mature Entry Program	Mature Entry Program		
10	STDABFAMJ	Studio Art	Major		Bachelor of Fine Arts

GRADING

We have created a separate MOD that builds a Potential-grade roster separate from the final grade roster.

This allows professors to grade the potential graduating students as early as possible.

Concordia University

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Grading ▾ > Grade Roster

Grade Roster Type | Grade Roster

Course ID 000098 ADVANCED TAXATION Offer Nbr 1 Concordia University
ACCO Catalog 440 Class Section D Wntr 2018
☐ Use Blind Grading Class Nbr 5958 13 week

	*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Posting Date			
1	Final Grade	Final Grade	Grades Approved	Posted		07/05/2018	<input type="button" value="+"/>	<input type="button" value="-"/>	
2	Potential Graduate Final Grade ▾	Potential Graduate Final Grade	Draft-Not submitted ▾		<input type="checkbox"/>		<input type="button" value="Create"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Grade Roster Type | Grade Roster

STUDENT CPGA

We had to create a special page to deal with the fact that in 2012, we changed how graduating Cumulative GPA was being calculated. So those who were admitted prior to 2012 still get to follow the old rules. This page is now mainly used to calculate the last annual Assessment GPA.

Staff go to the page and flag that the student was a PRE 2012 admit and then run the calculation for them.

Concordia University

Graduation Tracking

Academic Career: Undergraduate
Academic Program: Bachelor of Fine Arts
Exp. Graduation Term: 2181 Summer 2018
Degree: BFA Bachelor of Fine Arts

Student Career Nbr: 1
Institution: Concordia University
User ID: CU_SR_BATCH
Status: Completed Program

Academic Plan

Plan Seq	Acad Plan	Description
10	ARVAFAMJ	Art Education-Visual Arts

Select or De-Select

Inc in AGPA	Inc in GGPA	Term	Course	Grade	Grade Notation	Earn Credit	Repeat Code	Assign to Group	Comments
<input type="checkbox"/>	<input type="checkbox"/>	2174	ARTE 434	B-		<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	2172	ARTE 432	B		<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	2164	ARTE 330	A-		<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	2164	ARTE 340	A-		<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	2164	ARTE 398	A		<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	2163	FBR5 260	B+		<input checked="" type="checkbox"/>			

Calculate New Last AGPA Display Last AGPA

Calculate GGPA/pre-2012 Admits Display Ugrad GGPA

Display Ugrad CGPA 3.40 ☐ Display GGPA on Transcript

PROGRAM UPDATE

Every time a staff member updates a status on graduation tracking, the student's program/plan page is then updated by the graduation processing page. This a delivered process that we use and is based on population selection query.

We have a different process for each type of change.

The screenshot shows the 'Graduation Processing' interface within the Concordia University system. The breadcrumb trail indicates the path: Favorites > Main Menu > Records and Enrollment > Graduation > Graduation Processing. The interface includes a 'Run Control ID' field set to 'CU_SR_GRADUATION_PROBLEM_UGRD', with links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this are dropdowns for 'Institution' (Concordia University) and 'Academic Career' (Undergraduate). The 'Population Selection' section features a checked 'Population Selection' checkbox, a 'Selection Tool' dropdown set to 'PS Query', and a 'Query Name' field containing 'CU_SR_DCS_GRADTRACK_PROBLIST'. There are also links for 'Edit Prompts', 'Load Selection Results', 'Launch Query Manager', and 'Preview Selection Results'. The 'Selection Results' section shows a table with one student record. The table has columns for ID, Name, Career Nbr, Program, Primary Plan, Degree, Degree Checkout Status, Exp. Graduation Term, Degree GPA, Degree Honors 1, Degree Honors 2, and Exclude. The first row shows ID 1, Career Nbr 0, and Degree Checkout Status. Below the table are sections for 'Graduation Process Action' (Degree Checkout Status), 'Program/Degree Update Options' (New Degree Checkout Status: In Review, Action Reason: Degree Checkout Update), and 'Report Options' (Create Transcript Request, Create Academic Advisement Req). At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Concordia University

Favorites > Main Menu > Records and Enrollment > Graduation > Graduation Processing

Graduation Processing

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

Institution: Concordia University
Academic Career: Undergraduate

Population Selection

☒ Population Selection

Selection Tool: PS Query Edit Prompts Load Selection Results
Query Name: CU_SR_DCS_GRADTRACK_PROBLIST 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: Degree Checkout Status

Program/Degree Update Options

New Degree Checkout Status: In Review
Action Reason: Degree Checkout Update

Report Options

☐ Create Transcript Request ☐ Create Academic Advisement Req

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

This batch process adds a new row on the students Program/Plan page every time their status is changed on the graduation tracking page. This new row contains their new degree status which is reflected on their student center. This job runs every hour.

Student ProgramStudent PlanStudent Sub-PlanAdditional InformationStudent AttributesStudent Degrees

Academic Career UndergraduateStudent Career Nbr 1

Find | View AllFirst3 of 7Last

StatusActive in Program

Effective Date12/09/2018

Program ActionData Change

Action ReasonCOOP: Program Completed

Academic ProgramBachelor of Commerce - COOPs

Requirement TermFall 2014

Admit TermFall 2014

Effective Sequence1

Action Date12/09/2018

Degree Checkout StatIn Review

Completion Term

Degree Honors 1

Degree Honors 2

Update Degrees

Degree GPA

ADDING HONOURS

We add Distinction and Great Distinction to students who have a GPA over 3.4 and 4 respectively and have been approved to graduate. This is added on the graduation tracking page in the honours section.

This is again used because of our Pre 2012 issue mentioned earlier.

This is run hourly throughout the graduation cycle.

The screenshot shows the Concordia University graduation tracking system interface. At the top is the Concordia University logo. Below it is a navigation bar with links: Favorites, Main Menu, Records and Enrollment, Graduation, and Apply Undergraduate Honors. The 'Apply Undergraduate Honors' link is highlighted. Below the navigation bar is a tab labeled 'Award Degree Honors'. Under this tab, there is a 'Run Control ID:' label and a 'Run' button. To the right of the 'Run' button are links for 'Report Manager' and 'Process Monitor'. Below this is a section titled 'Enter Graduation Term' which contains a text input field with the value '2144' and a search icon. At the bottom of the interface is a row of buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.

Concordia University

Favorites Main Menu > Records and Enrollment > Graduation > Apply Undergraduate Honors

Award Degree Honors

Run Control ID: Report Manager Process Monitor Run

Enter Graduation Term

Term: 2144

Save Return to Search Previous in List Next in List Notify Add Update/Display

ADDING PRIZES

We have created a query for each prize depending on its requirements. Staff run these queries to find out who is eligible to get a prize before the departments then sign off on the selected winning students.

The prize winners are then manually added on both the graduation tracking page and on the student's degree page

The screenshot shows the University of Concordia's Student Degrees page. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment > Graduation > Student Degrees. The page has tabs for Degree, Degree Honors, Degree Plan, and Degree Sub-Plan. A red star icon is visible. The main content area shows a table with columns: * Honors Number, * Honors Code, Award Date, Print on Diploma, and Print on Transcript. The first row contains the following data: 1, BSG, The Balbir Sahni Award in Economics, 06/11/2018, and a checked box for Print on Transcript. Below the table are buttons for Save, Return to Search, and Notify. The footer shows the same breadcrumb trail as the top of the page.

* Honors Number	* Honors Code	Award Date	Print on Diploma	Print on Transcript
1	BSG	The Balbir Sahni Award in Economics 06/11/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION 3.DIPLOMA PRINTING

The next section will describe how we process and print Diplomas through our system

DIPLOMA PRINTING

At Concordia we need to preprint all the diplomas as we give students their diploma as they cross the stage. We have created a modded process to do this based on BI publisher.

The staff visits the page that is based on the expected graduating term and then selects Education level and ceremony to receive a list of programs that students are graduating from.

Concordia University

Favorites ▾ Main Menu ▾ > Records and Enrollment ▾ > Graduation ▾ > Diploma Printing

Diploma Printing

Institution CONCU Concordia University Ceremony Number 01

Term 2181 Summer 2018 Ceremony Date 19/11/2018

Education Level Bachelors Academic Organization

View Group

Graduation Application Processing - Degree Printing

Academic Program	Degree	Degree Description	Language	Number of Students	Student List
BA	BA	Bachelor of Arts	English	388	Student List
BA	BA	Bachelor of Arts	French	9	Student List
BACO	BA	Bachelor of Arts	English	2	Student List
BACO	BA	Bachelor of Arts	French	2	Student List
BED	BED	Bachelor of Education	English	4	Student List
BED	BED	Bachelor of Education	French	1	Student List
BSC	BSC	Bachelor of Science	English	99	Student List
BSC	BSC	Bachelor of Science	French	2	Student List

Save Notify Add Include History Correct History

The staff then select each program one by one

This then redirects to a page which shows all the students in the program selected and information concerning them.

A staff member can batch print the degrees or print them individually.

They can also batch print the labels that are placed on the envelopes which contain the degrees.

Staff can also return to this page and print a single degree

The staff can click select all and then all students' diplomas are printed to a RTF document

Print Status	Academic Plan	Empl ID	Last Name	Middle Name	First Name	Degree Print Date	Traditional or Gender Neutral	Degree Language	Print Degree	Print Label
<input type="checkbox"/>	TESOBEDSP	74529872	Baggins		Frodo		Tradition	English	Print Degree	Print Label
<input type="checkbox"/>	TESOBEDSP	95035676	Gamgee		Samwise		Tradition	English	Print Degree	Print Label
<input type="checkbox"/>	TESOBEDSP	44337766	Took		Peregrin		Tradition	English	Print Degree	Print Label
<input type="checkbox"/>	TESOBEDSP	99825755	Brandybuck		Meriadoc		Tradition	English	Print Degree	Print Label

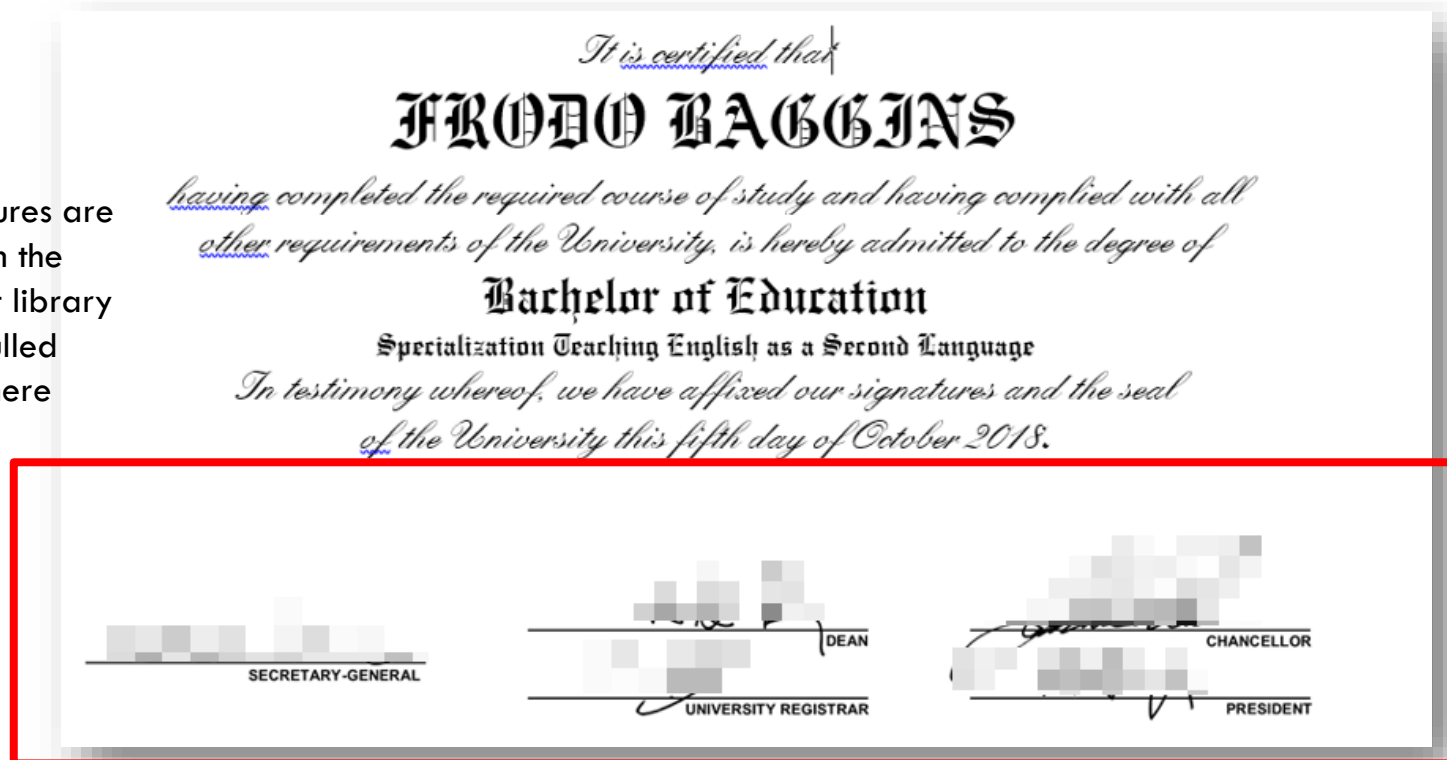
They can then print the student labels, which includes their information, and then add them onto the envelopes

They then update the print date so we know the date each student's diploma was printed on

We use BI publisher to create the diploma.

We used a view for the information but it would have been better to create a regular query

Signatures are kept on the content library and pulled from there



Here is an example of the BI Publisher template, which gives us some idea of the code behind the diploma. It uses several different BI publisher methods such as “group by” and “conditional regions”, but it generally is a simple set up.

for-each *It is certified that*
A.FIRST_NAME A.MIDDLE_NAME
A.LAST_NAME
having completed the required course of study and having complied with all
other requirements of the University, is hereby *A.DEP.254B*
C A.DESCR10RMAL C A.DESCR40ECFC
C A.DESCR254FC
x A.DESCR254EX
C Member of Institute for Co-operative EducationEC
C Member of A.DESCR254BFC
In testimony whereof, we have affixed our signatures and the seal
of the University *A.DEP.254A.*
A.DEP.10
page breakend

CHANGE LIST

We also have a change list process that looks for any changes to the student's profile after the diploma print date. These changes could be a late plan change, an update to the student's name or a new honour added. Staff can come to this page to find any students that have had a change since their diploma was printed

The screenshot displays the 'Graduation Change List' page in the Concordia University system. The page includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', and 'Add to Favorites'. Below the navigation bar, there are tabs for 'Favorites', 'Main Menu', 'Records and Enrollment', 'Graduation', and 'Graduation Change List'. The 'Graduation Change' section shows the academic institution as 'CONCU Concordia University' and the term as '2101 Summer 2018'. It also displays the total record count for the chosen term and buttons for 'Select All' and 'Deselect All'. The 'Changed Student List' table contains columns for 'Select', 'Last date printed', 'Changed', 'Enrol ID', 'Ceremony', 'Education Level', 'Academic Plan', 'Acad Plan List', 'Last Name', 'First Name', 'Degree Language', 'Traditional or Gender Neutral', 'Traditional or Gender Neutral (changed)', 'Honors Code', 'Honors Code (current)', 'Graduation Review Status', 'Print Degree', and 'Print Label'. A red box highlights the 'Update and Save' button at the bottom left of the page. Another red box highlights the 'Print Degree' and 'Print Label' buttons at the bottom right of the table.

Select	Last date printed	Changed	Enrol ID	Ceremony	Education Level	Academic Plan	Acad Plan List	Last Name	First Name	Degree Language	Traditional or Gender Neutral	Traditional or Gender Neutral (changed)	Honors Code	Honors Code (current)	Graduation Review Status	Print Degree	Print Label
<input type="checkbox"/>	Oct-31-2018	Y	36399963	01	Bachelors	ANTHEAHE	ANTHEAHN	Prodo	Baggins	French	Tradition		GDS	SL	Y	<input type="button" value="Print Degree"/>	<input type="button" value="Print Label"/>

The staff can print the new diploma and label here

When they hit save the diploma print date is updated and the student disappears from the page

ADDING DEGREES

After senate we use the delivered graduate processing to add the degrees to the student.

We run this process every 2 days until after convocation happens.

The screenshot shows the 'Graduation Processing' interface of the Concordia University system. The breadcrumb trail indicates the path: Records and Enrollment > Graduation > Graduation Processing. The interface includes a 'Run Control ID' field set to 'CU_SR_POST_DEGR_CONFER_GRAD', with links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this are dropdowns for 'Institution' (Concordia University) and 'Academic Career' (Graduate). The 'Population Selection' section has a checked 'Population Selection' checkbox, a 'Selection Tool' dropdown set to 'PS Query', and a 'Query Name' field containing 'CU_SR_GRADUATION_POST_NO_AWA'. There are also links for 'Edit Prompts', 'Load Selection Results', 'Launch Query Manager', and 'Preview Selection Results'. The 'Selection Results' section features a table with columns: ID, Name, Career Nbr, Program, Primary Plan, Degree, Degree Checkout Status, Exp. Graduation Term, Degree GPA, Degree Honors 1, Degree Honors 2, and Exclude. The table currently displays one record with ID 1 and Career Nbr 0. Below the table are sections for 'Graduation Process Action' (with a dropdown set to 'Update All'), 'Program/Degree Update Options' (with various dropdowns and date fields), 'Update Degree Values' (with GPA and Honors dropdowns and an 'Update Degree Values' button), and 'Report Options' (with checkboxes for 'Create Transcript Request' and 'Create Academic Advisement Req'). At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Concordia University

Records and Enrollment > Graduation > Graduation Processing

Graduation Processing

Run Control ID: CU_SR_POST_DEGR_CONFER_GRAD Report Manager Process Monitor Run

Institution: Concordia University
Academic Career: Graduate

Population Selection

☒ Population Selection

Selection Tool: PS Query Edit Prompts Load Selection Results
Query Name: CU_SR_GRADUATION_POST_NO_AWA 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									

Graduation Process Action

Graduation Process Action: Update All

Program/Degree Update Options

New Degree Checkout Status: Degree Awarded
Action Reason: Degree Checkout Update
Completion Term: 2181 Summer 2018
Program Effective Date: Today's Date User Defined Date:
Confer Date Option: Confer Date Confer Date:

Update Degree Values

Degree GPA: No GPA Values Update Degree Values
Degree Honors 1:
Degree Honors 2:

Report Options

☐ Create Transcript Request ☐ Create Academic Advisement Req

Save Return to Search Notify Add Update/Display

As we also add distinctions here, we have to run this manually as there is no way currently of automating this (pulled from graduation tracking which was added by a previous process). This is run until after convocation when any changes have to be manually coded by staff.

The screenshot shows a web application interface for setting up an academic calendar. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up SACR > Foundation Tables > Term Setup > Academic Calendar. Below this is a toolbar with icons for help, info, refresh, settings, and a calendar. A series of tabs at the top allows switching between Term Calendar 1, Term Calendar 2, Term Calendar 3 (which is currently selected), Term Calendar 4, Session Calendar 1, and Session Calendar 2. The main content area is titled 'Academic Institution CONCU Concordia University' and 'Academic Career UGRD Undergraduate'. It features a search bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. Below this, a sub-section is titled 'Academic Calendar UGRD Undergraduate Semester calendar' with its own search bar 'Find | View 100' and navigation buttons 'First', '1 of 316', and 'Last'. The form contains several date fields with calendar icons: 'Term 2194 Winter 2020', 'Confer Date 01/06/2020', 'Census Date', '*Fully Enrolled Date 21/01/2020', '*Show Enrollment on Transcript 06/01/2020', '*Show Statistics on Transcript 09/04/2020', and '*Fully Graded Date 07/06/2020'. At the bottom of the form is a field for 'Student Attribute Value for Cohort' with a search icon. Below the form are three buttons: 'Save', 'Return to Search', and 'Notify'. At the very bottom, a row of tabs repeats the calendar selection options: Term Calendar 1 | Term Calendar 2 | Term Calendar 3 | Term Calendar 4 | Session Calendar 1 | Session Calendar 2.

1. This page is run by a prompted pop select query.
2. The results are then loaded .
3. Then any honours are added.

Note - The degree conferred date is pulled from the term table

ADDING DEGREE GPA

After we have added the degree we use a modded page to add the graduation GPA. This is used as we have the issue with the pre 2012 graduating students to take into account and the delivered page just uses the delivered GPA.

The screenshot shows a web application interface for the University of Concordia. The header features the university's logo and name. Below the header is a navigation bar with a breadcrumb trail: 'Main Menu > Records and Enrollment > Graduation > Graduation GPA Update'. A toolbar contains several icons: a person, an 'i' in a blue square, a red circular arrow, a green gear, and a green bar chart. The main content area has a title bar 'Graduation GPA Update'. Below this, it displays 'Run Control ID: CU_SR_POST_GGPA' and a 'Run' button. To the right are links for 'Report Manager' and 'Process Monitor', with 'Process Instance: 24521654' listed below. A search section includes the label 'Term' followed by a text input containing '2181' and a magnifying glass icon. At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Add', followed by a disabled 'Update/Display' button.

UNIVERSITY
Concordia
UNIVERSITY

Favorites ▾ Main Menu ▾ > Records and Enrollment ▾ > Graduation ▾ > Graduation GPA Update

Graduation GPA Update

Run Control ID: CU_SR_POST_GGPA

Report Manager Process Monitor Run

Process Instance: 24521654

Term 2181 🔍

Save Return to Search Notify Add Update/Display

SECTION 4 — MARSHALING CARDS AND GOWN DISTRIBUTION

This section will go over how we run the marshalling and gown distribution through PeopleSoft

MARSHALLING CARD

Every student receives a printed marshalling card which places them in the order in which they cross the stage.

We then use 3Cs to email the marshalling cards to students using the same BI publisher template. This is sent to students who attended gown distribution.

A page was created that ties to a BI Pub report to allow staff to print these cards by ceremony.

The screenshot shows the 'Generate Marshalling Cards' report interface within the Concordia University BI Publisher. The top navigation bar includes 'Favorites', 'Main Menu', 'Records and Enrollment', 'Graduation', and 'Marshalling Report'. Below the navigation bar, there is a 'Generate Marshalling Cards' button. The main content area displays 'Run Control ID: ff' and three buttons: 'Report Manager', 'Process Monitor', and 'Run'. A 'Selection Criteria' section contains two search fields: '*Term' with the value '2174' and '*Ceremony Number' with the value '07'. At the bottom, there are five buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

UNIVERSITÉ
Concordia
UNIVERSITY

Favorites ▾ Main Menu ▾ > Records and Enrollment ▾ > Graduation ▾ > Marshalling Report

Generate Marshalling Cards

Run Control ID: ff Report Manager Process Monitor Run

Selection Criteria

*Term 2174 *Ceremony Number 07

Save Return to Search Notify Add Update/Display

The cards contain all the information for the student and staff to identify when and where the student should be.

It also contains a bar code of the student's ID number that can be scanned by our convocation system.

Concordia University
Marshalling Card 07-0001
Frodo
Baggins
John Molson School of Business
Place des Arts -- Salle Wilfrid Pelletier
Wednesday, June 13, 2018
02:00 PM
Doctor of Philosophy



84772290

Concordia University
Marshalling Card 07-0004
Samwise
Gamgee
John Molson School of Business
Place des Arts -- Salle Wilfrid Pelletier
Wednesday, June 13, 2018
02:00 PM
Doctor of Philosophy



25557495

Concordia University
Marshalling Card 07-0002
Meriadoc
Brandybuck
John Molson School of Business
Place des Arts -- Salle Wilfrid Pelletier
Wednesday, June 13, 2018
02:00 PM
Doctor of Philosophy



8899482

Concordia University
Marshalling Card 07-0005
Periegin
Took
John Molson School of Business
Place des Arts -- Salle Wilfrid Pelletier
Wednesday, June 13, 2018
02:00 PM
Doctor of Philosophy



00787767

GOWN DISTRIBUTION

Students pick up their marshalling card and gown at gown distribution. We created a page to check in students so we know that they will be attending and that they have received their gown. Staff members click the corresponding button as students come to see them.

The page also lets staff know if the student should not be graduating.

This screenshot shows the 'Gown Distribution' form for a student named Frodo Baggins. The form includes fields for Empl ID (67392684), Term (2164, Winter 2017), Ceremony # (03, 05/06/2017, 6:30PM), Institution (CONCU, Concordia University), Last Name (Baggins), First Name (Frodo), Email (frodo.baggins@yahoo.com and Frodo.baggins.caute@concordia.ca), Marshalling # (03-0891), Academic Program (CERTU, Certificate - Undergraduate), Academic Plan (SCFDUGASCT, Science Foundations, Certificate), and Evaluator ID (67631752, Staff Member). A red message states 'Student not eligible to graduate.' The navigation bar at the top shows the path: Favorites > Main Menu > Records and Enrollment > Graduation > Gown Distribution. The bottom of the form has buttons for Save, Return to Search, Previous in List, and Next in List.

UNIVERSITY
Concordia
UNIVERSITY

Favorites > Main Menu > Records and Enrollment > Graduation > Gown Distribution

Gown Distribution

Gown Distribution

Empl ID: 67392684

Term: 2164 Winter 2017 Evaluation Status: D

Ceremony #: 03 05/06/2017 6:30PM

Institution: CONCU Concordia University

Last Name: Baggins Student not eligible to graduate.

First Name: Frodo

Email: frodo.baggins@yahoo.com (P) Frodo.baggins.caute@concordia.ca

Marshalling #: 03-0891

Academic Program: CERTU Certificate - Undergraduate

Academic Plan: SCFDUGASCT Science Foundations Certificate

Evaluator ID: 67631752 Staff Member

Save Return to Search Previous in List Next in List

This screenshot shows the 'Gown Distribution' form for a student named Samwise Gamgee. The form includes fields for Empl ID (68937638), Term (2174, Winter 2018), Ceremony # (06, 13/06/2018, 9:00AM), Institution (CONCU, Concordia University), Last Name (Gamgee), First Name (Samwise), Email (one@gmail.com and torulethemall@concordia.ca), Marshalling # (06-0072), Academic Program (MBA, Master of Business Admin), Academic Plan (ADM2MBACB, Business Administration, Course Based), and Evaluator ID (74936748, Staff test). The 'Attending' checkbox is checked. The navigation bar at the top shows the path: Favorites > Main Menu > Records and Enrollment > Graduation > Gown Distribution. The bottom of the form has buttons for Save, Return to Search, Previous in List, and Next in List.

UNIVERSITY
Concordia
UNIVERSITY

Favorites > Main Menu > Records and Enrollment > Graduation > Gown Distribution

Gown Distribution

Gown Distribution

Empl ID: 68937638

Term: 2174 Winter 2018 Evaluation Status: Y

Ceremony #: 06 13/06/2018 9:00AM Attending: ☒

Institution: CONCU Concordia University

Last Name: Gamgee

First Name: Samwise

Email: one@gmail.com (P) torulethemall@concordia.ca

Marshalling #: 06-0072

Academic Program: MBA Master of Business Admin

Academic Plan: ADM2MBACB Business Administration Course Based

Evaluator ID: 74936748 Staff test

Save Return to Search Previous in List Next in List

SECTION 5 – REPORTING/COMMUNICATIONS

This section will explain how we use the system to create reports and send communications

REPORTS

For Faculty councils and senate, we have to produce many reports listing all information about graduated students and statistics on the ceremony.

We use delivered query report viewer to create these reports which staff can then run when needed.

My previous presentation was on this topic and can be found online.

<https://www.heug.org/p/do/sd/topic=2930&sid=24626>

LETTERS

During the convocation cycle we send various communications to students both automatically and manually.

We use the delivered 3C engine for this.

An example of an automated letter is the Graduation receipt that students receive when they apply online.

The automated letters we use are based on Pop select queries and are run hourly through a Schedule Jobset.

NOTE – all automated batch processes at Concordia are run through a jobset

The screenshot displays the 'Schedule JobSet Definition' page in the PeopleTools interface. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > PeopleTools > Process Scheduler > Schedule JobSet Definitions. The page has three tabs: 'Schedule JobSet Definition' (active), 'Schedule JobSet Items', and 'Schedule JobSet Requests'. Below the tabs, there are links for 'Schedule Name', 'JobSet Report', 'Report Manager', and 'Process Monitor'. The 'Schedule Name' is 'SR3CR03' and the 'Job Name' is also 'SR3CR03'. The 'Schedule Information' section includes 'User ID: CU_SR_BATCH', '*Description: SR3CR03', '*Run Control ID: SR3CR03', '*Status: Active', and '*Priority: Medium'. The 'Time Information' section shows '*Begin Date: 01/04/2018', '*Time: 11:50:00PM', '*Time Zone: EST', and 'Recurrence Name: SR_HOURLY'. The 'Server Information' section includes '*Server Run Option: Any Server' and 'Primary Server:'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The footer of the page shows the links: 'Schedule JobSet Definition | Schedule JobSet Items | Schedule JobSet Requests'.

We run several one off letters such as a reminder to graduate through the 3C engine.

These are triggered manually, but are set up in the same way as the automated letters.

The screenshot shows the '3C Engine Parameters' page. The breadcrumb trail is: Favorites > Main Menu > Campus Community > Communications > Run 3C Engine. The page has two tabs: '3C Engine Parameters' (active) and 'Manage Duplicate Assignment'. The 'Run Control ID' is 'CU_SR_3CEngine_R02_GRAD'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Process 3Cs' section has checkboxes for 'Population Selection' (checked), 'Trigger Table', and 'Mass Change'. The 'Process Joint Records' section has radio buttons for 'No Joint Processing' (selected), 'Yes, all Joint IDs', and 'Yes, if match exists'. The 'Event Selection' section shows 'Academic Institution' as 'CONCU' (Concordia University), 'Administrative Function' as 'STRM' (Student Term), and 'Event ID' as 'R_STRM_R02' (Graduation Info Day). Below this are sections for 'Communication Key' (R02, Graduation Info Day), 'Checklist Code', and 'Comment Category'. The 'Population Selection' section at the bottom shows 'Selection Tool' as 'PS Query' and 'Query Name' as 'CU_SR_PS_GRAD_R02'. There are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

The screenshot shows the 'Communication Generation' page. The breadcrumb trail is: Favorites > Main Menu > Campus Community > Communications > Communication Generation. The page has four tabs: 'Selection Parameters' (active), 'Process Parameters', 'Email Parameters', and 'Checklist Parameters'. The 'Run Control ID' is 'CU_SR_COMMGEN_R02'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'ID Selection' section has a dropdown for 'ID Selection' set to 'All IDs'. The 'Letter Code Selection' section shows '*Letter Code' as 'R02' and 'Graduation Info Day'. The 'Template Selection' section shows 'Report Name' as 'CU_STRM_R02', 'Graduation Info Day', and 'Data Source ID' as 'CU_STRM_R02'. Below this is a 'Template List' table:

Template ID	Description	Language	Personalize Method	First 1 of 1 Last
CU_STRM_R02_1	Graduation Info Day	English	E-Mail	<input checked="" type="checkbox"/>

Below the table is a section for 'Enclosures Assigned (Softcopy)'. The 'No Matching Template Found' section has radio buttons for 'Use Default Template' (selected) and 'Do Not Produce Communication'. The 'Communication Language Usage' section has radio buttons for 'Specified' (selected) and 'Preferred', with a 'Language' dropdown set to 'English'. The 'Communication Method Usage' section has radio buttons for 'Specified' (selected) and 'Preferred', with a 'Method' dropdown set to 'E-Mail'. There are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

STUDENT REQUEST LETTERS

During the convocation cycle, students ask for many letters related to graduation such as an invitation letter for their parents to attend the ceremony or an attestation that they will be graduating.

We currently use delivered 3Cs to allow staff to build these letters manually and then print them.

We make a large use of 3C comments in these letters to allow staff to add information to the letter. They can then open these letters in Word to allow further editing.

We are currently creating an online page to let students and staff request and create these letters for themselves on a single page.

SECTION 6 — THE CEREMONY

This section will explain
how we use the system on
the day of the ceremony

RUNNING THE CEREMONY

The only way we link to the ceremony is to pull data from SIS.

We have created a query that pulls the information coded on all the pages shown and outputs it in a way that is needed by the system that runs convocation on the day

We do also have access to the system to verify issues and solve any last minute problems that may happen the day of.

CONCLUDING THOUGHTS



Sir George Williams Campus

ANY QUESTIONS?

PRESENTERS

Sam Durant

Business Analyst

SIS Planning & Support Office

Concordia University

sam.durant@concordia.ca

**ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR
DOWNLOAD FROM THE CONFERENCE SITE**



THANK YOU!

