CREATING A GRADUATION APPROVAL LETTER

PROCESS

Graduation Approval Letters are used to confirm that applicants for graduation have met all program and degree requirements and that the program of study has cleared the student for graduation in the selected term.

RESPONSIBILITIES

Academic Departments:

Academic Departments are responsible for sending the Registrar's Office a Graduation Approval Letter for their approved graduates. The list should include all applied students that meet program and degree requirements. Graduation Approval Letters should contain all required signatures and must be submitted to gradapp@augusta.edu prior to the posted deadline for when grades are due in the selected term.

Registrar's Office:

The Registrar's Office will send a reminder email including instructions on the first business day during the month of graduation. Notation of Graduation Approval Letters is made by the Registrar's Office to ensure each applied graduate has met the program and degree requirements set by their department. The Registrar's Office confirms receipt of these letters prior to completing the student's graduation processing. If there are any discrepancies between the approval letter and the records in the Registrar's Office, the department will be contacted.
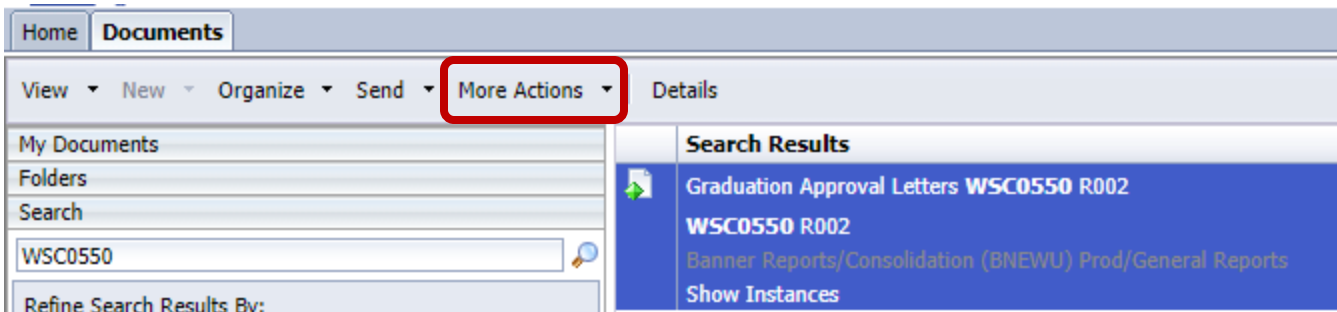
INSTRUCTIONS

1. Log in to Crystal: https://sapweb-prd.augusta.edu/BOE/BI
2. Enter WSC0550 into the search bar located in the top right menu.
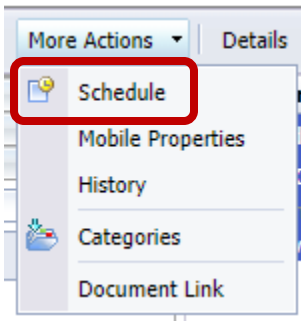
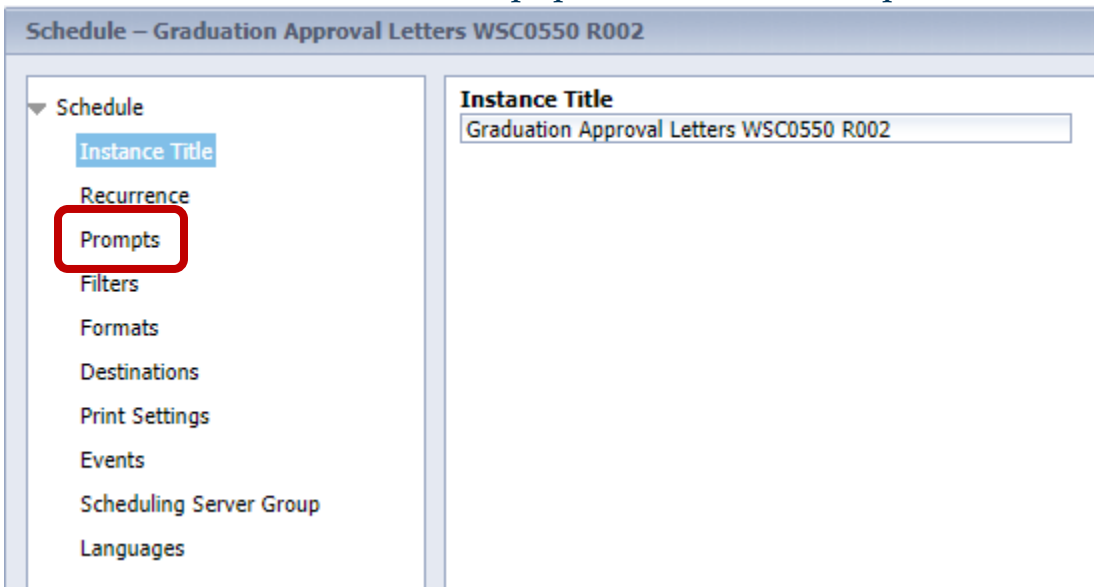Applications ▾   Preferences   Help menu ▾ | Log of   WSC0550   🔍

3. When the report populates in the "Search Results" choose the "More Actions" dropdown.

4. From the "More Actions" dropdown, click "Schedule".

5. When the "Schedule" menu populates, click "Prompts".

6. Update the "Prompts" using the appropriate parameters.
    - Helpful Hints
        o "Campus Code" for Main Campus is "M"
        o "Graduation Status" for applied graduates
            ▪ "AP" for Degree Seeking Students
            ▪ "AC" for Certificate Seeking Students

Parameter	Scheduling Value
* Graduation Term Code	[EMPTY]
* Graduation Date	[EMPTY]
* College Code	ALL - ALL College Codes
* Campus Code	ALL - ALL Campus Codes
* Program Code	ALL - ALL Program Codes
* Degree Code	ALL - ALL Degree Codes
* Graduation Status	ALL - ALL Graduation Status Codes
* Student ID	ALL - ALL Students

7. Click "Schedule" from the bottom left menu.
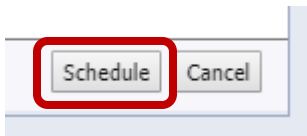
8. When the report is complete, the status will update to "Success".

Title	Status
Graduation Approval Letters WSC0550 R002	Success

9. The corresponding "Description" will populate.

10. Click the "Instance Time" for the completed report to open.

11. Review list to ensure all names listed are correct.
    - Contact the Registrar's Office immediately if changes need to be made to the names listed.

12. Obtain appropriate signatures.

13. Return to the Registrar's Office at gradapp@augusta.edu.

CONTACT

If you have any additional questions, please contact our office at jagtrax@augusta.edu.