Quick Reference Guide: GSAS Graduation Tracking

An application for degree must be submitted, by the deadline indicated in the Degree Calendar, in order for a student to become a candidate for a degree. Students apply within the my.harvard portal. Degrees are granted three times a year, in November, March, and May. Graduation Processing starts once a student submits the application for degree. For the 2015-16 academic year, additional features will become available in Self-Service and Staff Portals of my.harvard, for each Degree Candidate period.

The Graduation Tracker record is created when a student submits an Application for Graduation. The Graduation Tracker allows you to easily see the following information:

1) Career, Program, Degree and Expected Graduation Term
2) All Plans (including sub-plans) currently active on the student record
3) Cumulative Units, Cumulative GPAs, Transfer Credit
4) All enrollments
5) All Milestones
6) Graduation Notes

Business Process – GSAS Graduation Processing:

1. Student Applies for Graduation
2. Registrar Initial Review
3. Department Administrator Review
4. Department Chair Review
5. Registrar Final Review

Process Status Changes:
- Applied to Graduate
- Department Review
- Department Chair Review
- Recommended, Conditional, Not Recommended
- Ready to Post, Pending Current Term, Remove
Step 1. The Student applies for Graduation via my.harvard. The student status is set to Applied to Graduate.

Step 2. The Registrar’s Office completes an initial review. The RO then changes student’s Graduation Tracking Status from Applied to Graduate to Department Review, and notifies Departments.

Step 3. Department Administrators can now review students’ record. When the review is completed Department Administrators change student’s Graduation Tracking Status from Department Review to Department Chair Review, and notify the Department Chairs.

Step 4. The Department Chairs review the record. They can then either Recommend students for Graduation, set them to Conditionally Recommended (e.g., student has outstanding requirements to fulfill, i.e. defense) or Not Recommended for Graduation (student does not meet the requirements for the degree at this time). Note: When making a Conditional Recommendation or Not Recommended for Graduation, there needs to be a corresponding Graduation Note added (see Graduation Tracking record, Section: Graduation Notes Exercise 2).

Step 5. After the Department Chair has updated the Recommendation status, the Registrar’s Office will complete a final review. Depending on the set status, the RO will either change the status to Ready to Post (all requirements have been met), Pending Current Term (waiting for current term grades), or cancel the application if requirements for the degree will not be met at this time.

Outline of the Training Exercises:

1. Exercise 1. Graduation Tracking Search
   a. Navigating to the Graduation Tracking Search
   b. Running a search: Example: PHD-Physics Students who applied for Graduation

2. Exercise 2. Graduation Tracking
Exercise 1: Graduation Tracking Search

In order to facilitate the processing of graduation applications, we developed the Graduation Tracking Search tool. The search feature is a tool that allows you to run dynamic lists of students.

To narrow down your search results to your specific student population, search for:

- Graduation Term (e.g., 2163 for March 2016)
- Program (e.g., PhD/AM/SM)
- Plan (e.g., Physics)
- Career (e.g., GSAS)
- Graduation Review Status (Note: Graduation Review Status options are Role specific, e.g., Department Admin, Chair, RO).

Benefits of using the Graduation Tracking Search Tool:

- You can search for all students who have applied for a degree.
- You can identify the status of the applications.
- You can export your search results into an Excel spreadsheet.
- From the search results, you can link directly to each individual student’s record.

1.a. Navigate to the Graduation Tracker:

Step 1. Sign into my.harvard.edu and select the Administrative Staff link:
Step 2. Enter your Harvard Key.
Step 3. From the Main Menu, select GSAS Department WorkCenter:
Step 4. The GSAS Department WorkCenter page opens.

Step 5. In the left pane, select the folder titled: Graduation

Step 6. Select the Graduation Tracking Search link.
1. b. Running a Search: How to search for your students e.g., after Registrar’s initial review.

Example: PHD-Physics Students who applied for Graduation after RO completed the initial review (RO changed the student’s status from Applied to Graduate to Department Review).

Step 1. **Academic Career**: Select Graduate Arts & Science from the drop down menu.
Step 2. **Academic Program**: Select your program, e.g., PHD-PHY.
Step 3. **Graduation Review Status**: Select Department Review.
Step 4. Click Search.
Step 5. The search will display students by HUID, Name, Expected Graduation Term, Graduation Review Status and, View Student Details.
Step 6. The search results can be exported to an Excel Document. Click the icon in the red banner.

**Note**: Only the first 10 Students are displayed in the search results. To see all students click the View All in the red banner.
Step 7. One of the advantages for using the graduation tracker search is that you can immediately link from the derived list to your students, by clicking the **View Student Details** link.

![Image of Graduation Tracker Results](image.png)

Step 8. This will open the student Graduation Tracking record. Please follow Exercise 2 to update and review the student record.

**Note:** When you open the student record via the tracking search note the **saving options** at the bottom of the screen. **OK** – will save your up-dates and bring you back to your student list. **Apply** – will save your updates and keep you in the record and **Cancel** – will not save any changes and bring you back to your student list.

![Image of Graduation Tracking Record](image.png)
**Tips and Tricks: Save your common searches! How?** Enter your search criteria in the Graduation Tracker Search Tool, e.g., (GSAS, PHD, PHD-PHYSICS, and Status). Before you click Search, select Save Search Criteria. This saves your specific Search Criteria.
Exercise 2: Graduation Tracking

To review a student’s record, or to make modification to the status, navigate to **Graduation Tracking**.

**Navigation:**

**Step 1.** Sign into [my.harvard.edu](http://my.harvard.edu) and select the Administrative Staff link.

**Step 2.** Enter your Harvard Key.

**Step 3.** From the Main Menu, select **GSAS WorkCenter**.

**Step 4.** Select **Graduation Folder**.

**Step 5.** Select **Graduation Tracking**.

**Step 6.** The Graduation Landing Page opens.

**Step 7.** Enter the **HUID** of the student or search by using the **Last/First Name**.

![Graduation Tracking Page](image)
1. Header

2. Graduation Tracking (Status Change)

3. Academic Plan

4. Statistics

5. Enrollment

6. Milestones

7. Graduation Notes

8. Honors

Save the record here!
To update a student’s graduation record follow the following steps:

1. **Step 1: Review Header:**
   Displays student’s Academic Information. Please review this data for accuracy, including the Academic Program, Expected Graduation Term, and Degree. If you have any concerns or see conflicts in the record please contact the Registrar’s Office.

2. **Step 2: Review Student’s Academic Plan:**
   Review to confirm the degree type (i.e., PhD) and plan (i.e., Physics).
3. **Step 3. Statistics (GPA, Credits, etc.)**
   This section contains three tabs. **Cumulative Units** tab shows a breakdown of the credits earned. **Cumulative GPAs** tab shows the student's GPA. The **Transfer Credit** tab shows the units of Credit for Work Done Elsewhere approved by the Department and transferred onto the student’s GSAS record.

![Statistics Tab](image)

4. **Step 4: Enrollment**
   This section shows all of the courses the student has completed. This page defaults to a limited view. Select **Show All** to see all courses.

   **Limited View:**

   ![Limited View](image)

   **Show all View:**

   ![Show all View](image)

   You may use the Grad Note section here to indicate which courses have been counted towards the degree requirements. **This is optional and not required**. To do so, select CRSE (Counts for Degree Credit) from the menu.
5. **Step 5 Review Student Milestones**

Review and update student milestones. These vary among the Departments. To make any updates to Milestones, e.g., make a change from incomplete to complete, please navigate to the GSAS department WorkCenter, select Milestones and make edits to the Student Milestone Record.
6. **Step 6: Add Graduation Notes:**
   This section is used to communicate any special circumstances for individual students. Examples may be a requirement to receive a certain grade in a current course, or notations on permanent INCs. The Registrar’s Office uses this section for questions during initial review of the application.

   If there is already an existing note on the student’s record, then click the plus icon to create a new note.

   ![Graduation Notes](image)

   ![Graduation Notes](image)

   **Enter desired text in this field.**

   **Select the Type of note to enter, in this case e.g., DEPT for Department Note.**

7. **Final Step: Change the Graduation Status - Graduation Tracking Section:**
   After you have reviewed the degree requirements (Steps 1-6), and determined whether the student is eligible to receive the degree, this is the section where you will update the Status of the Graduation Process.

   To make a change to the Record’s Status:

   **Step 1.** Check the Update Graduation Status box.

   **Step 2.** Clicking the box will activate the field New Graduation Review Status (note you will only see those statuses which you have role level security for). Select Department Chair Review to move the application to the next step in the process.
For any questions related to student information please contact the Registrar’s Office at 617-495-1510 or e-mail at enrollment@fas.harvard.edu.

For technical questions or comments, please contact the my.harvard training team! Email: myharvard_support@harvard.edu or Call (617) 495-7777