Pending Graduation Form Documentation

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To access the application, you will need:

- A valid NetID and Password
- Authorization granted for the “Pending Graduation Certification” BAR role.

To use the application:

- Login into myUNM
- Make sure the “Employee Life” Tab is selected
- Then Click on Pending Graduation Form

Upon successful login you will be sent to the “Find a Student” page:

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If you have a successful login go to Find a Student Search Criteria.

If you’re not able to login successfully you’ll receive an Error Message.
“Sorry, you don’t have enough access rights to use this application. Please submit an authorization request for the 'Pending Graduation Certification' role."

A link to the BAR authorization site is provided where you can request the proper authorization.

1. Click on the link provided in the error message and login with your NetID and Password.
2. Click the “Add/Remove Access Roles” button.
3. Type in a reason for requesting access. For example: “As an Advisor I need to use UNM’s Grad Award Form to create pending degree records for students who are preparing for graduation.”
4. Click the “Select Roles” button.
5. Check the “Add” checkbox next to the role named “Pending Graduation Certification”.
6. Scroll down to the bottom of the page and click the “Add Selected Roles to My Request” button.
7. Click the “Next” button and on the next page, click the “Submit Request” button.
8. You will receive an email when your access has been granted.

You may be required to change your NetID password before you can access the site. Please visit https://netid.unm.edu to complete this step.

Find a Student Search Criteria:

- Any of the following may be used for Search Criteria
  - UNM ID
  - Net ID
  - Legal First Name & Last Name
  - Preferred First Name & Last Name

If a student can not be found in the system matching the Search Criteria a message will be displayed.

- No results found.

If a student is not found matching the Search Criteria entered please modify the Search Criteria and try again.
➢ If one or more students are found in the system matching the search criteria entered, a table of search results will appear below the Search box including the student full legal and preferred name(s), NetID, UNM ID, Program and Birthdate.

**Find a Student**

Search for a student by UNM ID, NetID, legal first and last name, or preferred first and last name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Preferred Name</th>
<th>NetID</th>
<th>UNM ID</th>
<th>Degree - Major</th>
<th>Birthdate</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BBA-FBAD-MG</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AAS-CNST-GA</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BSED-PE-UC</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>JD-LAW</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NONDEG-GR</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MPH-PH</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BA-UNDC-UC</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NONDEG-UG-LA</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

❖ A maximum of 20 results will be displayed. If the student needed is not in this list, please identify more specific search criteria and try the search again.

Once you have identified the correct student, click the “View” button in the actions column to manage degrees for this student.
Degree Summary:
The Degree Summary page lists all the selected student’s degrees that have been entered into the system. Degrees are listed in descending order by sequence number.

For each degree, the following information is shown:

- Sequence Number
- Outcome Status
- Catalog Term
- Graduation Term
- Program

Note: degrees cannot be modified after the degree awarding period has begun for a graduation term.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Outcome Status</th>
<th>Catalog Term</th>
<th>Graduation Term</th>
<th>Graduation Status</th>
<th>Program</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pending</td>
<td>Fall 2016</td>
<td>Fall 2021</td>
<td>Pending</td>
<td>BBA-BADM-MG : BBA Business Administration</td>
<td>View Edit Remove</td>
</tr>
</tbody>
</table>

Create a New Pending Degree

To create a new pending degree for a student, press the “Create New” button at the top of the page.

- Sequence Number does not need to be selected. The next available sequence number for the student will auto populate.
- The Catalog Term will be from the View Student Information record available via LoboWeb.
- Graduation Term the Term the student will be awarded their degree
- The Program will be from the View Student Information record available via LoboWeb.
- Once the degree information has been keyed, click “Submit”.
- Once the degree record has been created the message “Degree created successfully” will appear.

Note: For some Pending Degree records the Catalog Term and Program will not match what is in the View Student Information record available via LoboWeb. Please work with the college advisor or branch administrator for additional details in these situations.

❖ Most common situations when Catalog Term and Program will not match what is in the View Student Information record, however not limited to.
- Student earning dual degrees
- Student in a Baccalaureate program earning an Associate’s Degree
- Student in a Doctoral program earning a Master’s Degree

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Available Actions for a Pending Degree:
For each degree listed on the “Degree Summary” page, the following actions may or may not be available according to the rules below.

- View - Always available for all degrees listed.
- Edit - Please refer to “Degree Edit-ability” below.

Degree Edit-ability:

A degree may or may not be available for editing according to the following criteria.

- The “Edit” action is available for degrees in Pending (PD) status only.
- The “Edit” action will not be available for degrees in any of the following statuses:
  - AW Awarded,
  - HP Hold Pending
  - SO Sought
  - RC Record Clear

Degree Awarding Status

Additionally, the “Edit” action will not be available for Pending degrees with a Graduation Term that has entered degree award processing by the Registrar. See “Degree Awarding Cut-off” section of this document for more information.
Create New Pending Degree for a student with an existing Degree Record(s):

- Click on the student’s name.

![Degree History](image)

- Now on the Degree Summary page click “Create New”

![Degree Summary](image)

- If assistance is needed to Create the New Record please see “create a new pending degree” section.
- If you create the new record and receive the message “Degree program already exists for the student. Please return to the Degree Summary page and edit the existing degree record.”
  - Click the student’s name this will return the user to the Degree Summary page.
  - Instead of creating a new pending degree the current degree record will need to be edited. Edit instructions are the next section.
Edit Pending Degree:

- From the Degree Summary page select Edit
  
  ![Degree Summary](image)
  
  Note: degrees cannot be modified after the degree awarding period has begun for a graduation term.

- The Edit Pending Degree form will come up

  ![Edit Pending Degree](image)

  The form on this page is used to make modifications to an existing degree.
  
  The Sequence Number, Application Date, Level, Campus, College, Degree, User and Activity Date are view only.
  
  The following fields can be updated.
  
  - Catalog Term
  - Graduation Term
  - Program
• To edit the Program
  o Highlight the program that is in the Program field, then press Delete
  o Enter the new program
  o Then select the new program from the drop-down menu
    ➢ i.e.

    **Edit Pending Degree**
    
    **Sequence Number** 1
    **Catalog Term** 201680 - Fall 2016
    Enter a term code or description
    **Graduation Term** 202180 - Fall 2021
    Enter a term code or description. Terms are available for selection until award processing has begun.
    **Program** biol
    BA-BIOL-AS - BA Biology
    BS-BIOL-AS - BS Biology
    MS-BIOL - MS Biology
    PHD-BIOL - PHD Biology

• Then click Submit
  ➢ If the update is successful a confirmation will be received. The confirmation will appear in a blue box.
  ➢ If there is an error with the update an error message will appear in a brown box.
    ★ Correct the error and click Submit again.
• In order for the update to be successful a confirmation in the blue box must be received.

Note: When changing the catalog term on a degree, the fields of study (second majors, minors and concentrations) will be lost and must be re-entered after the change is made if they are still necessary.

• How to Add a field(s) of study.
  o From the Edit Pending Degree page scroll down.
  o Select Add Field of Study
- Next select the type.
  - Major (is the 2nd major)
  - Minor
  - Concentration

- Note: To change the first major, you will need to change the Degree Program on the Edit Degree page. Please refer to the section, “To edit the Program.”

- Depending on what type was selected in the above step will determine what is entered for Field of Study.
  - If major was selected enter the major in Field of Study.
  - If minor was selected enter the major in Field of Study.
  - If concentration was selected enter the major in Field of Study.
➢ i.e.

Create New Field of Study

Student Name: Steven Ashby
UNM ID: 101876855
Degree: BBA-BAOM-MG (1)

Please fill out the form to create a new field of study. Required fields are marked with *.

Type*: Major

Field of Study*: BCL - Biology (Decl: 04BA : A3 Biology)
Type at least three (3) characters to search for a major, minor or attached concentration. Select from the list provided.

➢ i.e.

Then select the appropriate option from the dropdown menu

Note: If Concentration is the Type there will be an additional step, select which major it’s attached to, even if there is only one major.

➢ i.e.

Create New Field of Study

Student Name: Steven Ashby
UNM ID: 101876855
Degree: BBA-BAOM-MG (1)

Please fill out the form to create a new field of study. Required fields are marked with *.

Type*: Concentration

Attached*: Priority 1: BADH
Required for Concentrations only.

Field of Study*: ACCT - Accounting
Type at least three (3) characters to search for a major, minor or attached concentration. Select from the list provided.

Submit Cancel

➢ Once done adding Field(s) of Study select Submit
To Modify a Field of Study:

- Select Delete in the Actions column
  ➢ i.e.  

  Fields of Study
  
  Includes majors, minors and concentrations for all degree and certificate levels.

<table>
<thead>
<tr>
<th>Current</th>
<th>Activity</th>
<th>Status</th>
<th>Type</th>
<th>Priority</th>
<th>Catalog Term</th>
<th>Field of Study</th>
<th>Department</th>
<th>Attached to Major</th>
<th>Created Date</th>
<th>Created By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>ACTIVE</td>
<td>PENDING</td>
<td>MAJOR</td>
<td>1</td>
<td>2011010</td>
<td>BADM - Business Administration</td>
<td>ABI - Anderson School Management ASM</td>
<td></td>
<td>11/23/2021 4:10 PM</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>Y</td>
<td>ACTIVE</td>
<td>PENDING</td>
<td>MAJOR</td>
<td>2</td>
<td>2011010</td>
<td>BIOL - Biology</td>
<td>D4BA - AS Biology</td>
<td></td>
<td>11/23/2021 4:12 PM</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>ACTIVE</td>
<td>PENDING</td>
<td>CONCENTRATION</td>
<td>1</td>
<td></td>
<td>2011010</td>
<td>CB - Conservation Biology</td>
<td>BIOL</td>
<td></td>
<td>11/23/2021 4:18 PM</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>INACTIVE</td>
<td>CHANGED</td>
<td>CONCENTRATION</td>
<td>1</td>
<td></td>
<td>2011010</td>
<td>CB - Conservation Biology</td>
<td>BIOL</td>
<td></td>
<td>11/23/2021 4:19 PM</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>Y</td>
<td>ACTIVE</td>
<td>PENDING</td>
<td>CONCENTRATION</td>
<td>1</td>
<td>2011010</td>
<td>ACCT - Accounting</td>
<td>BADM</td>
<td></td>
<td>11/23/2021 4:21 PM</td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

- Then confirm the removal of the Field of Study by selecting Remove
  ➢ i.e.  

Remove Field of Study

Student Name

UNM ID

Degree: BBA-BADM-MG (1)

Are you sure you want to remove this field of study?

Term: 2011010
Type: CONCENTRATION
Priority: 1
Catalog Term: 2011010
Field of Study: ACCT - Accounting
Department: BADM
Attached to: BADM

Remove Cancel
• Once the change loads in the Field(s) of Study chart the Activity Status is now Inactive for the Field of Study that was removed.
  ➢ i.e.

Note: There are rules to how many fields of study can be added to a degree.
  o 2 majors
  o 2 minors
  o 6 concentrations (3 concentrations per major)

• Attempts to add fields of study that exceed these maximums will result in an error message like the one shown below.

Notes: If you remove the second major, please remember to also remove any attached concentration(s) using the same procedure.
**View Hold Pending Degrees:**

On the Degree Summary page, when viewing a degree in Hold Pending status for a current or past graduation term, the following is shown:

- Outcome Status field should read “Hold Pending”
- Graduation Status field should read “Hold Pending”
- Graduation Term field should read a current or past term.
- Only the “View” action will be available in the Actions column.

Click on the “View” button to visit the Degree History page. On the Degree history page, the Learner Outcome Information tab will display the Outcome Status of “HP - Hold Pending” and the Catalog Term (labeled Student Record Term).

<table>
<thead>
<tr>
<th>Learner Outcome Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome Status:</strong> HP - Hold Pending</td>
</tr>
<tr>
<td><strong>Student Record Term:</strong> 202110 - Spring 2021</td>
</tr>
<tr>
<td><strong>Bulletin Academic Year:</strong> 2021</td>
</tr>
<tr>
<td><strong>Degree Completion Term:</strong> 2021-09-13 11:02:09</td>
</tr>
<tr>
<td><strong>Last updated by:</strong> [redacted]</td>
</tr>
<tr>
<td><strong>Last updated on:</strong> 2021-09-13 14:10:42</td>
</tr>
</tbody>
</table>

The Graduation Information tab will display the Graduation Status of “HP - Hold Pending” and the degree Graduation Term and date.

<table>
<thead>
<tr>
<th>Graduation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduation Term:</strong> 202110 - Fall 2021</td>
</tr>
<tr>
<td><strong>Graduation Year:</strong> 2021</td>
</tr>
<tr>
<td><strong>Graduation Status:</strong> HP - Hold Pending</td>
</tr>
<tr>
<td><strong>Graduation Date:</strong> 2021-12-18 00:00:00</td>
</tr>
<tr>
<td><strong>Last updated by:</strong> [redacted]</td>
</tr>
<tr>
<td><strong>Last updated on:</strong> 2021-09-13 14:10:42</td>
</tr>
</tbody>
</table>

The Curriculum History tab will show the curriculum details of the degree, including the Catalog Term, Program and Fields of Study. For degrees in Hold Pending state, the status of Field of Study records will be changed to SOUGHT.

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Manage Hold Pending Degrees:

Updates to degrees in Hold Pending status in the current (or a past) Graduation Term must be done through the Registrar.

The following options are available for degrees in Hold Pending status in past Graduation Terms:

- Award the degree retroactively using the Degree and Retro Degree Awarding app.
Award Degree Retroactively

• To request a degree in Hold Pending status be awarded retroactively, please use the Degree and Retro Degree Awarding app.

• Release Hold Pending
  ➢ The Hold Pending status can be released on degrees that do not need to be awarded retroactively.
  ➢ On the Degree Summary page, when viewing a degree in Hold Pending status.
    o Click on the “Release Hold” button to make the following changes to the degree:

    ![Degree Summary](image)

    o Next Click Edit
      ➢ The Graduation Term will default to the current term.
        ★ If this is not the term that should be selected change the term to the correct future term.
        ★ If the Graduation term is updated select Submit to save the change.
      ➢ Once the record has been updated click on the student’s name this will return you to the Degree Summary page.
Degree Awarding Cut-off from Updates:

The degree awarding cut-off period refers to the time that the Registrar is awarding degrees for a Graduation Term.

- Degree awarding cut-off usually follows:
  - Fall semester cutoff date is the first Thursday in January of next year.
  - Spring semester cutoff date is the 2nd Monday after the last day of the spring semester.
  - Summer term cutoff date is the 1st Monday after the last day of the summer semester.

- Degree award processing dates may change. Please refer to updates from the Registrar’s office to be notified of such changes.

What to Expect During Degree Awarding Cut-off

When a graduation term enters the cut-off period, changes to degrees with that graduation term will no longer be possible using the application.

Degree Summary Page

For pending degrees with a graduation term that has entered the cut-off period, the following changes will not be visible on the Degree Summary page:

- The “Edit” action button will NOT be available.
- The “Remove” action button will NOT be available.
• Also Create a New Pending Page will **NOT** be available for selection in this list.
• There is a note on the Degree Summary page. (degrees cannot be modified after the degree awarding period has begun for a graduation term.)

Flag a Degree for Removal

A degree can be flagged for removal. Please note that once a degree is flagged for removal the ability to edit or modify a degree will no longer be an option on the Degree Summary page.

To flag a degree for removal:

1. On the Degree Summary page, find the degree that should be removed from the system.
2. In the “Actions” column, press the “Remove” button. You will be taken to the “Remove Degree” page to confirm removal of the degree.
3. On the “Remove Degree” page, a message will be displayed “Please confirm the removal of this degree sequence. By clicking Confirm below, this record will be flagged for removal from the system. Further Modification of the degree will no longer be possible.”
4. Review the Degree Information listed under the message correctly reflects the degree that should be removed.
5. Press the “Confirm” button to confirm the removal of the degree.
6. The Degree Summary page will open. A message will be displayed on the page "Degree has been flagged for removal". In the table listing the student’s degrees, the “Outcome Status” and “Graduation Status” columns will reflect a new value of “Record Clear”.

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