Graduation Application Process

Background

- Current application process is homegrown, and requires extensive maintenance –
- PDF generation broke with an ITS upgrade in 2012. We fixed it but….
- The next upgrade would make the homegrown system obsolete.
- Registrar’s Office began examining options in February 2012 to move away from paper-based process

Broken PDFs

Current vs. Paperless Benefits

OLD
- Electronic data converted to paper for routing/approval, then manually updated back to electronic – creates data entry and duplication errors

NEW
- Electronic data stays electronic – more efficient, less prone to errors

Current vs. Paperless Benefits

OLD
- Paper application can be printed multiple times, faxed, copied, etc. – results in duplication, out-of-date documents, and confusion

NEW
- Only one application exists – user confident in viewing the most up-to-date version and avoids time spent comparing documents for changes

Current vs. Paperless Benefits

OLD
- Paper application routed to many people, easy to lose on a desk, student cannot be certain of current status or location of application

NEW
- Student notified as application moves through approval steps, can’t be “misplaced,” can easily locate and remind if a step gets delayed
### Advisor Role

**OLD**
- Receive paper application, various steps, sign and return to student or college/department office

**NEW**
- Receive email notification of student’s application, take steps only if/as necessary

### Advisor Role

**How to help your students graduate, pre-application:**
- Confirm/correct curriculum information; add/remove majors/minors, change catalog year as appropriate (change of curriculum form)
- Submit substitutions/waivers (substitution/waiver form) as soon as possible
- Review/correct the student’s listed advisors (view on Degree Audit)

### Related Projects
- Substitutions/Waivers
- Curriculum changes
- Advisor assignment
- Ceremony attendance/walkthroughs
- University electronic identity/role management

### Advisor Role

**How to help your students graduate, post-application:**
- Follow up on communications from college/department
- Continue to submit substitutions/waivers (substitution/waiver form) as soon as possible
- Correct information and help student reapply if denied