DePaul University
Office of the University Registrar

Records Team
Comprehensive Process Manual

Updated: July 2012

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ADMINISTRATIVE WITHDRAWALS

About

•A late withdrawal is an attempt by the student to withdrawal from a course after the last day to drop has passed for the quarter. These requests, called administrative withdrawals, are handled by different departments, depending on the situation.

•Student Records completes the processing of administrative withdrawals that come from the Dean of Students office committee.

•The administrative withdrawals that require processing will be found in the Worklist in PeopleSoft.

ADMINISTRATIVE WITHDRAWALS

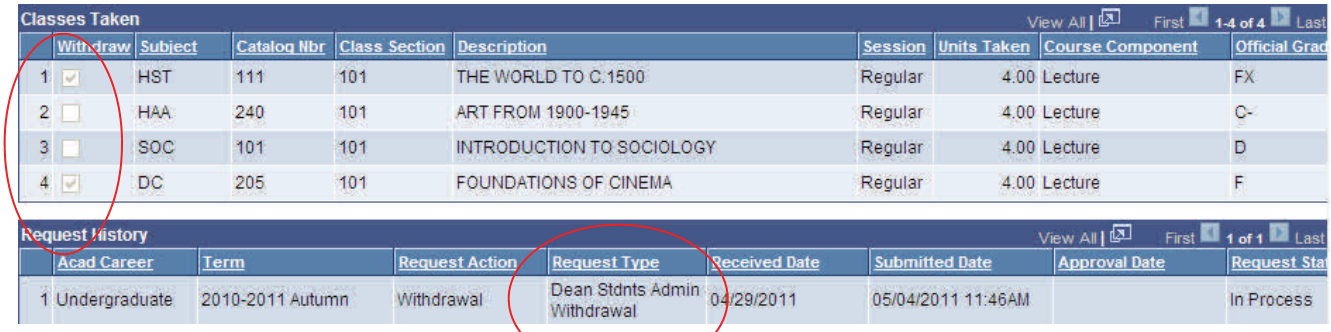
1. **Click on the tab entitled "Worklist"** that appears at the top of the screen on your PeopleSoft homepage.

2. **Click the links labelled "Late Withdrawal Stdnt Records"** that are from Latrese Smyles. The link will take you to the "Late Withdrawal Request" page where you will be able to see the information for that specific student. *ONLY process those that are under the "Dean Stdents Admin Withdrawal" request type" (Found lower on the page).

Worklist — Customize | Find | View All | First 1-25

From	Date From	Work Item	Worked By Activity	Priority	Link	
Paul Musial	03/25/2011	Late Withdrawal Stdnt Records	DU_ENRCHG_STRE_ACT		111, 1166188, UGRD, 0865, W, 2011-03-24-09.32.32.000000, , STRE, 2011-03-25-08.50.19.000000, Patel,Manish	Mark Worked
Latrese Smyles	03/28/2011	Late Withdrawal Stdnt Records	DU_ENRCHG_STRE_ACT		112, 1085411, UGRD, 0865, W, 2011-03-24-09.33.27.000000, , STRE, 2011-03-28-13.09.44.000000, Romano,David J	Mark Worked
Latrese Smyles	04/01/2011	Late Withdrawal Stdnt Records	DU_ENRCHG_STRE_ACT		101, 1217042, GRAD, 0865, W, 2011-03-24-09.14.08.000000, , STRE, 2011-04-01-09.53.20.000000, Bakhriba,Abdullah	Mark Worked
Paul Musial	04/01/2011	Late Withdrawal Stdnt Records	DU_ENRCHG_STRE_ACT		139, 1016726, GRAD, 0865, W, 2011-03-31-15.15.59.000000, , STRE, 2011-04-01-14.49.24.000000, Willis,Nova I.	Mark Worked
Paul Musial	04/01/2011	Late Withdrawal Stdnt Records	DU_ENRCHG_STRE_ACT		136, 0997641, UGRD, 0865, W, 2011-03-31-11.28.28.000000, , STRE, 2011-04-01-14.53.31.000000, Morales,Lucia	Mark Worked
Latrese Smyles	04/06/2011	Late Withdrawal Stdnt Records	DU_ENRCHG_STRE_ACT		152, 1152802, UGRD, 0865, W, 2011-04-04-14.48.53.000000, , STRE, 2011-04-06-10.02.59.000000, Nordin,Amanda M	Mark Worked
Latrese Smyles	04/06/2011	Late Withdrawal Stdnt Records	DU_ENRCHG_STRE_ACT		95, 0961665, UGRD, 0860, W, 2011-03-23-09.47.25.000000, , STRE, 2011-04-06-16.20.10.000000, McField,Krizia A	Mark Worked

3. **Locate the list of classes** that you are required to process. The checkmark in the "Withdrawal" box denotes the classes they are asking to be processed. *We ONLY process classes with the following grades: FX, W, WA, R, M, and AU.



Classes Taken — View All | First 1-4 of 4 Last

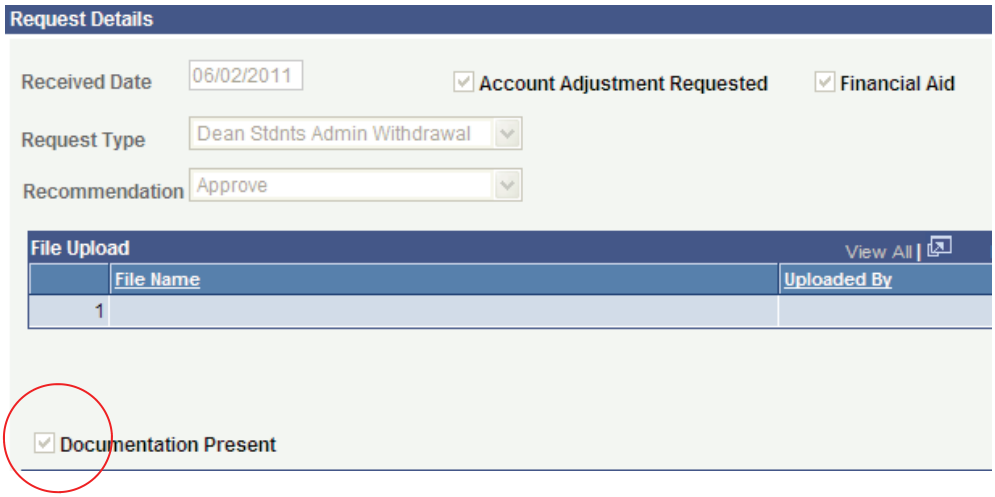
	Withdraw	Subject	Catalog Nbr	Class Section	Description	Session	Units Taken	Course Component	Official Grad
1	☑	HST	111	101	THE WORLD TO C.1500	Regular	4.00	Lecture	FX
2	☐	HAA	240	101	ART FROM 1900-1945	Regular	4.00	Lecture	C-
3	☐	SOC	101	101	INTRODUCTION TO SOCIOLOGY	Regular	4.00	Lecture	D
4	☑	DC	205	101	FOUNDATIONS OF CINEMA	Regular	4.00	Lecture	F

Request History — View All | First 1 of 1 Last

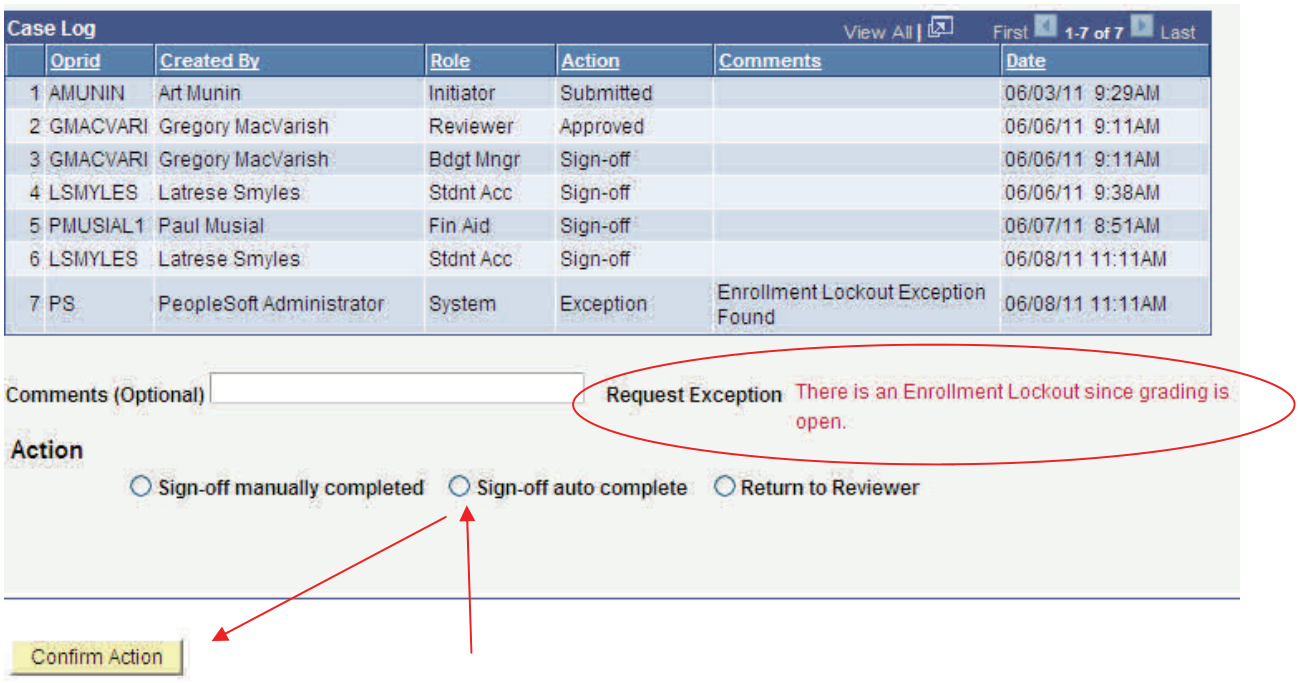
	Acad Career	Term	Request Action	Request Type	Received Date	Submitted Date	Approval Date	Request Sta
1	Undergraduate	2010-2011 Autumn	Withdrawal	Dean Stdnts Admin Withdrawal	04/29/2011	05/04/2011 11:46AM		In Process

ADMINISTRATIVE WITHDRAWALS

4. **If an IN or FX is assigned** for any class that needs to be processed, the "Documentation Present" box must be checked off in order to process those classes. If it is not checked then the request must be sent back with "Documentation Present box not checked. Want to confirm [list courses] have faculty permission to drop" in the comment box. Any classes with positive grades such as A, B, C, D should not be processed. Notify your Director or Associate Director, as additional approval from the Provost would be needed to process such requests.



5. **If there is no error message n the "Request Exception" field,** then you can process the request automatically by clicking "Sign-off auto complete" and clicking "Confirm Action."



ADMINISTRATIVE WITHDRAWALS

If there is a message in the "Request Exception" field, you will need to complete the following WA process.

6. **If a class for which you are assigning a WA has a repeat code,** you will need to adjust the codes appropriately while also performing the WA process (Please see Pg. _____ under GPA Restarts):

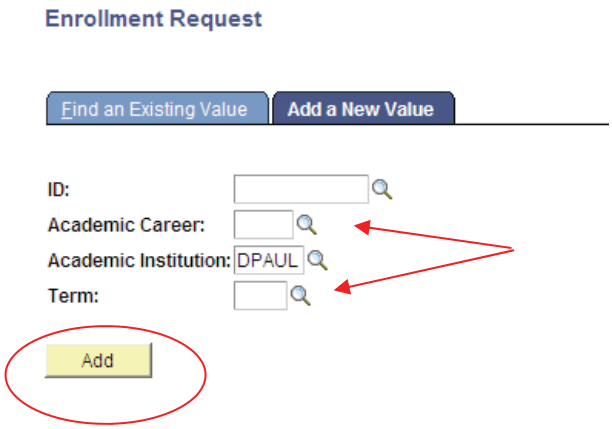
   -If there are **two** attempts, **delete** both the O code and the R code.

   -If there are **three** or more attempts and the WA belongs on the final attempt, **delete** the R code and **replace** the last MR code with a R.

   -If there are **three** or more attempts and the WA belongs on an MR, **delete** the MR code and make no other changes.

7. **To begin the WA process for "Request Exceptions"** navigate to "Enrollment Request":
   Home > Records and Enrollment > Enroll Students > Enrollment Request

   Enter the student's EMPL ID and use the magnifying glasses to find the appropriate career and term for which you are placing the WA grades. Click "Add."

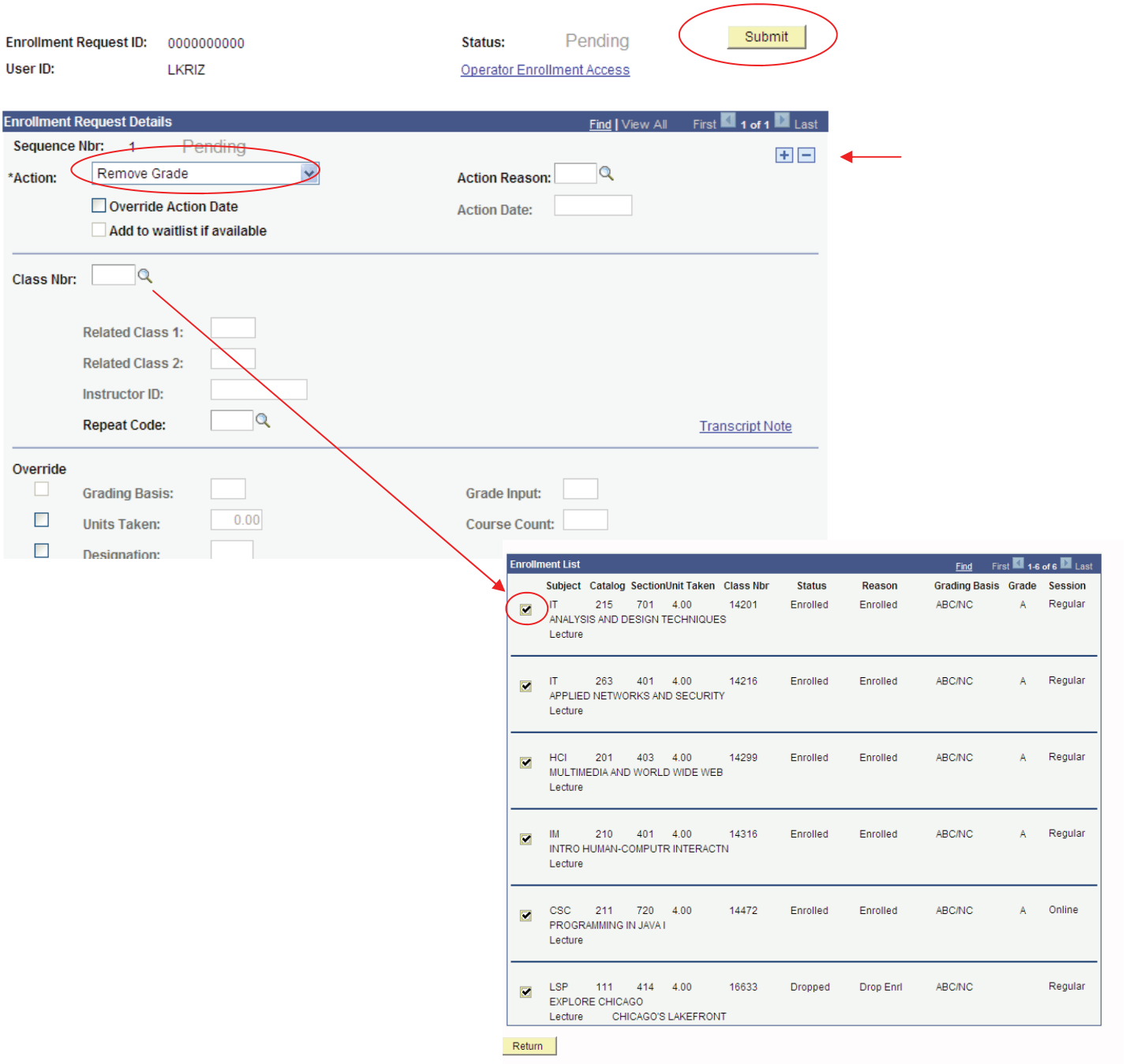


ADMINISTRATIVE WITHDRAWALS

8. **Select "Remove Grade" as Action.**

9. **Use the magnifying glass** to search for the class for which a WA will be applied.

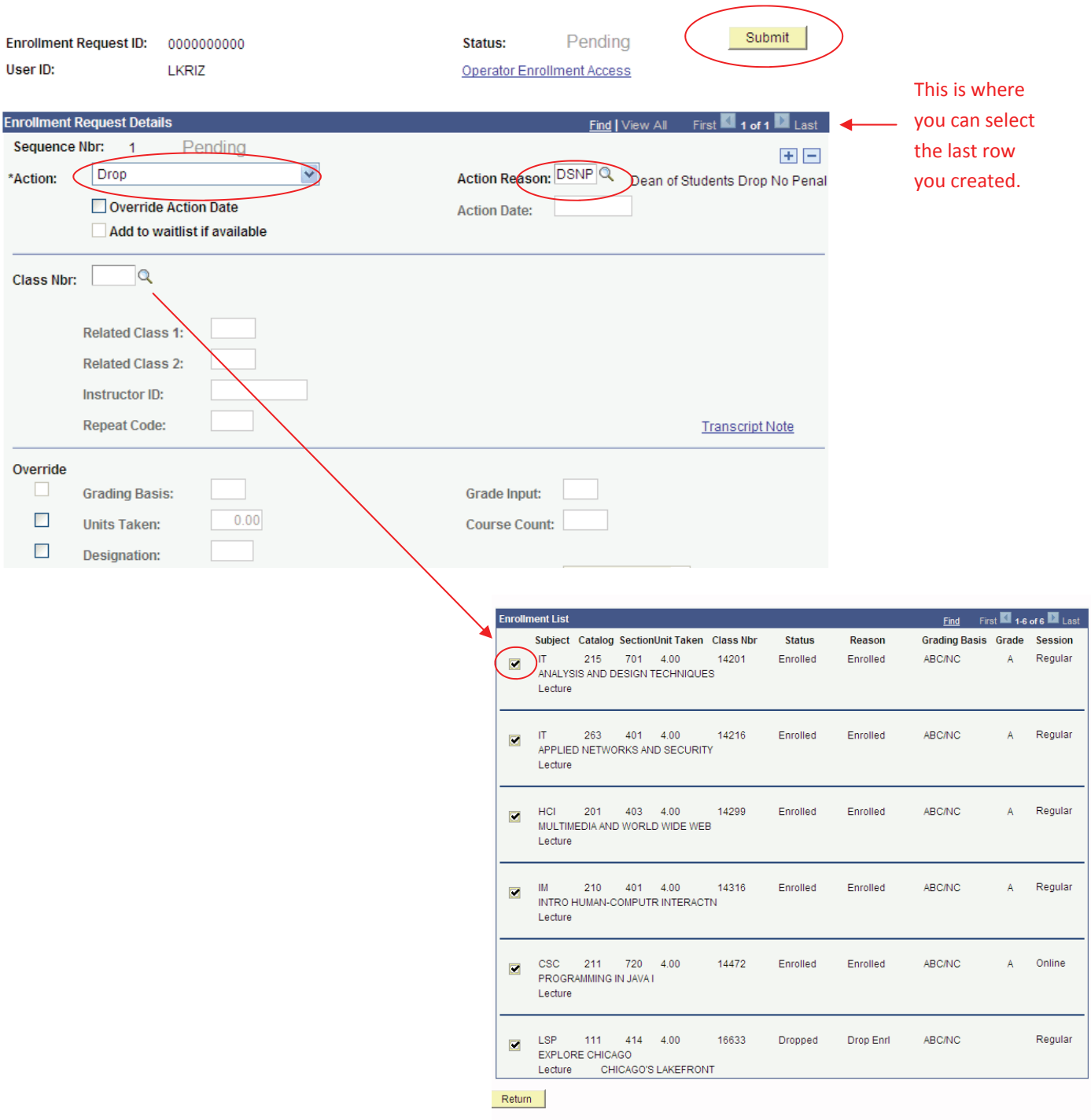
10. **For multiple WA grades,** select the plus sign in the top right corner to add a row and search for each class. Be sure that each row has "Remove Grade" selected for the action. Once this is confirmed, click "Submit."



ADMINISTRATIVE WITHDRAWALS

11. Select the last row (use the arrows) and add another row as before.

12. Select "Drop" as Action and "DSNP" as Reason Code. This is the second step of the WA process and will be completed for each course as before, by adding a row for each course, selecting the Drop and DSNP actions and reasons.

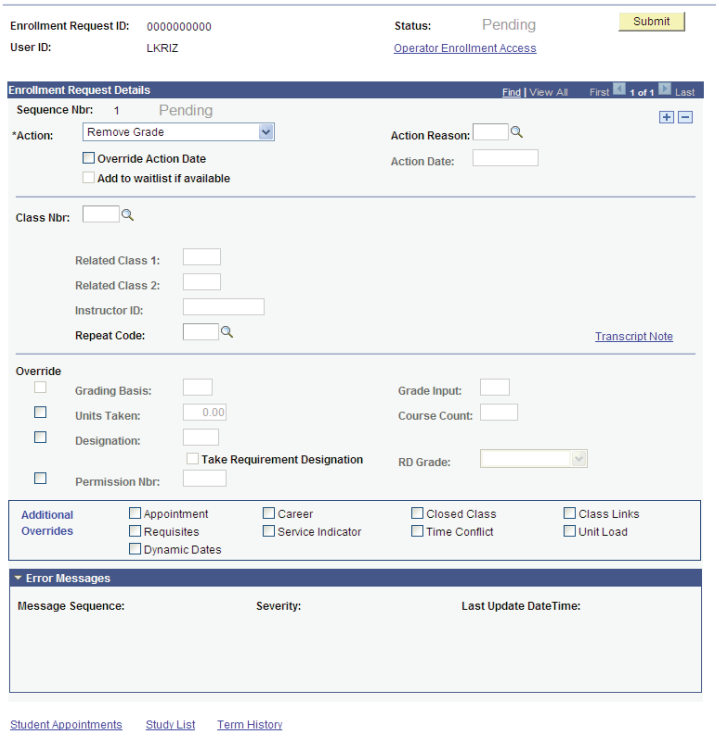


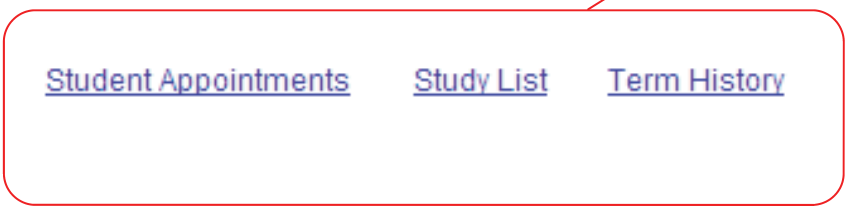
ADMINISTRATIVE WITHDRAWALS

13. Click "Submit" once all necessary courses have been removed and dropped.

You should receive a "Success" message in the top right corner beside the Submit button.

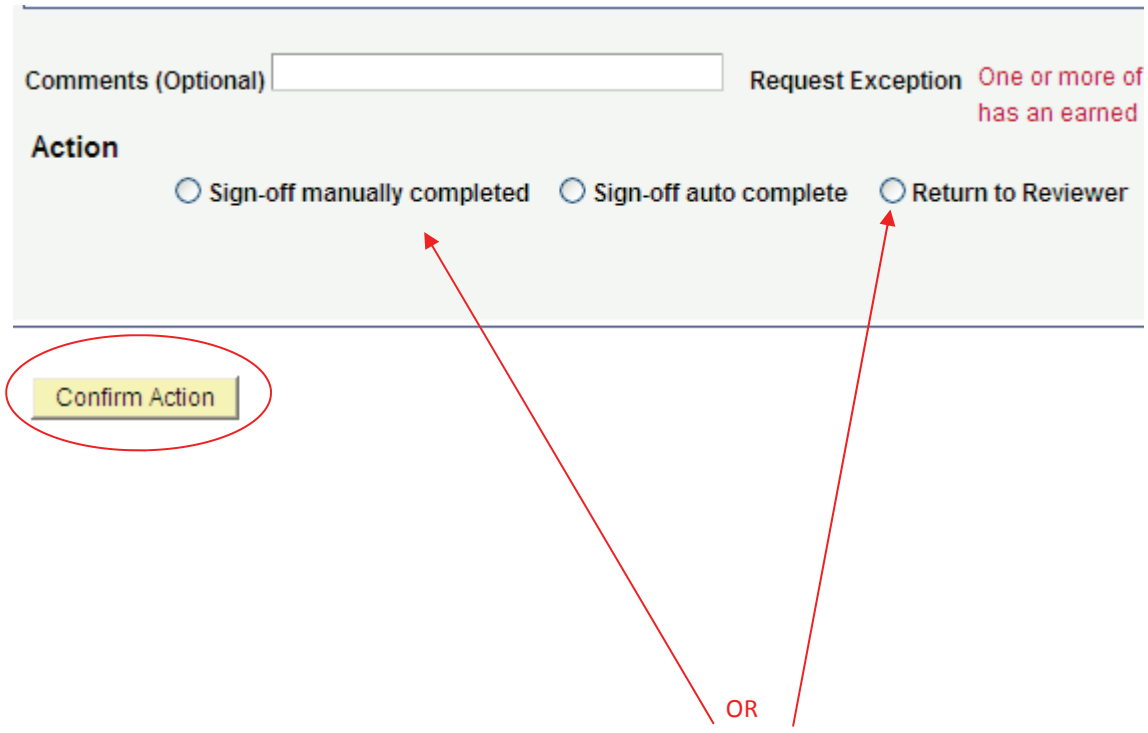
Review the Study List (found at the bottom of the page) to confirm that all WA's were applied correctly.





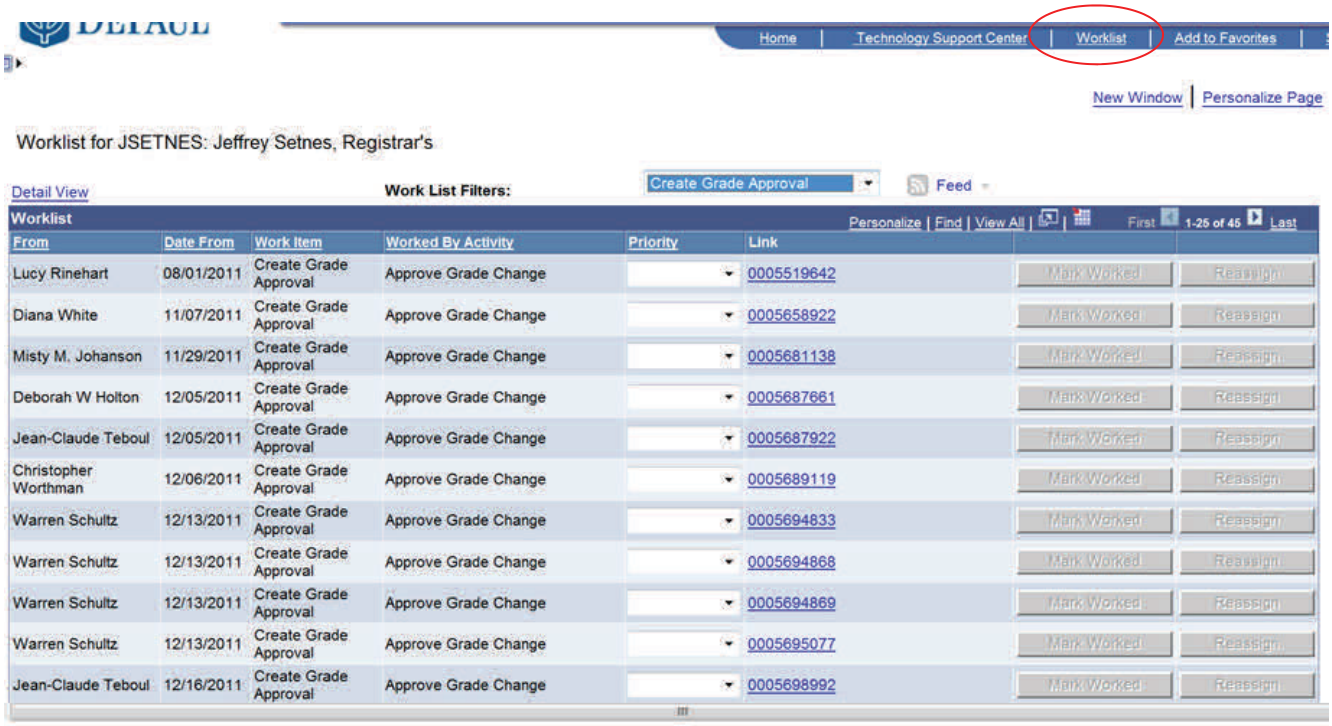
ADMINISTRATIVE WITHDRAWALS

14. Select "Sign-off manually completed" at the bottom of the page and click "Confirm Action." If the student had positive grades and are approved to be returned (see Step 4), do not process using the steps above, but rather select "Return to Reviewer" at the bottom, enter any comments, and click "Confirm Action."



CHANGE OF GRADES

1. **Click on the "Worklist"** found on the upper right side of your home page in PeopleSoft.



2. **Open a new window** by clicking on the blue link in the top right corner. Go back to the other window as the new one will be used shortly.

3. **Click on the first blue link** (pictured above). This will open the Enrollment Request page.

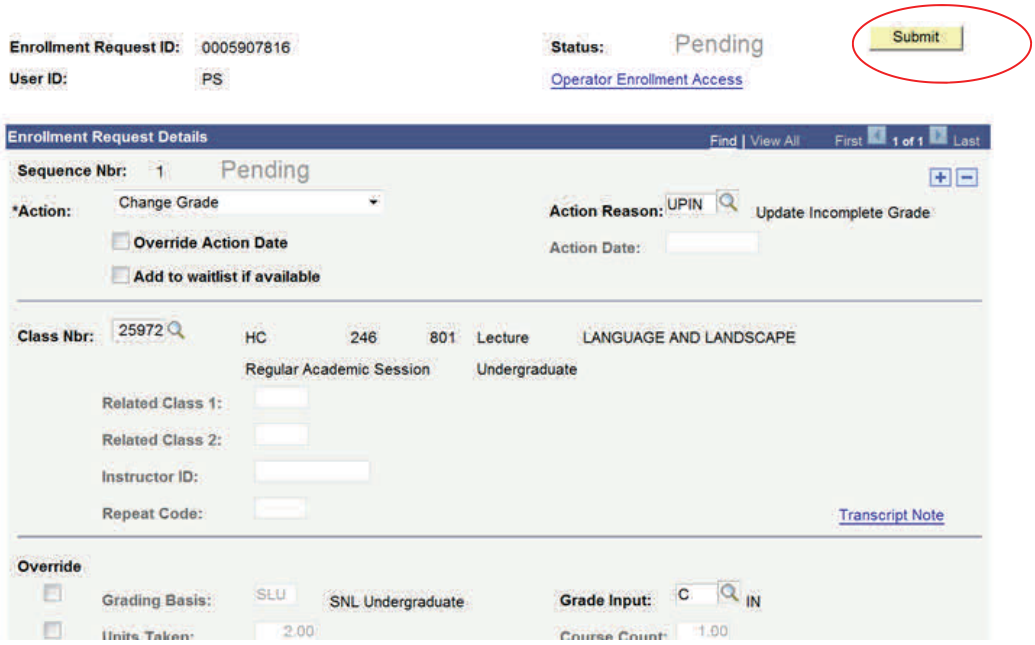
4. **In the new window,** confirm that the student does not have a degree posted. Copy and paste the student ID into the Student Degree page in your new window by navigating to:

   Home > Records and Enrollment > Graduation > Student Degrees

5. **If a degree is listed,** email the instructor and dean of the student's college indicating that the academic record can not be changed at this point. If there is NO degree listed, close the new window and continue.

CHANGE OF GRADES

6. **Click "Submit"** to process the grade change request if there was no degree listed.



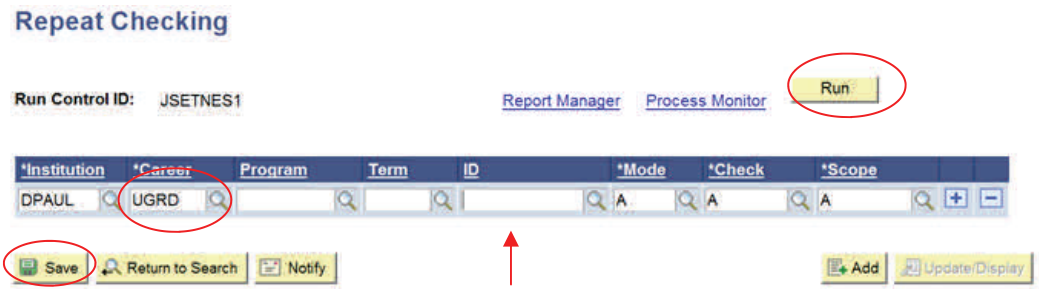
7. **If the grade is being changed from an M, IN, or R grade,** the repeat process must be run (excepting SNL or Law students). Navigate to:

   Home > Records & Enrollment > Term Processing > End of Term Processing > Repeat Checking

Click "Search" to begin the run control. You may only need to do this once.

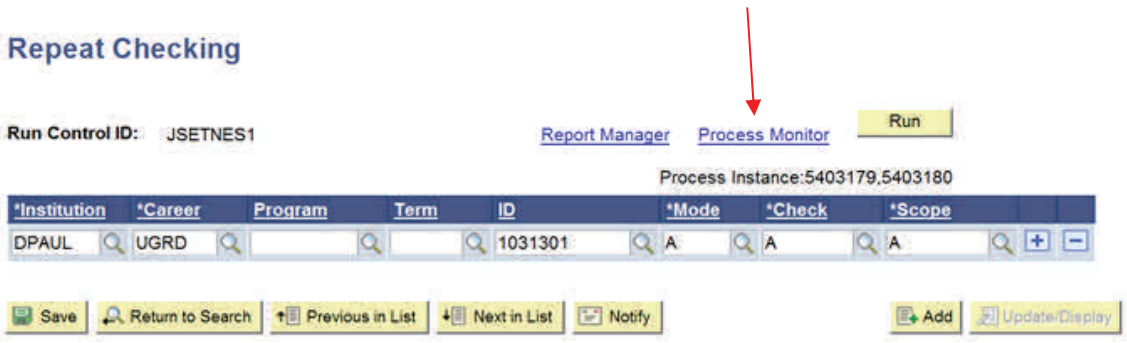
CHANGE OF GRADES

8. **Enter the career level** of the student and the student's ID. Click "Save" and then click "Run."



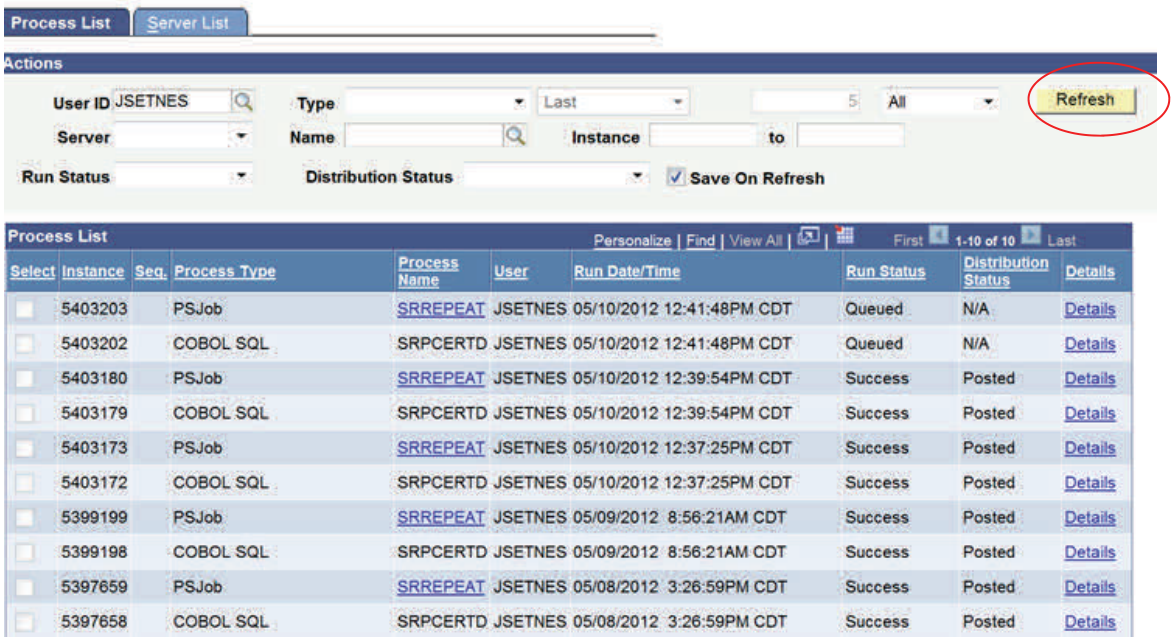
9. **A new screen should appear** once you click "Run." Ensure the fields look like the following:

10. **Click "OK."** The screen from before should return with grade fields entered. Click on the Process Monitor link at the top right.



CHANGE OF GRADES

11. Click "Refresh" in the Process Monitor until your job (listed with your username and timestamp) reflects a "Posted" Run Status.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	5403203		PSJob	SRREPEAT	JSETNES	05/10/2012 12:41:48PM CDT	Queued	N/A	Details
	5403202		COBOL SQL	SRPCERTD	JSETNES	05/10/2012 12:41:48PM CDT	Queued	N/A	Details
	5403180		PSJob	SRREPEAT	JSETNES	05/10/2012 12:39:54PM CDT	Success	Posted	Details
	5403179		COBOL SQL	SRPCERTD	JSETNES	05/10/2012 12:39:54PM CDT	Success	Posted	Details
	5403173		PSJob	SRREPEAT	JSETNES	05/10/2012 12:37:25PM CDT	Success	Posted	Details
	5403172		COBOL SQL	SRPCERTD	JSETNES	05/10/2012 12:37:25PM CDT	Success	Posted	Details
	5399199		PSJob	SRREPEAT	JSETNES	05/09/2012 8:56:21AM CDT	Success	Posted	Details
	5399198		COBOL SQL	SRPCERTD	JSETNES	05/09/2012 8:56:21AM CDT	Success	Posted	Details
	5397659		PSJob	SRREPEAT	JSETNES	05/08/2012 3:26:59PM CDT	Success	Posted	Details
	5397658		COBOL SQL	SRPCERTD	JSETNES	05/08/2012 3:26:59PM CDT	Success	Posted	Details

On occasions, paper grade changes will have to be submitted in lieu of the online worklist.

Reasons for the paper form include:

A)Student was enrolled after the final grade roster was generated. If the student was not on the final grade roster any grade change can only be submitted via paper.

B)Change a letter grade to IN or R grade. Online worklist will not permit a grade change from a letter grade to IN or R.

C)Instructor is no longer at the university. Only the designated grader can submit online grade changes for a specific roster.

DEGREE CONFERRAL

About the Students' Responsibilities

- To determine their readiness for graduation, students can consult their advisor and view their unofficial transcript and Degree Progress Report, both found on Campus Connect. They may also consult the University Handbook at: http://sr.depaul.edu/CourseCatalog/CurrentCourseCatalog/index.asp

- Students must apply for Degree Conferral in order to be audited and receive a degree from DePaul. They navigate to: ***Home > For Students > Graduation > Apply for Degree Conferral .***

- The student must apply by the deadline for the particular graduation term. If the student misses the deadline, they are to be referred to their College Office.

- They must have Senior status and can only apply up to three terms in advance.

- Students receive email notifications when they apply for conferral and when the degree is officially posted. **NOTE:** This email is the only record the student receives of their application.

- The student should have a conversation with the College Office, and NOT Student Records if they are denied conferral during the auditing process, or if their conferral term is moved. They will need to go through the application process once again.

- Questions about Commencement should be directed to Academic Affairs or the College Office.

DEGREE CONFERRAL

About the College Offices' Responsibilities

- The College Office makes the conferral term available for students.

- The College Offices are sent a timeline and reminders for the upcoming term(s) that outlines deadlines and important dates.

- They use the Secure Degree Conferral Tool (SDC) to find the students that have applied for graduation. The Colleges also use the SDC to set students to "Submitted to SR." (more on that later)

- Additionally, they have the ability to manually apply a student for conferral.

- The Colleges have the 30-day window (see next page) to update students and submit them to Student Records. They are given an internal deadline by which all students must to "Submitted to SR" in order to give Student Records time to finish auditing within those 30 days.

- The College Office checks each record for program specific requirements.

- All enrollment or grade changes should be submitted to Student Records prior to sending through the SDC.

- The Colleges should be adding transcript text, honors codes and designations, Focus Areas, and thesis titles through the SDC.

- Any issues requiring approval or more information should be emailed to SRSupport@depaul.edu

- The Colleges should understand that by sending a student through the SDC as "Submitted to SR" serves as their sign-off.

DEGREE CONFERRAL

About Student Records' Responsibilities

•Student Records reviews students submitted by each College for Degree Conferral using the University Requirements. Each College Office audits students' records for specific major-related criteria prior to sending to Student Records.

•These students are submitted to Student Records on a daily basis using the Secure Degree Conferral Tool (SDC).

•Posting of degrees begins the day the term ends and concludes 30 calendar days after that point, in accordance with law. A degree cannot be conferred before the end of the conferral term or for a future term. Similarly, a degree should NOT be posted is the 30 day deadline has passed.

•If a student does not meet the University graduation requirements or if there is a discrepancy , the College must be notified immediately via the SDC. In these cases, the student is "Returned by SR" with notes explaining the situation. The College Office must submit the student to SR once more to confer if the issues are resolved. (Instructions on using the SDC will follow).

•If it is determined that an exception to the degree deadline is necessary, it MUST go through the Dean of the College and Directors in Student Records. These are handled on a case-by-case basis.

•There are Degree Audit Checklists available for each College (undergraduate and graduate) on the W Drive at: W:\ops\DEM\Student Records\Team Records\Official Cross Training Plan and Documents\Degree Audit Checklists\01-2012

DEGREE CONFERRAL

University Graduation Requirements

- Please review the Student Handbooks if there are any questions. They are found at: http://sr.depaul.edu/CourseCatalog/CurrentCourseCatalog/index.asp

- **Quarter Hours:** Undergraduates must have a minimum of 192 quarter hours. Graduate students' requirements vary by program (please refer to the checklists on the W Drive).

- **GPA:** Undergraduates with a 2.00 GPA may be on probation. Review this in the Term History. Navigate to: ***Home > Records and Enrollment > Student Term Information > Term History.***

- **Honors:** Undergraduates with a 3.50 GPA or higher are eligible for Honors.

Cum Laude	3.500-3.699
Magna Cum Laude	3.700-3.849
Summa Cum Laude	3.850-4.000

- The School for New Learning (SNL) does not recognize honors.

- Law School honors are awarded at the end of the Academic Year. Please see pg…..for information about Law School honors.

- If a student is part of the Honors Program and have graduated, a notation can be added in the transcript text. A student can be part of the Honors Program and not be conferred with Honors.

DEGREE CONFERRAL

•**Residency:** Students must complete the last 60 hours of their education at DePaul. Approval for students that do not meet this requirement should be sent to the SRSupport email resource via the College Office.

•**Residency Queries:** Before conferring students in the SDC, please use the following queries to identify students that will need to be "Returned by SR" to receive the approval mentioned above.

Find the Population: SR9_RESIDENCY_CHK_LT_60HRS

If specific course detail is needed: SR9_RESIDENCY_CHK_STDNT_DTL

•**Grades:** Undergraduate and graduates with pending grades (IN, M, and R) must have them resolved before the degree is posted. The student must send an email to SRSupport (either directly or through their college) indicating their consent for us to update IN and R grades to ING or RG (M's are not updated).

•Any students with pending grades can be "Returned by SR" with a note for the College Office until the email is received.

•**Enrollment:** Students should not have enrollment beyond the graduation term. Classes must be dropped by the student. If the student is continuing and is in a non-degree seeking career, the future term should reflect the appropriate enrollment.

•**Degree Conferral Application:** The student must be applied for conferral; this will be evident by a row in the Program/Plan listing the Expected Grad Term. Navigate to: ***Home > Records and Enrollment > Career and Program Information > Student Program/Plan***

DEGREE CONFERRAL

Pre-Auditing for Conferral Coordinator

•Send out Conferral Reminder (about a month and a half before conferral begins).

•Create a folder for the conferral term in the Graduation section of the Student Records W Drive.

•Run the Grad Fee SQR the day conferral starts and save in the created folder (See pg….)

•Create conferral assignments sheet detailing every team member's responsibility.

•Create a metric spreadsheet for the term.

Auditing Guidelines for Degree Conferral Team

•Auditing can begin once the conferral term grading is complete.

•Students may be submitted by the colleges on the first day, and at any point after that.

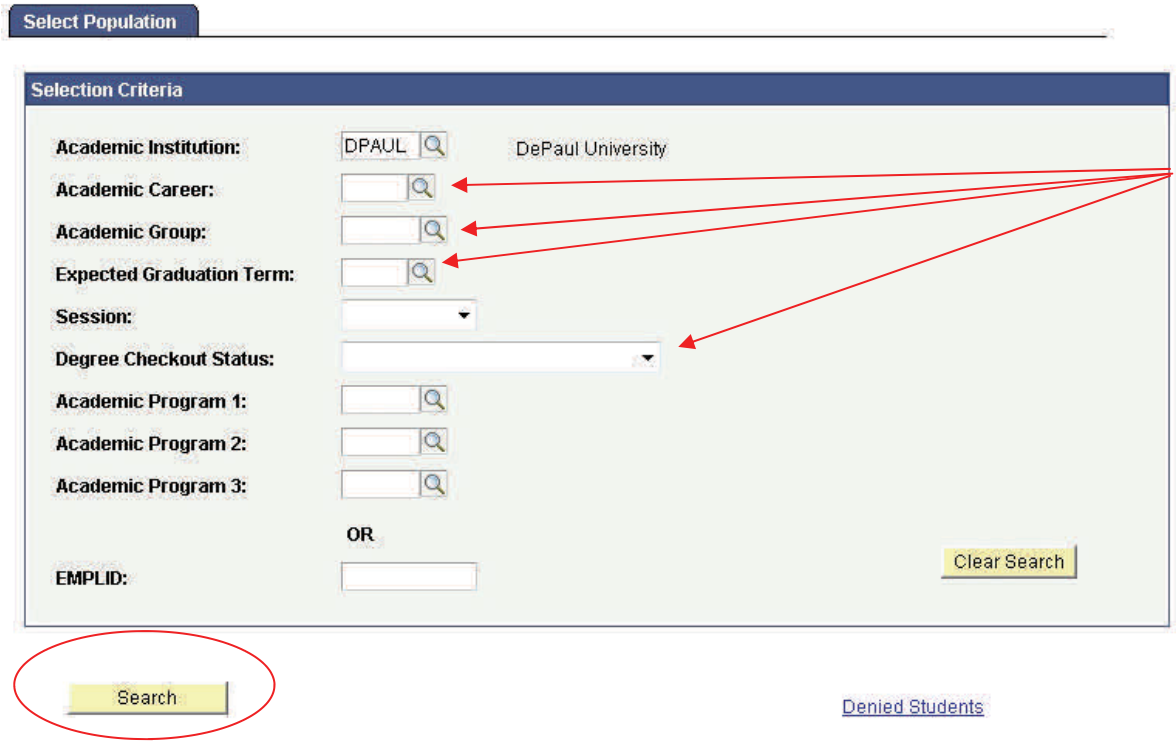
•Use the University Requirements mentioned previously and the checklist for your college (from the W Drive) to check every criteria.

•You may open a new window and use any applications that you find most helpful to retrieve the necessary information, if it is not listed in the SDC. The unofficial transcript and Term History may be helpful. The SDC does indicate pending grades, GPA, credit hours, external degrees, and program, information for you in one convenient place.

DEGREE CONFERRAL

1. **Navigate to the SDC:**

   Home > Records and Enrollment > Graduation > Secure Degree Conferral



Use the following searches to narrow your list down to your assignment. Always select "Submitted to SR" as your Checkout Status.

2. **Audit the record** for the necessary criteria and select a status in the dropdown for each student you reviewed. You can only edit students who have been "Submitted" and you can only alter a status to "Degree Awarded" or "Returned by SR" (see previous pages for reasons to return).

   Degree Awarded: The student has met all criteria.

   Submitted to SR: The student has been sent to SR via the College Office

   Returned by SR: There is an issue that needs to be resolved.

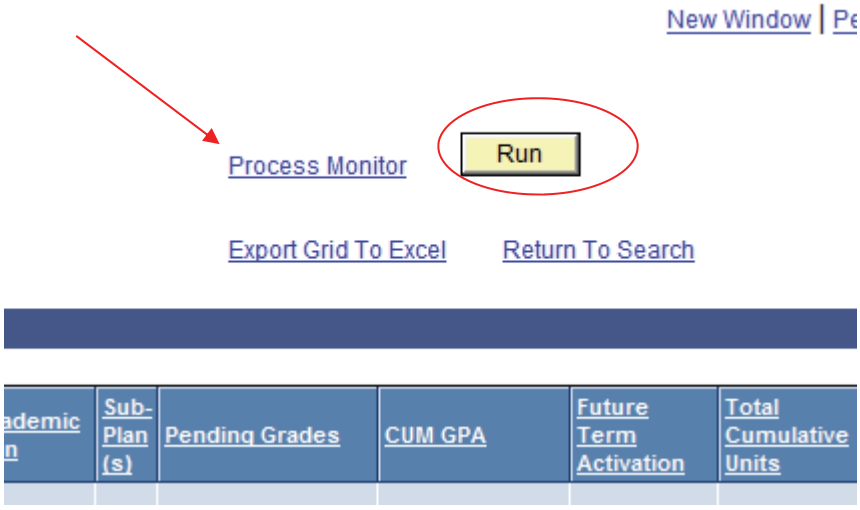
   Internal College Reivew: For College Office Use

   Applied for graduation: Student has applied, College is reviewing

DEGREE CONFERRAL

3. **Click "Run"** in the upper-right hand corner of the page. Click "OK" on the window that appears.

4. **Click on the "Process Monitor"** link near the Run button. DO NOT navigate anywhere but here. Click "Refresh" until the job has posted with Success.



DEGREE CONFERRAL

Special Case: Dual Degrees

- A Dual Degree is earned from different colleges within the university and is completed within the same academic year/term.

- Both degrees are conferred simultaneously at the time of graduation. It is different than a double major or second degree.

- The College Office will usually send email correspondence concerning dual degree students and identify in which programs the student should receive the degree.

- Each individual college awarding the dual degrees must submit the student for posting (in the SDC) by the graduation deadline.

- **To Audit:** Follow the regular auditing and posting procedures for the first program/college that has the graduation application (**Note:** the student must have a minimum of 265 total earned quarter hours).

- Once the first degree is posted, the student's second program has to manually be added. It can only be done at this time. Please follow the instructions on the next page to add the student's program and application before completing the auditing in the SDC a second time.

DEGREE CONFERRAL

1. **Navigate to the Program/Plan** (see pg for images of a Program/Plan)**:**

   Home > Records and Enrollment > Career and Program Information > Student Program/Plan

   APPLICATION

   Ensure you are in "Correct History."

   Add a row

   Program Action = APPL

   Academic Program = second program (use the magnifying glass to search)

   Plan = Undeclared

   Admit Term and Requirement Term = same as first program

   Expected Grad Term = current term (use magnifying glass)

   Click "Save."

   ADMIT

   Add a row

   Program Action = ADMT

   Click "Save."

   MATRICULATE

   Add a row

   Program Action = MATR

   Update Plan/Sub-plan to what was submitted in correspondence

   Click "Save."

   GRADUATION APPLICATION

   UNDER PROGRAM TAB:

   Add a row

   Program Action = CONF

   Action Reason = ADMN

   UNDER DEGREES TAB:

   Update "Degree Checkout Stat" to "APPLIED"

   Click "Save."

2. **You may post the student's second program just as before.**

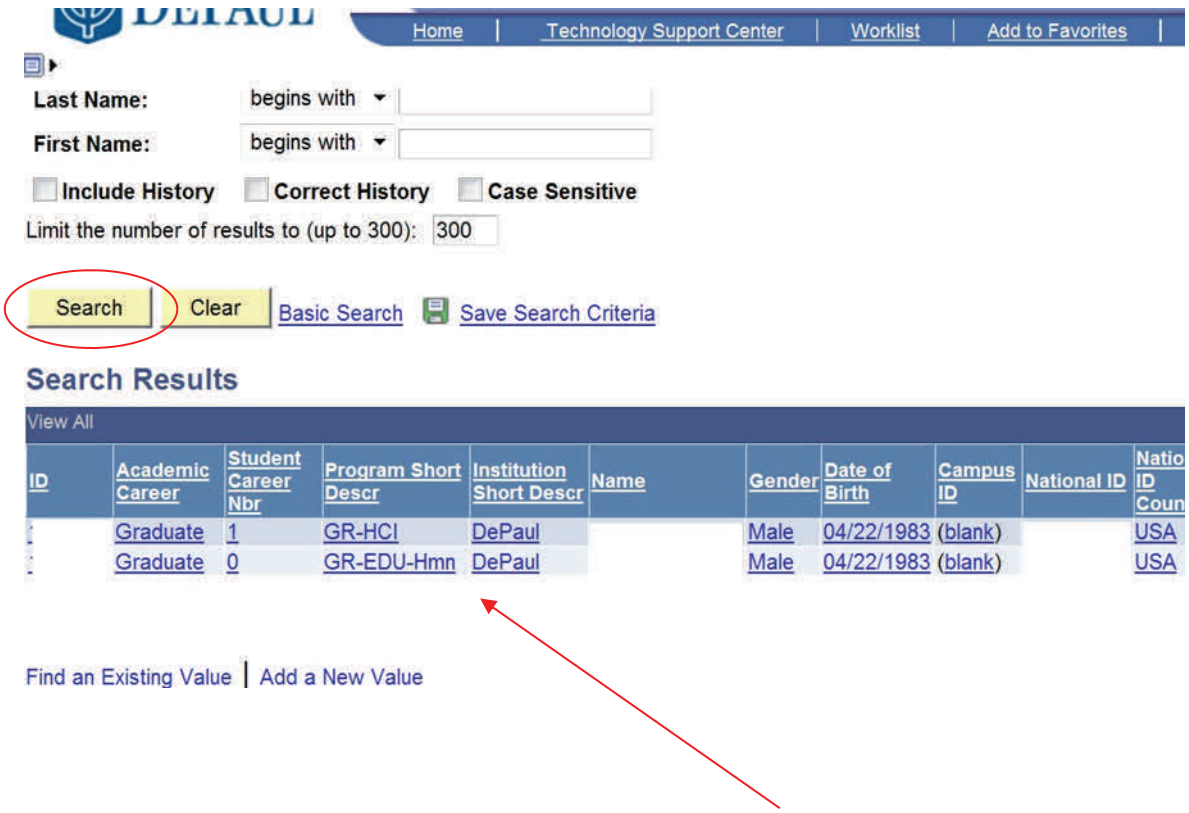
DISCONTINUATIONS

Most discontinuations completed by Student Records occur when a student, who is active in one program, is admitted to a different program. This involves discontinuing the program in which the student will no longer be active.

1. **Navigate to:**

   Home > Records and Enrollment > Career and Program Information > Student Program/Plan

2. **Enter the student's ID and click "Search."**



In this example, the student has 2 graduate careers: Graduate CDM and Graduate Education. The student was first active in Education (career 0) in Autumn 2010, then in Spring 2011 was admitted to CDM (career 1).

DISCONTINUATIONS

3. **Choose the career** that is to be discontinued.

4. **Add a row** by clicking the plus sign in the top right corner.

5. **Input the following information:**

   Effective Date = Day after the end of the term in which the request was received.

   Program Action = DISC

   Action Reason = COL

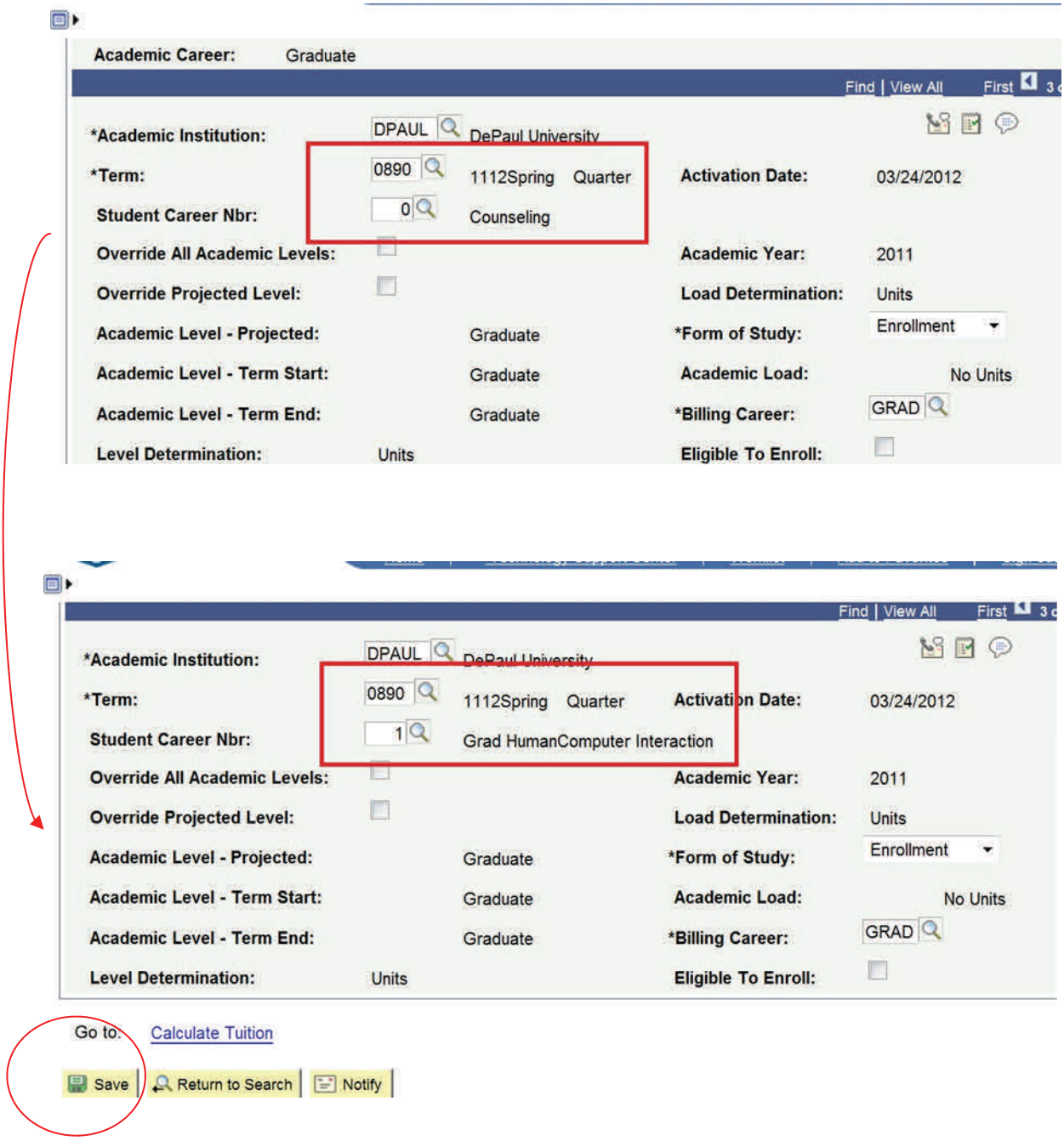
6. **Click "Save."**

7. **Navigate to:**

   Home >Records and Enrollment > Student Term Information > Term Activate a Student

DISCONTINUATIONS

8. **Change the Career Number** of the now-inactive to the now-active career number in the Term Activate page. **Click "Save."** This is will allow the student to enroll in courses in the now active career.



DISMISSALS AND SUSPENSIONS

About

•**Academic Progress Dismissals** are processed for students with low GPAs. These students may not apply for readmission to DePaul for two quarters. In that time, they "may be required to demonstrate acceptable academic achievement at another regionally accredited college or university before readmissions is approved." (Undergraduate Student Handbook)

•These dismissals come from the College Offices.

•**Academic Integrity Violations** can result in reprimands, suspensions, or dismissals. According to the Undergraduate Student Handbook (found at http://sr.depaul.edu/CourseCatalog/index.asp) : "Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources, alteration or falsification of academic records; academic misconduct; and complicity.

•Similar suspensions and dismissals can be processed due to Code of Conduct Violations. Please see the Undergraduate Student Handbook for all information regarding academic policies and the Code of Student Responsibility.

•Academic Integrity dismissals and suspensions come from the Academic Integrity Board (currently Leah Bryant and Molly Schafer). Code of Conduct violations are sent to Student Records by the Dean of Students Office staff (currently Anissa Jones and Art Munin).

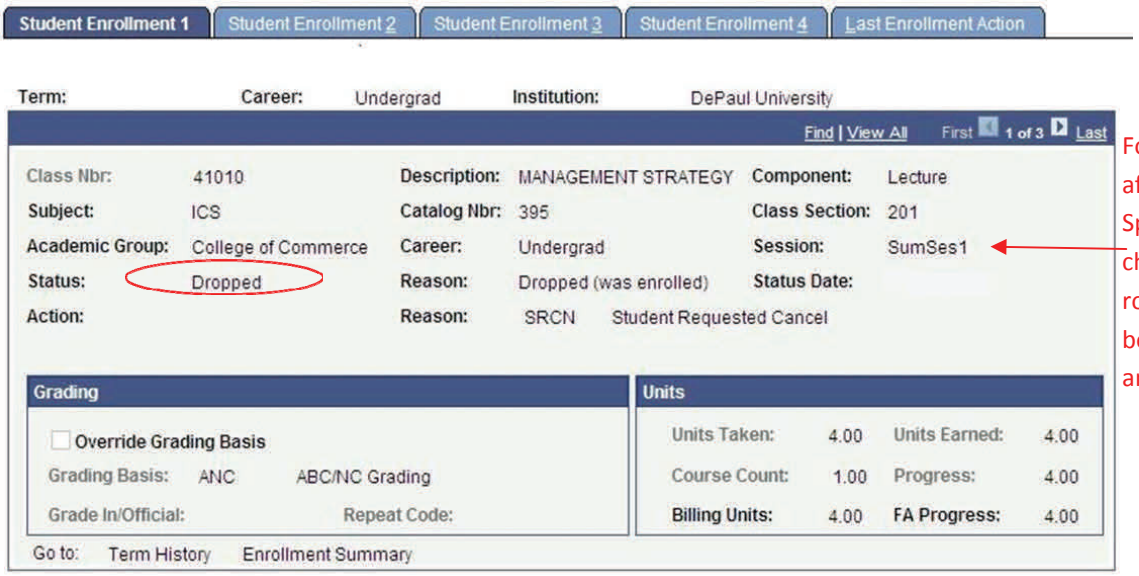
•Academic Integrity/Code of Conduct dismissals ARE NOT rescinded. These dismissals are not typically given without careful thought and consideration of other options.

ACADEMIC PROGRESS DISMISSALS

1. **Check for Future Term Enrollment** beyond the dismissal term. Navigate to:

   Home>Records and Enrollment>Enroll Students>Enrollment

   Ensure that you are in "Correction Mode" (select the button on the bottom right).



For dismissals after the Spring term, check for enrollment in both Summer and Autumn.

If student is NOT enrolled, continue to step 3.

If student IS enrolled, drop the student from the classes first (step 2).

2. **Navigate to Enrollment Request** in order to drop the student:

   Home > Records and Enrollment > Enroll Students > Enrollment Request

If necessary, override the Action Date, which must be before the last day to drop for that particular term.

Use the magnifying glass to search for classes in the selected term. Add a new row (the plus sign to the left) for each course to be dropped. Then, click "Submit."

ACADEMIC PROGRESS DISMISSALS

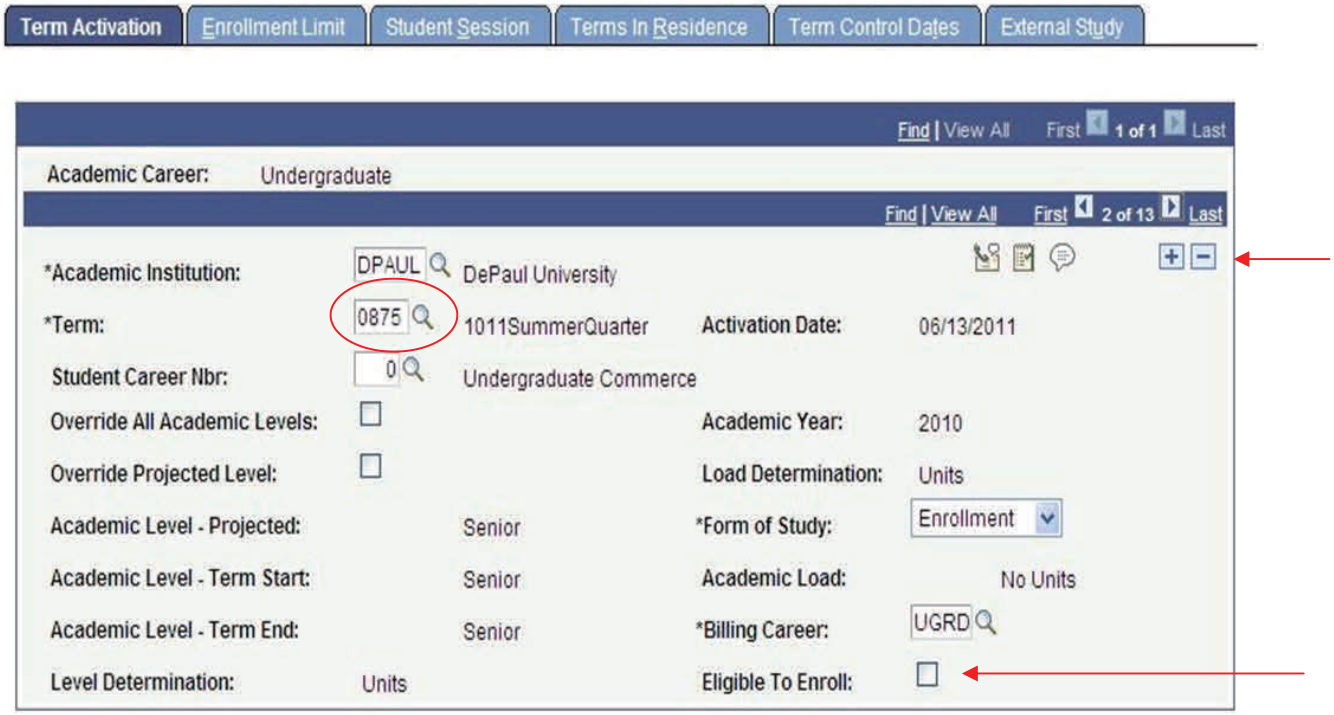
3. **Update the Term Activation**. Navigate to:

   Home>Records and Enrollment>Student Term Information>Term Activate a Student

> ***If student has NO enrollment*** *beyond dismissal term, all future terms must be deleted by deleting the rows (clicking the minus sign button on the top right).*
>
> ***If student HAS enrollment or previous registration,*** *uncheck the "Eligible to Enroll" box in the lower right-hand corner.*

4. **Click "Save."**

5. **If student had previous enrollment,** click the "Calculate Tuition" link above the Save button. Be sure to click OK through to the original Term Activiation page.



ACADEMIC PROGRESS DISMISSALS

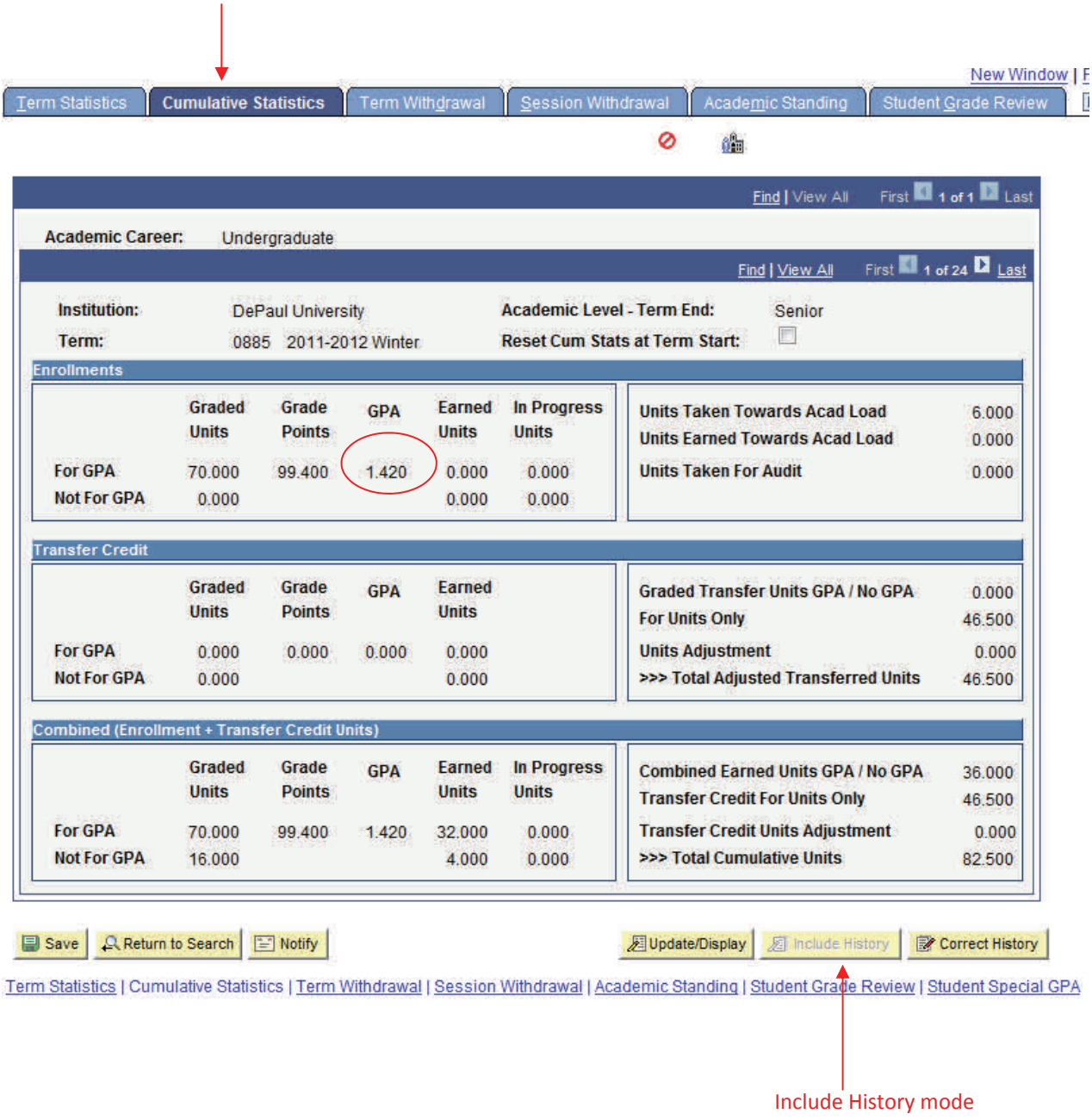
6. **Update the student's academic standing** to reflect dismissal. Navigate to:

   Home > Records and Enrollment > Student Term Information > Term History

   Use "Include History" mode to view all terms (click bottom right button).

   Use "Correct History" mode to update the specific term (as in step 1).

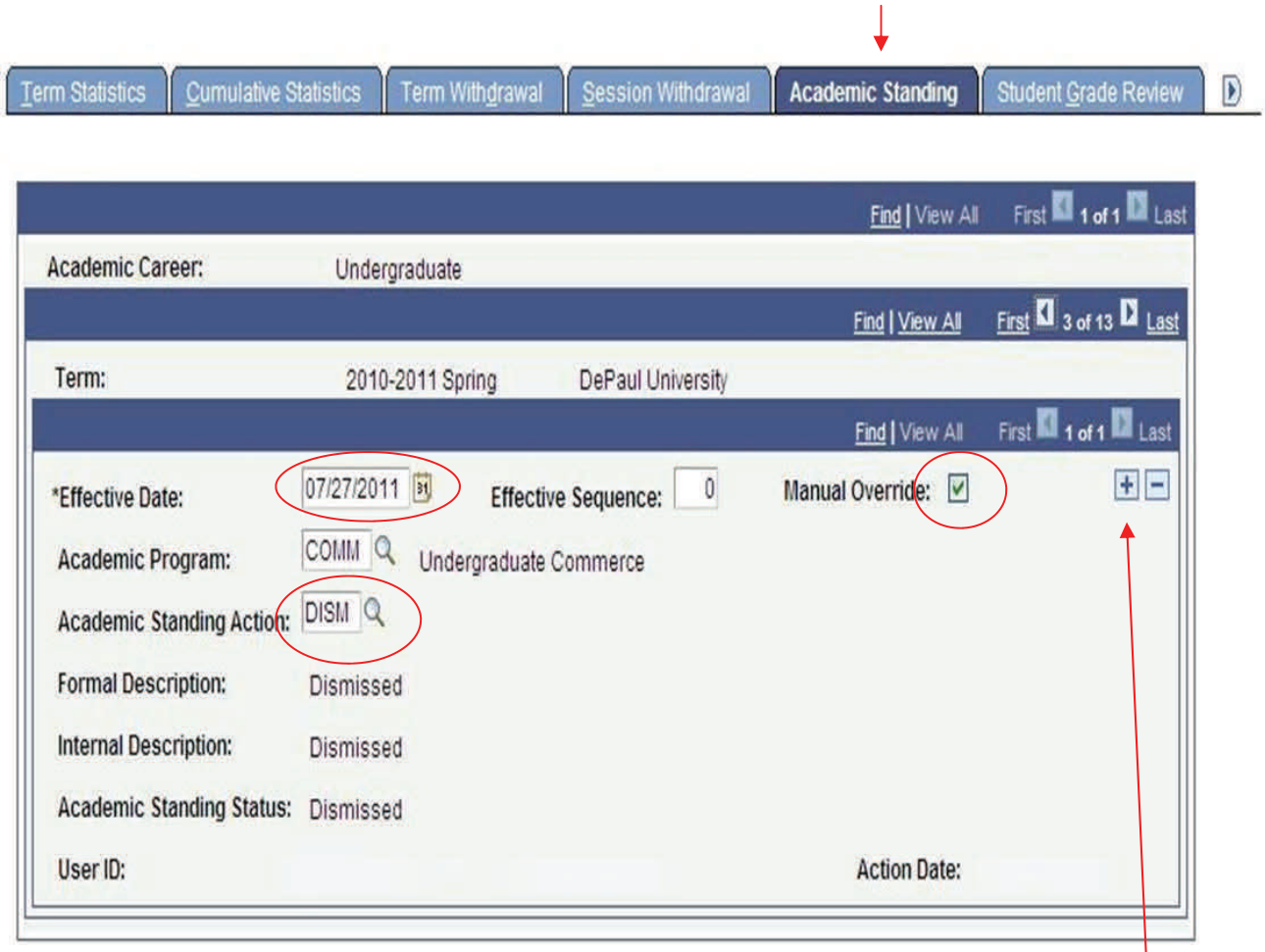
7. **Verify** that the student's Cumulative GPA is below 2.0 (using the Cumulative Statistics Tab).



ACADEMIC PROGRESS DISMISSALS

8. **Update the student's academic standing** to reflect dismissal. Select the Academic Standing tab.

9. **Select the student's dismissal term.** Check for Probation Notation and update the Effective Date.



If **NO Probation** is listed:

check the "Manual Override" box

Update the Effective Date to the current date

Select the student's program using the magnifying glass

Enter "DISM" in Academic Standing Action

If **Probation IS listed** for the term:

Add a row (click the plus sign)

Check the "Manual Override" box

Update the Effective Date to the current date

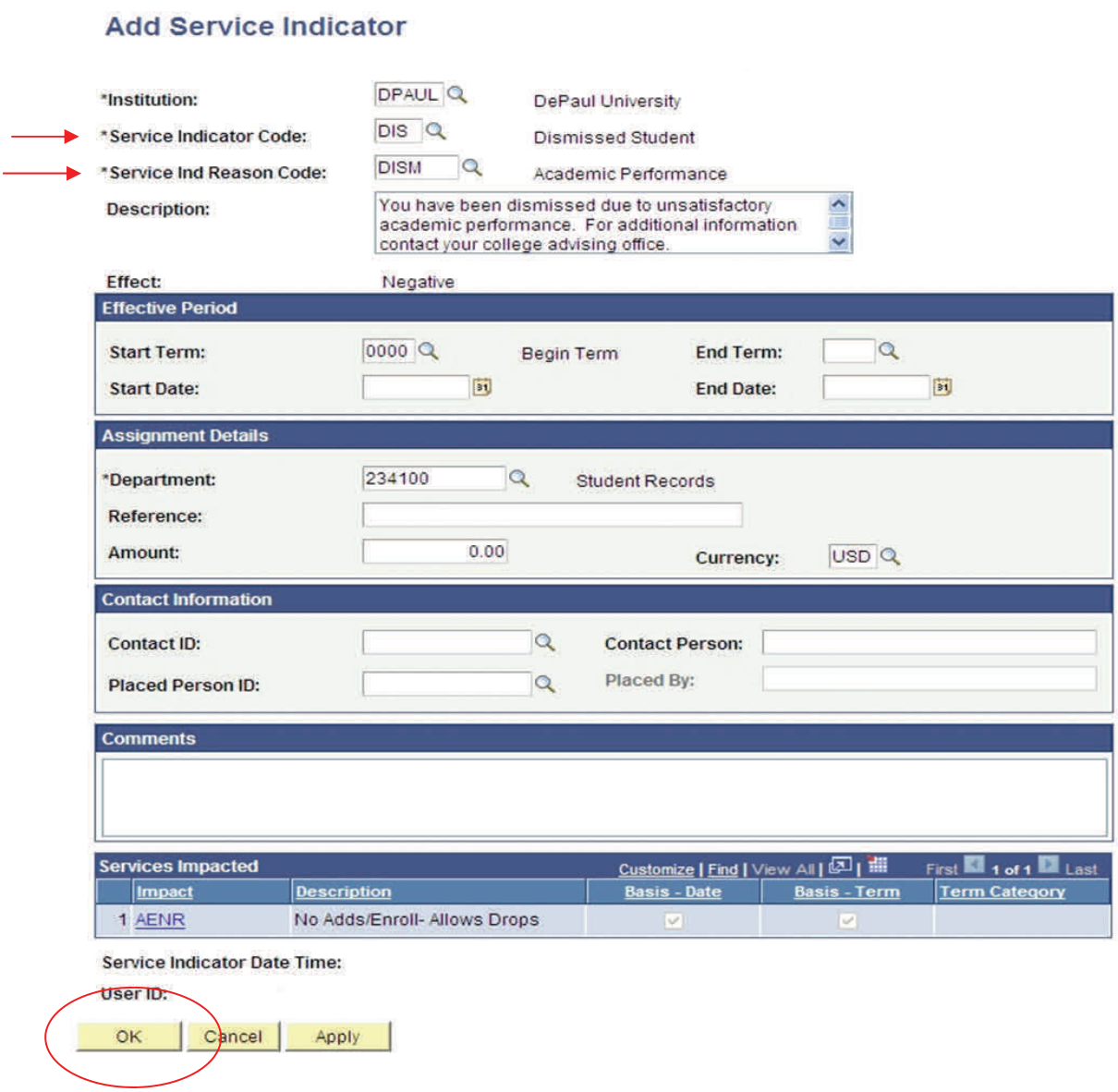
Select the student's program using the magnifying glass

Enter "DISM" in Academic Standing Action

ACADEMIC PROGRESS DISMISSALS

10. Add a dismissal service indicator. Navigate to:

Home > Campus Community > Service Indicator (Student) > Manage Service Indicators



Enter “DIS” for the Service Indicator Code.

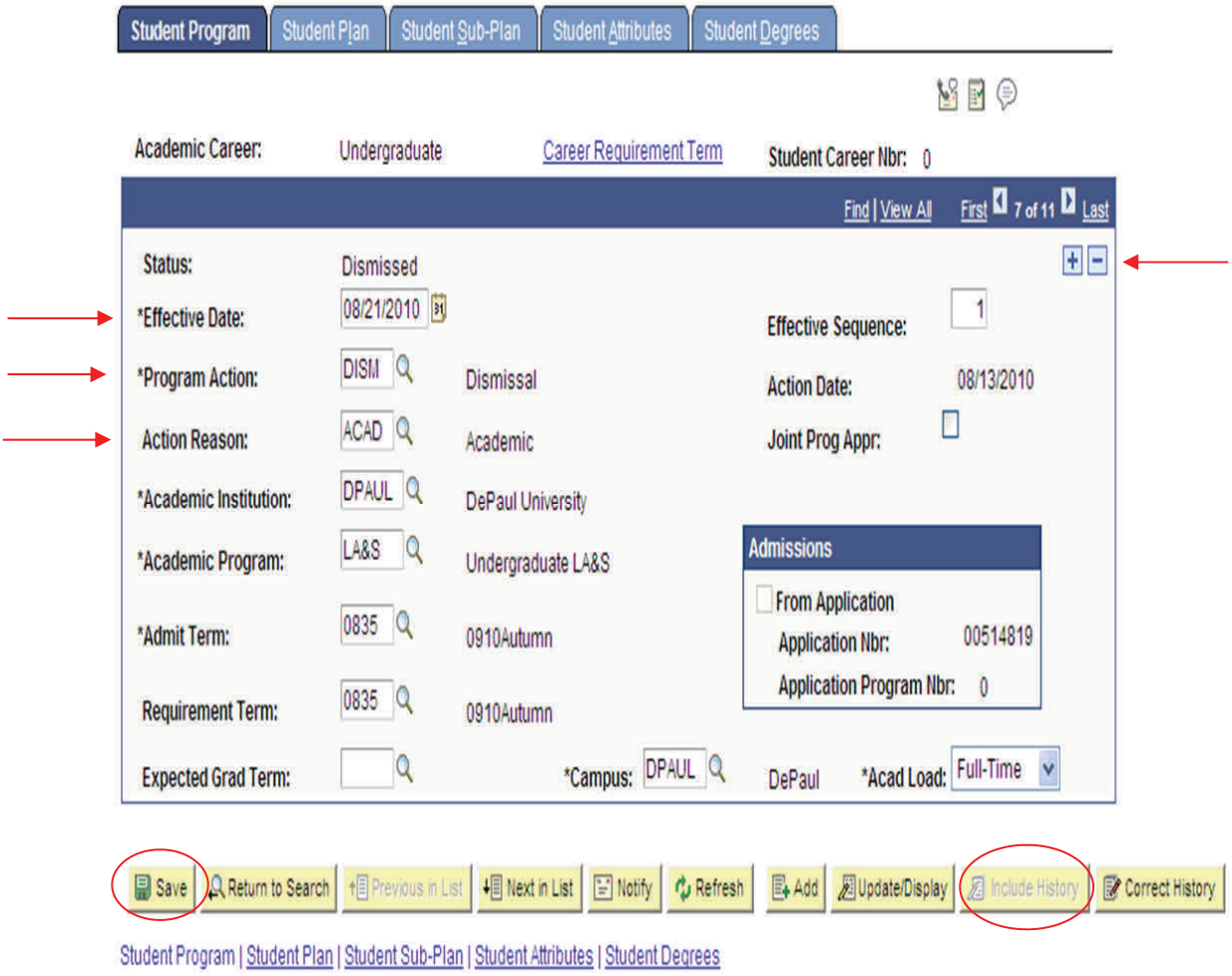
Enter “DISM” for the Service Indicator Reason Code.

Click “OK” to save.

ACADEMIC PROGRESS DISMISSALS

11. Update the student's Program/Plan. Navigate to:

Home > Records and Enrollment > Career and Program Information > Student Program/Plan



Ensure you are in "Include History"

Add a row (click the plus sign in the top right corner).

Enter the Effective Date as one day after the last day of the last term of enrollment.

Enter "DISM" as the Program Action.

Enter "ACAD" for the Action reason.

Click "Save."

RESCIND:ACADEMIC PROGRESS DISMISSALS

Dismissals that are for Academic performance (low GPA) may be rescinded based on the college approval.

The student might have to submit transfer work etc., but they need to be in communication with the college office so they know what the exact stipulations for readmission are.

Typically, a student will have to reapply for readmission into the university once they have been dismissed.

Once the readmission information is available in the Program/Plan, the process to rescind the dismissal can begin.

RESCIND:ACADEMIC PROGRESS DISMISSALS

1. **Update the academic standing** so the term reflects probation. Navigate to Term History:

   Home > Records and Enrollment > Student Term Information > Term History

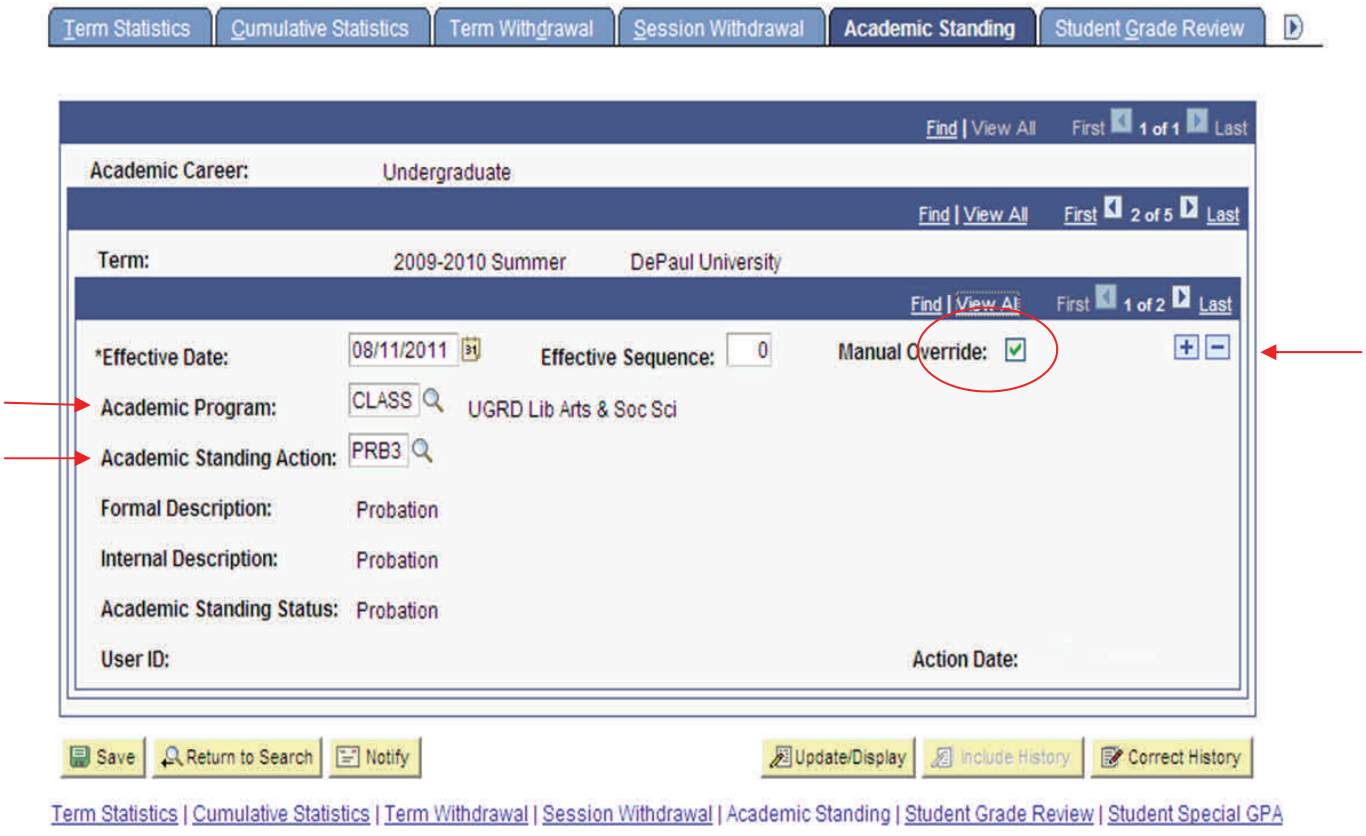
2. **View entire record** by clicking "Include History" at the bottom right. Select the term in which the student was dismissed.

3. **Select "Correct History" and add a row** from the dismissal term. The effective date should reflect the current date.

4. **Check "Manual Override" and Select Academic Program** by using the magnifying glass.

5. **Enter the Academic Standing Action:** PRB3 or PRB4 for SNL students only.

6. **Click "Save."**

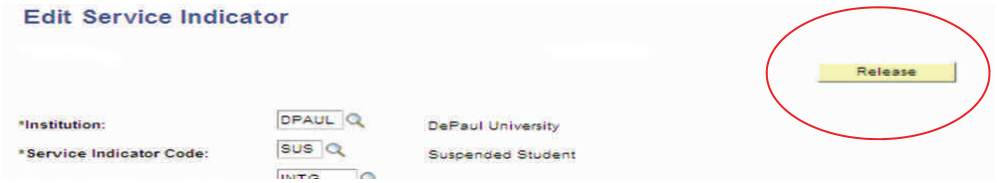


RESCIND:ACADEMIC PROGRESS DISMISSALS

7. **Navigate** to Manage Service Indicators:

   Home > Campus Community > Service Indicators (Student) > Manage Service Indicators

8. **Select the Dismissmal indicator.** Click the "Release" button at the top right-hand corner and click "OK" when prompted.



9. **Review eligibility to enroll .** Navigate to:

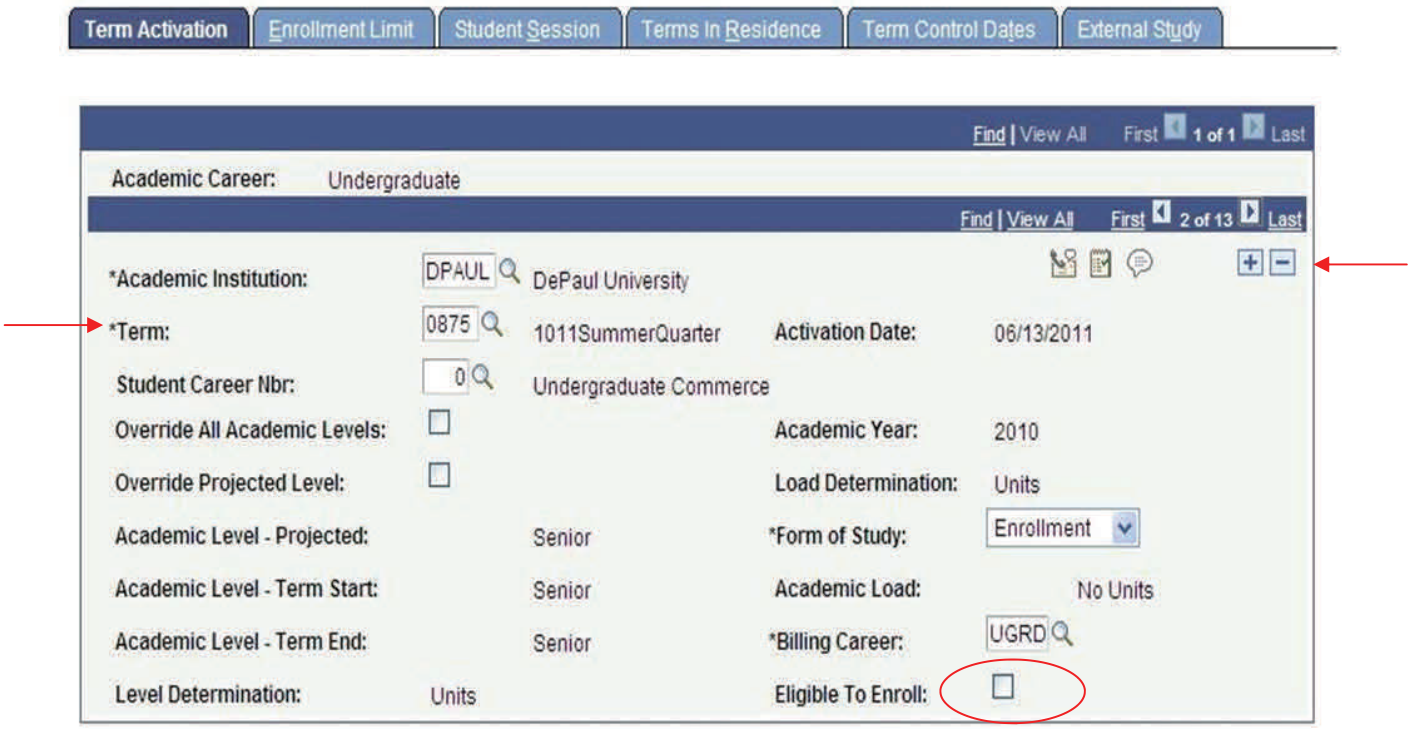
   Home > Records and Enrollment > Student Term Information > Term Activate a Student

   If the "Eligible to Enroll" box is checked, you may proceed to step 10. If not:

   -Add a row (click the plus sign button in the top right)

   -Select the appropriate term of return using the magnifying glass

   -Check the "Eligible to Enroll" box and click "Save."



RESCIND:ACADEMIC PROGRESS DISMISSALS

10. **Navigate** to the student's enrollment appointment:

Home > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appt.

11. **Choose Session:** Each session has a corresponding online session that needs to be added for access to add online only courses.

12. **Find the student's appointment** based on the # of hours the student has earned. The calendar can be found on the W Drive at: W:\ops\DEM\Student Records\Registration

13. **Choose the "Limit ID"** based on the length of the session (i.e. Summer One is 5 weeks long so choose the "Standard 5-week Sessions" limit ID).

14. **Choose Validation Appointment.**

15. **Click "Save."** Add a row any time you need to add a new appointment (like online sessions).

ACADEMIC INTEGRITY VIOLATIONS

A student receives notification of a hearing for the violation prior to the sanction. Student Records is forwarded those emails.

Once Student Records receives the notification of the hearing, a service indicator is placed on the student's record to prevent certain services, i.e. transcripts.

When the hearing passes and a decision is made, the record is updated to reflect the presence or absence of a sanction.

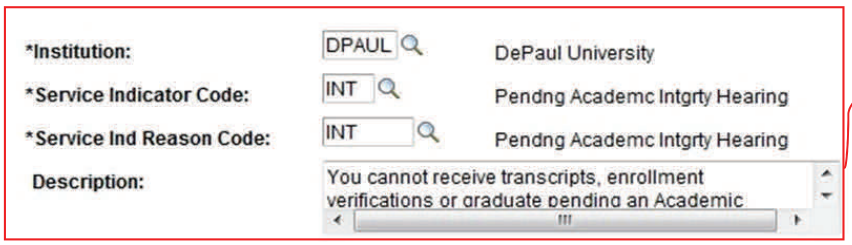
The service indicator should be removed once the record is updated to reflect the sanction. Email notification should be received for those students that do not receive a sanction in order to remove the indicator.

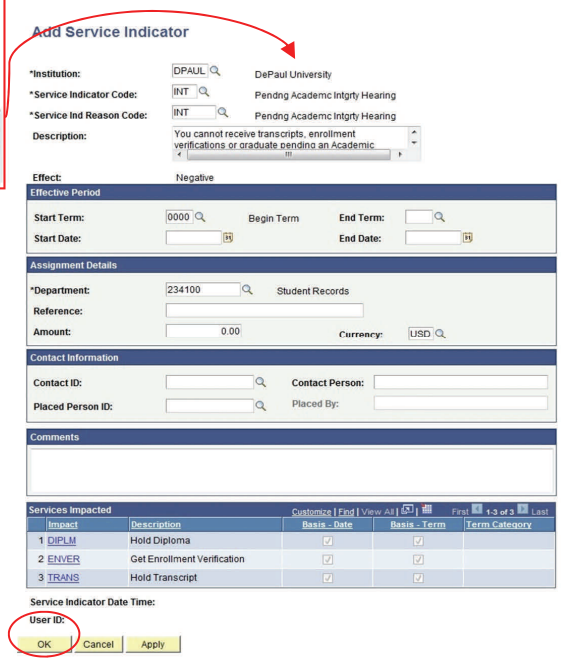
1. **Place the Pending Hearing service indicator.** Navigate to:

   Home > Campus Community > Service Indicators (Student) > Manage Service Indicators

2. **Input the following information and click "OK":**

   Service Indicator Code AND Reason = INT





ACADEMIC INTEGRITY VIOLATIONS

3. **If a student is REPRIMANDED,** navigate to Transcript Text:

   Home > Records and Enrollment > Transcripts > Transcript Text

4. **Input the following information and click "Save":**

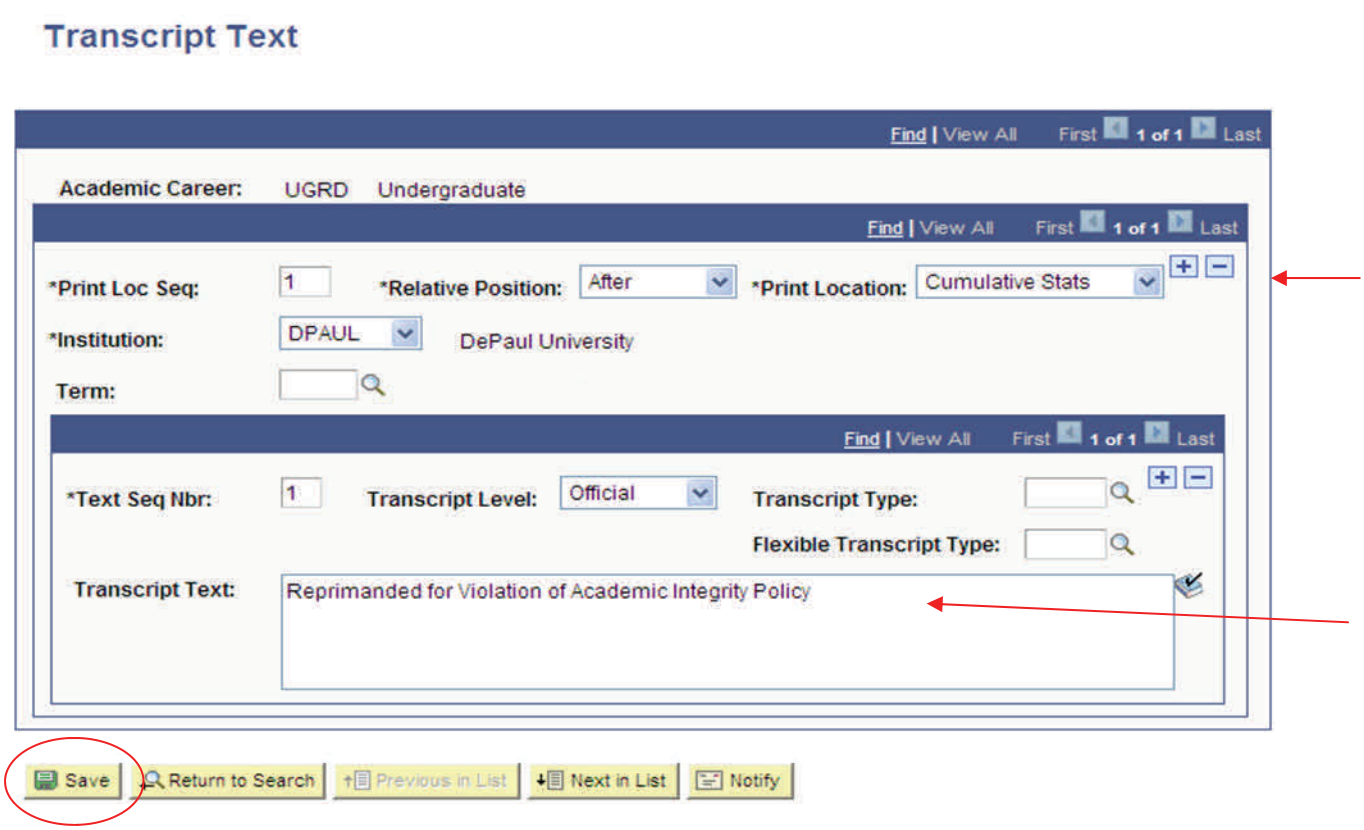
   Relative Position = After

   Print Location = Cumulative Stats

   Term = Last active term (use the arrows at the top right corner of the window)

   Transcript Level = Official

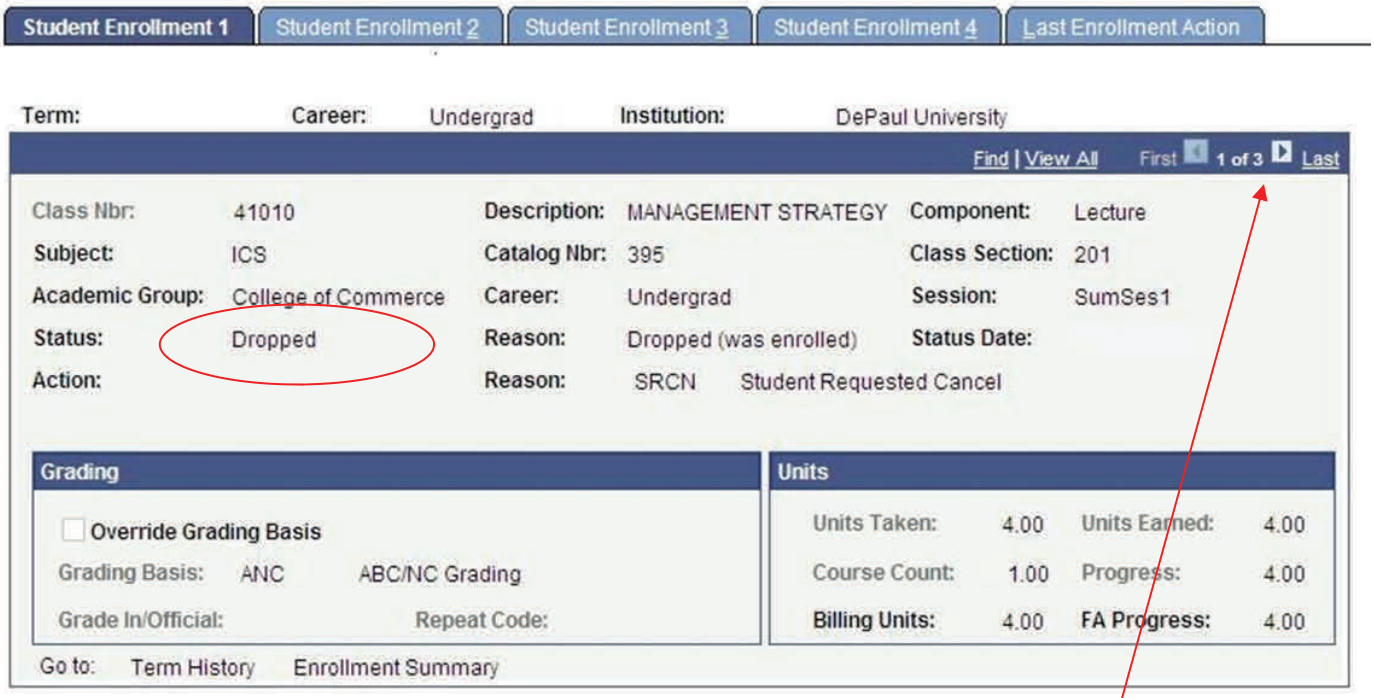
   Transcript Text = Reprimanded for Violation of Academic Integrity Policy



ACADEMIC INTEGRITY VIOLATIONS

5. **If a student is given a SUSPENSION or DISMISSAL check future term enrollment.** Navigate to:

   Home > Records and Enrollment > Enroll Students > Enrollment



Click the arrow to check all entries to ensure ALL classes are dropped.

ACADEMIC INTEGRITY VIOLATIONS

6. **If the student is NOT enrolled, continue** to step 7.

   If the student IS enrolled, DROP the classes. Navigate to:

   Home > Records and Enrollment > Enroll Students > Enrollment Request

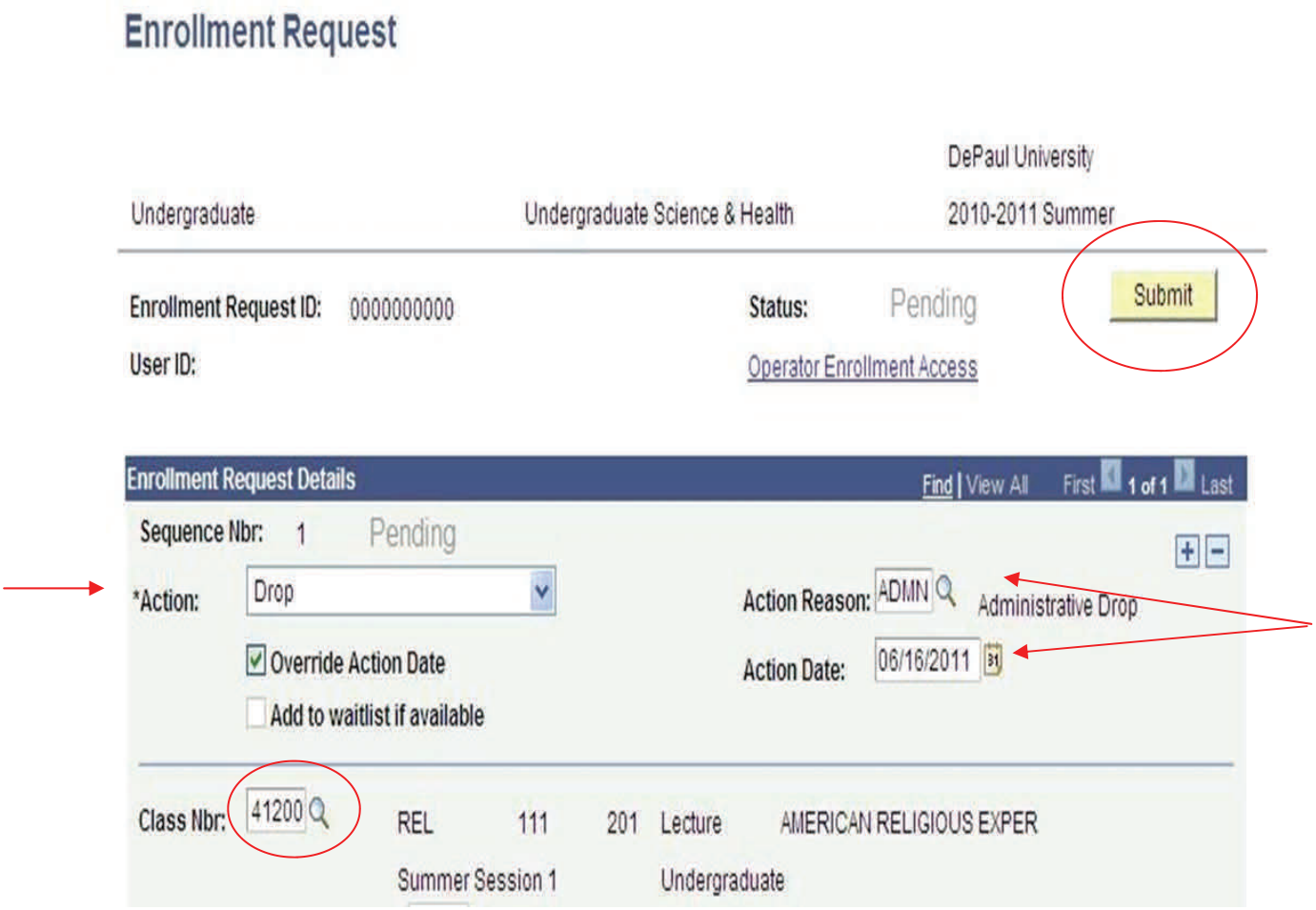
   Action = Drop

   Action Reason = ADMIN

   Action Date = current date

   Class Nbr = use magnifying glass to search for each class. Click Submit and add a row for each course

   Override Action Date = click if the last day to drop has passed.



7. **Add Transcript Text** for the Suspension/Dismissal in two locations, based on the request. Navigate to :

Home > Records and Enrollment > Transcripts > Transcript Text

First Location

Relative Position = After

Print Location = Cumulative Stats

Term = Last active term (use the arrows to navigate)

Transcript Level = Official

Transcript Text = Suspended (OR DISMISSED) Due to Academic Integrity Violation (OR STUDENT CONDUCT VIOLATION)

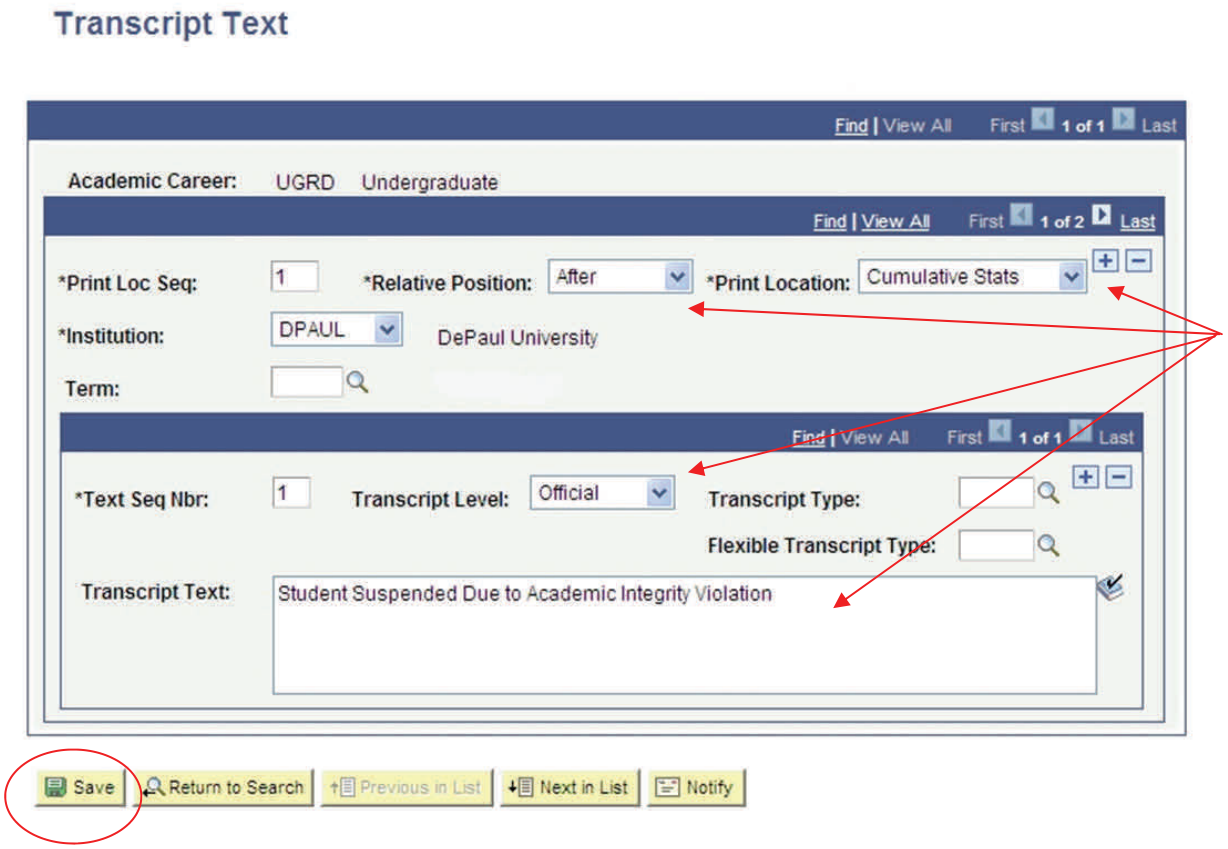
Second Location (add a row using the plus sign to the right of Print Location)

Relative Position = After

Print Location = Transcript Print Date

Transcript Level = Official

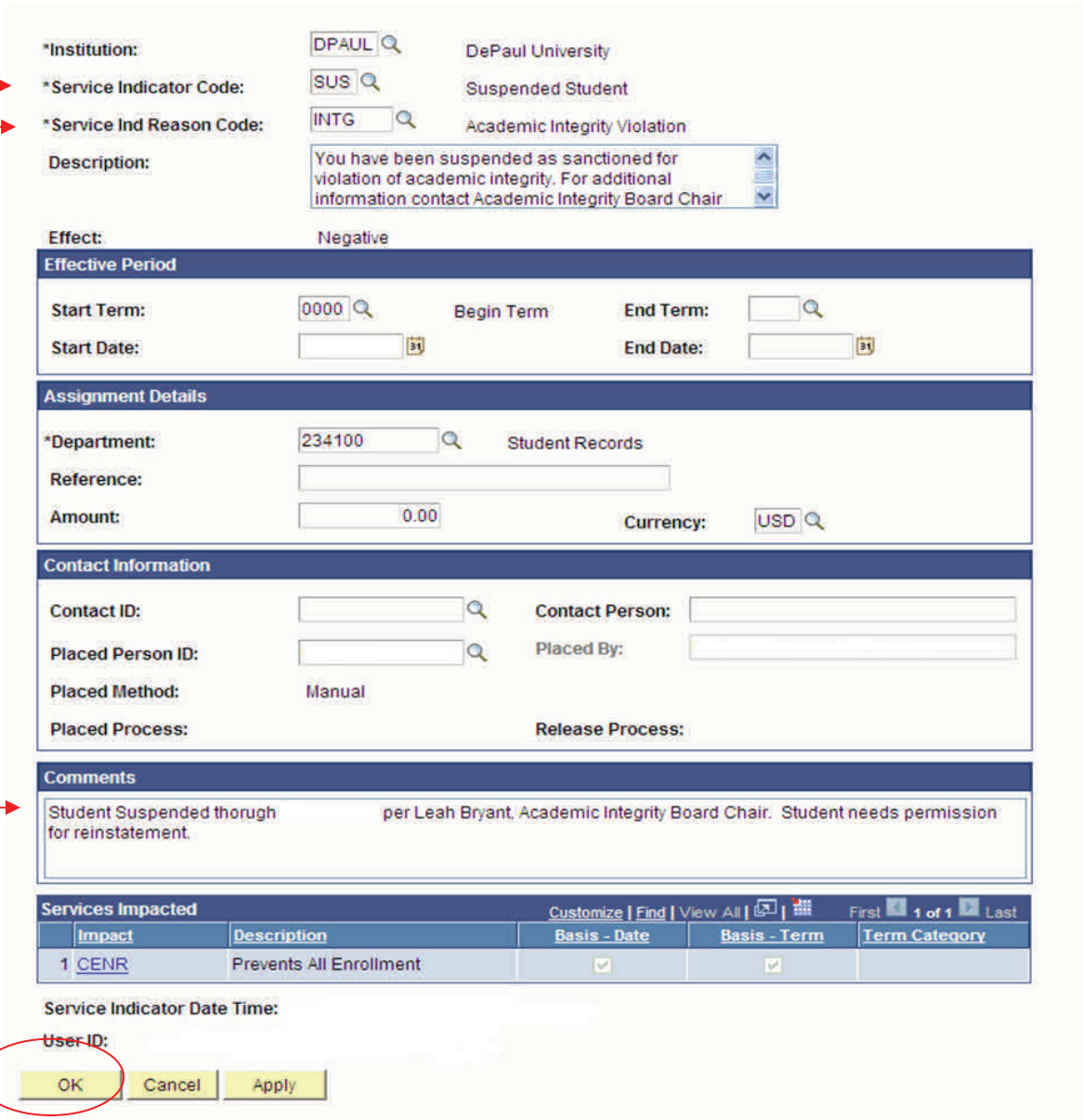
Transcript Text = same as above



ACADEMIC INTEGRITY VIOLATIONS

8. Add Suspension/Dismissal Service Indicator. Navigate to :

Home > Campus Community > Service Indicators (Student) > Manage Service Indicators



Service Indicator Code = SUS or DISM

Service Indictor Reason = DISP or INTG

Comments = duration, contact, dept., or other information, i.e. “Student Suspended for One year through ____ per Anissa Jones, Dean of Students Office. Student needs Dean of Students approval for reinstatement. “

Be sure to Click “OK.”

RESCIND:ACADEMIC INTEGRITY VIOLATIONS

If a student is suspended due to Academic Integrity or Code of Conduct Violation, it is for a given timeframe, i.e. two terms.

Once that timeframe has lapsed, in order to be reinstated and be eligible to enroll, the student should contact the Dean of Students Office or the Academic Integrity Board chair.

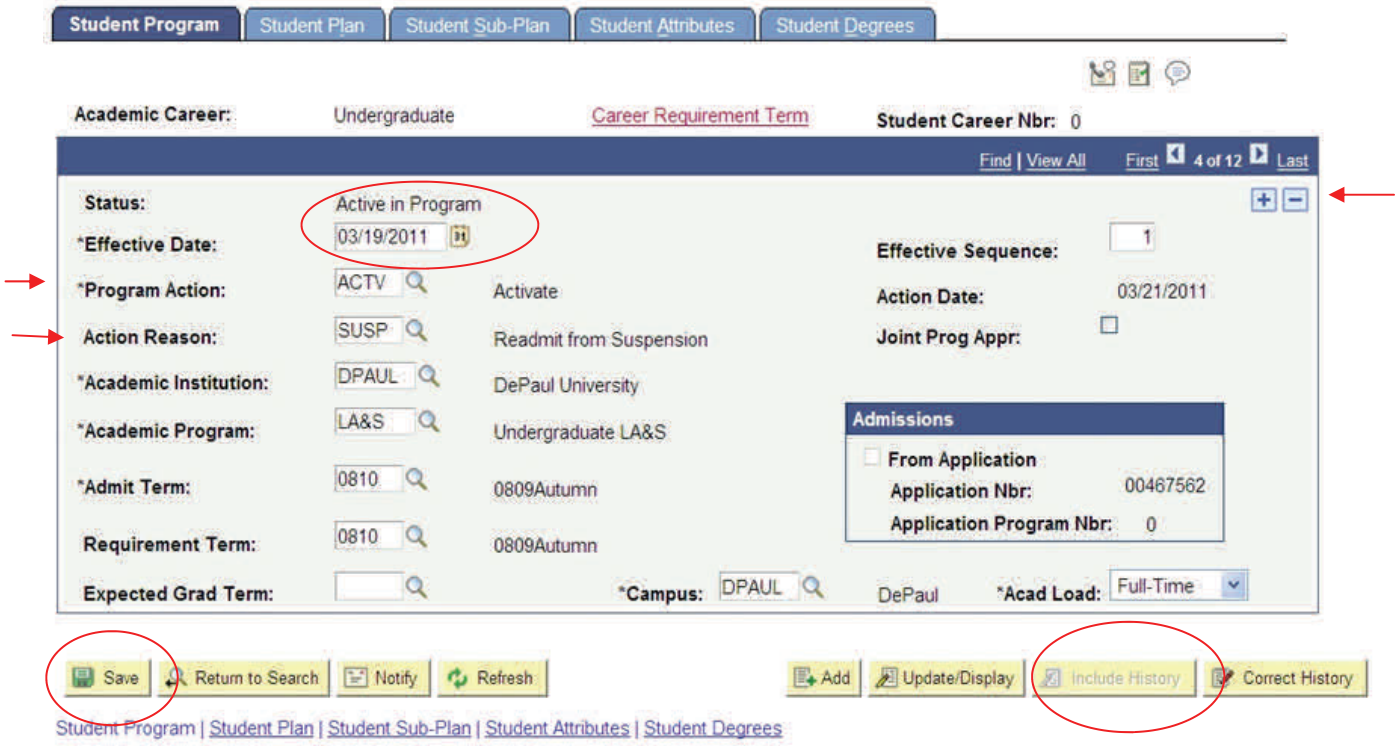
Once the decision is made that the student is reinstated and eligible to enroll, the appropriate office submits an email notification to Student Records for the student's record to the updated.

PLEASE NOTE: Dismissals request for Academic Integrity Integrity/Conduct Violation are NOT rescinded.

RESCIND:ACADEMIC INTEGRITY VIOLATIONS

1. **Update the Program/Plan**. Navigate to :

   Home > Records and Enrollment > Career and Program Information > Student Program/Plan



Ensure you are in “Include History”

Add a row (click the plus sign in the top right corner).

Enter the Effective Date as one day after the end of the term of the Suspension.

Enter “ACTV” as the Program Action.

Enter “SUSP” for the Action reason.

Click “Save.”

2. **Review the date listed/suspension timeframe on the service indicator.** If the timeframe indicates the student can return, remove the suspension indicator to allow student to enroll.

RESCIND:ACADEMIC INTEGRITY VIOLATIONS

3. **Navigate to:**

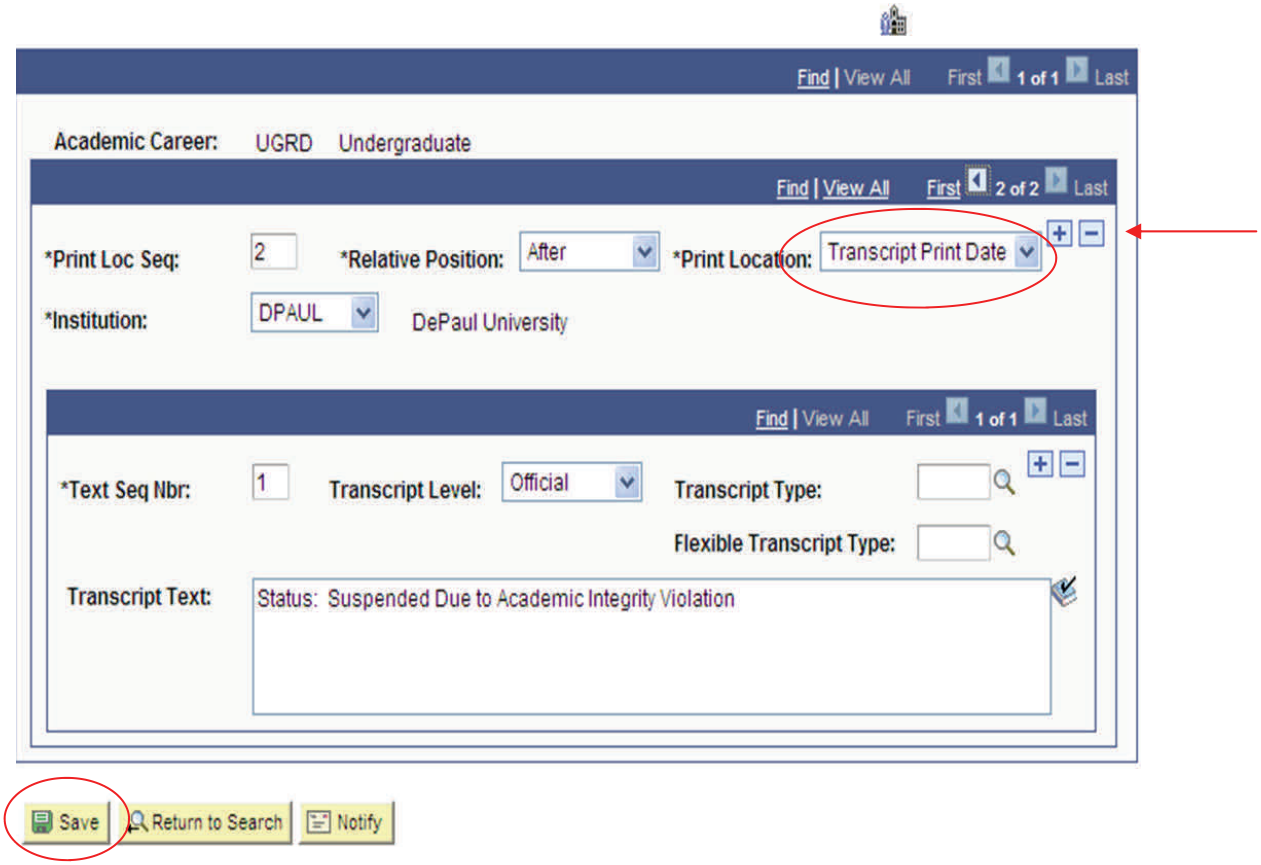
Home > Campus Community > Service Indicators (Student) > Manage Service Indicators

Click the "Release" button.

Click "OK" when asked to confirm.

4. **Navigate to Transcript Text:**

Home > Records and Enrollment > Transcripts > Transcript Text



Delete the row that is located after "Transcript Print Date" by clicking on the Minus sign.

DO NOT remove the text located after "Cumulative Stats"

Click "Save."

RESCIND:ACADEMIC INTEGRITY VIOLATIONS

5. **Review eligibility to enroll .** Navigate to:

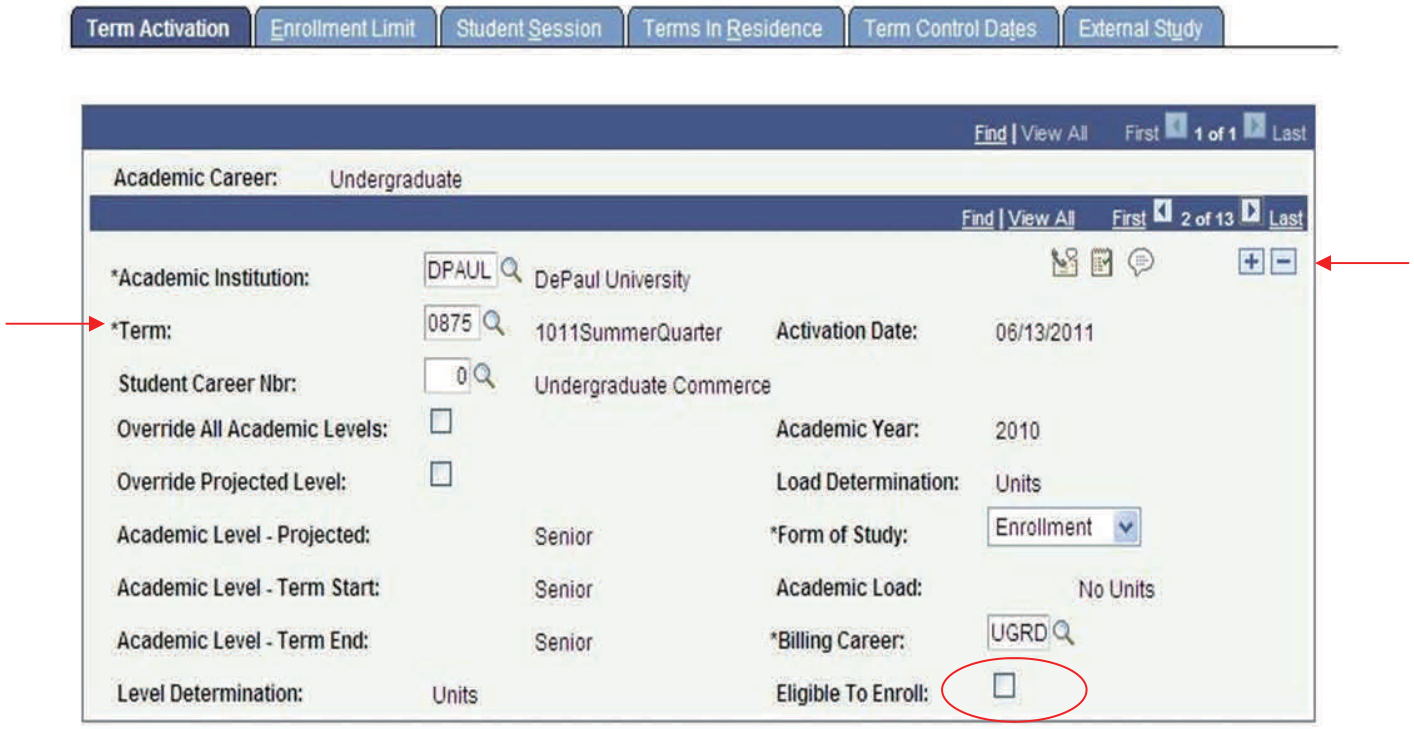
Home > Records and Enrollment > Student Term Information > Term Activate a Student

If the "Eligible to Enroll" box is checked, you may proceed to step 10. If not:

-Add a row (click the plus sign button in the top right)

-Select the appropriate term of return using the magnifying glass

-Check the "Eligible to Enroll" box and click "Save."



RESCIND:ACADEMIC INTEGRITY VIOLATIONS

6. **Navigate** to the student's enrollment appointment:

Home > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appt.

7. **Choose Session:** Each session has a corresponding online session that needs to be added for access to add online only courses.

8. **Find the student's appointment** based on the # of hours the student has earned. The calendar can be found on the W Drive at: W:\ops\DEM\Student Records\Registration

9. **Choose the "Limit ID"** based on the length of the session (i.e. Summer One is 5 weeks long so you would choose the "Standard 5-week Sessions" limit ID).

10. **Choose Validation Appointment.**

11. **Click "Save."** Add a row any time you need to add a new appointment (like online sessions).

ENROLLMENT CHANGES

About

•Enrollment Change Forms (ECFs) are submitted to Student Records (via email or interoffice mail) to:

-**Add** a course

-**Drop** a course (Drop with NO Penalty)

-**Withdraw** (Drop WITH Penalty)

-**Swap** Courses

-Update **Grading Basis** or Credit Hours

-Manually Update Course Repeat Codes

•NO Enrollment Changes are processed for the current term while the grade rosters are being generated.

•Things to check BEFORE processing:

-Proper authorized signature (ECFs come from the student's home college)

-**Drops with NO Penalty** for terms other than the current term cannot be processed without notification from Financial Aid.

-Is there a grade accompanying **Adds** post-grade roster?

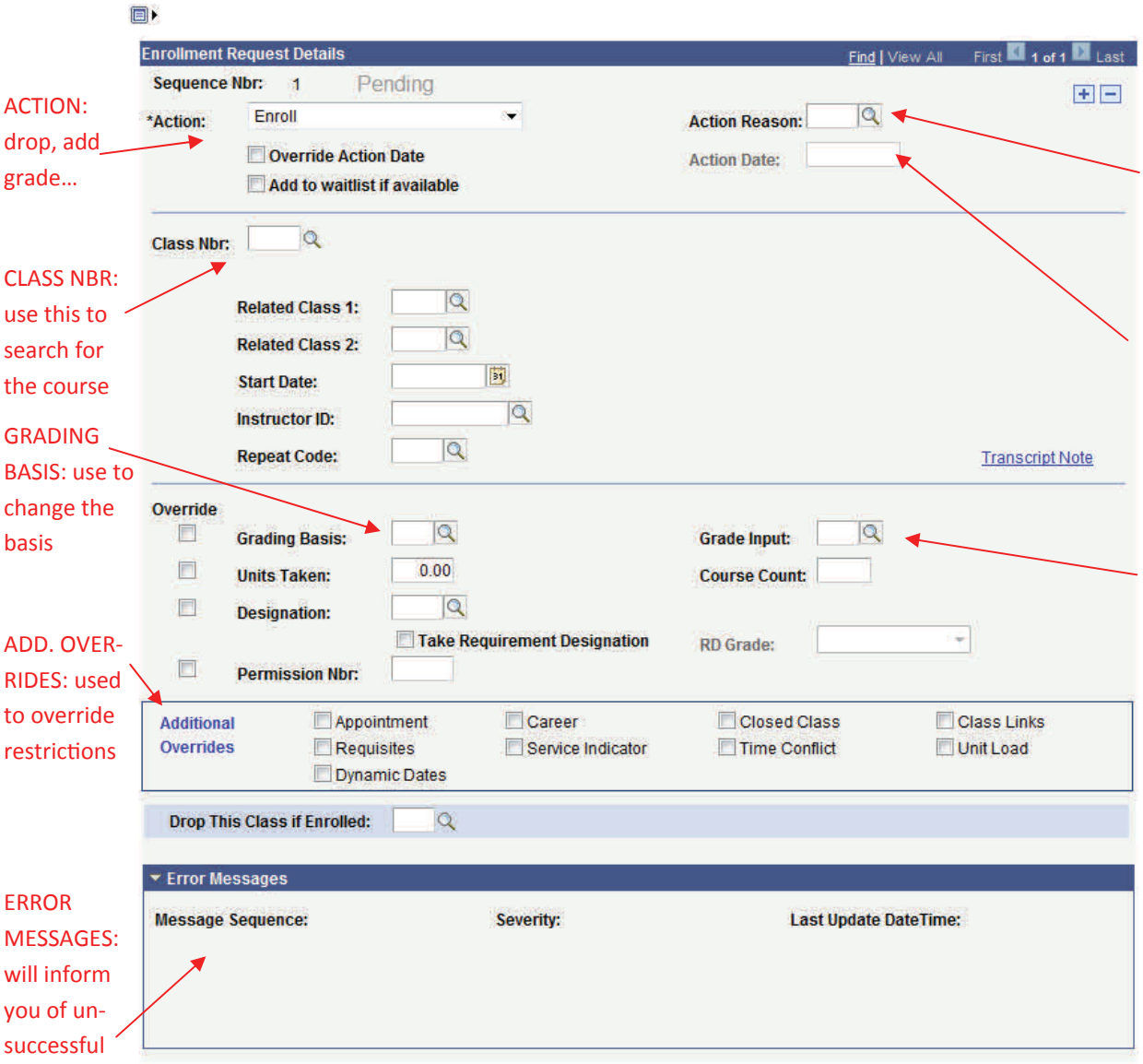
-Determine that the student has not graduated. Check the Student Degrees page (*Home > Records and Enrollment > Graduation > Student Degrees*) and return the ECF to the college if there is a degree.

ENROLLMENT CHANGES

1. **Navigate to the Enrollment Request Page :**

   Home>Records and Enrollment>Enroll Students>Enrollment Request

2. **Select student's ID, career, and term** using the magnifying glass when necessary and click "Add."



ENROLLMENT CHANGES

ADD/ENROLL

1. **In put the following information:**

   Action = Enroll

   Class Nbr = use magnifying glass to search

2. **Click "Submit."** Verify that you receive a Status of "Success."

3. **Add a row** by clicking the plus sign in the upper right-hand corner of the box. Input:

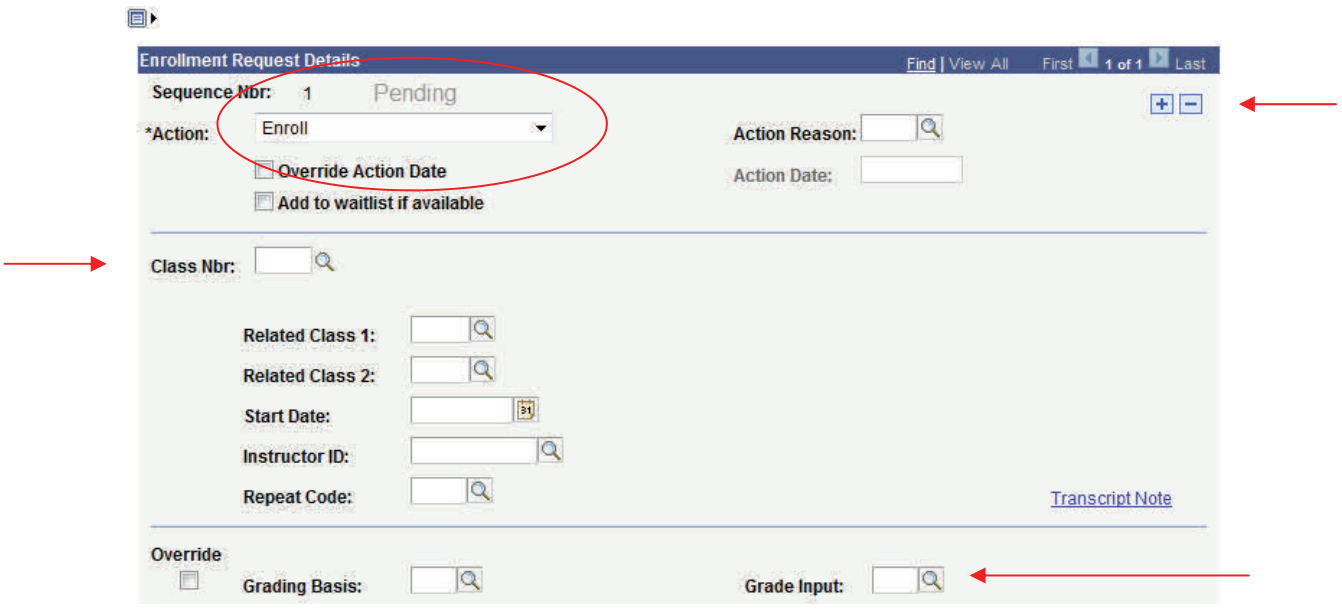
   Action = Add Grade

   Class Nbr = use magnifying glass

   Grade Input = add grade

4. **Click "Submit."**

5. **Run Course Repeat Process** explained on page….



Please refer to this and the previous image for reference on using the Enrollment Request page for all subsequent enrollment changes in this section.

ENROLLMENT CHANGES

DROP WITH NO PENALTY

1. **In put the following information:**

   Action = Remove Grade

   Class Nbr = use magnifying glass to search

NOTE: If a repeat code is present (visible in the box above Grading Basis), you must remove it. Search the record (use the unofficial transcript or the enrollment page) to find the other classes with the repeat codes. If you drop a class with an R code, you will have to find the class with the O code and remove that as well. See pg… for information about repeat codes.

2. **Click "Submit."** Verify that you receive a Status of "Success."

3. **Add a row** by clicking the plus sign in the upper right-hand corner of the box. Input:

   Action = Drop

   Override Action Date = check the box

   Class Nbr = use magnifying glass

4. **Click "Submit."** Verify that you receive a Status of "Success."

The Action Date for Drop with NO Penalty is before the 100% refund date. However, if a student was enrolled after this date, the override date does not work and the enrollment date will have to be backdated through the Enrollment page.

Use the following Override Action Dates:

Autumn = 9/1/2xxx

Winter = 1/1/2xxx

Spring = 4/1/2xxx

Summer = 6/1/2xxx

ENROLLMENT CHANGES

DROP WITH PENALTY

1. **In put the following information:**

   Action = Remove Grade

   Class Nbr = use magnifying glass to search

2. **Click "Submit."** Verify that you receive a Status of "Success."

3. **Add a row** by clicking the plus sign in the upper right-hand corner of the box. Input:

   Action = Drop

   Class Nbr = use magnifying glass

   Grade Input = add grade

4. **Click "Submit."** Verify that you receive a Status of "Success." Please note that a WA grade has been added.

SWAPS

1. **In put the following information:**

   Action = Swap

   Override Action Date = check the box (ALWAYS)

   Class Nbr = use magnifying glass to search for course to be dropped

   Change To (APPEARS BELOW CLASS NBR) = course to be added

2. **Click "Submit."** Verify that you receive a Status of "Success."

Swaps can be processed in one transaction using the action of swap courses or in two transactions as an add and a drop. The drop request should be processed with No Penalty and a COG must accompany the late add request for past academic terms. See pg….for change of grades.

Contact Student Accounts to temporarily remove the hold if the student has a Financial Hold, and once the swap is processed, notify Student Accounts so they can put the hold back on

ENROLLMENT CHANGES

ADD A GRADE

1. **In put the following information:**

   Action = Add Grade

   Class Nbr = use magnifying glass to search

   Grade Input = should be on Change of Grade form

2. **Click "Submit."** Verify that you receive a Status of "Success."

REMOVE A GRADE

1. **In put the following information:**

   Action = Remove Grade

   Class Nbr = use magnifying glass to search

2. **Click "Submit."** Verify that you receive a Status of "Success."

UPDATE GRADING BASIS

1. **In put the following information:**

   Action = Normal Maintenance

   Class Nbr = use magnifying glass to search

   Override Grading Basis = check box

   Grading Basis = use magnifying glass to find new grading basis

   Grade Input = input if applicable

2. **Click "Submit."** Verify that you receive a Status of "Success."

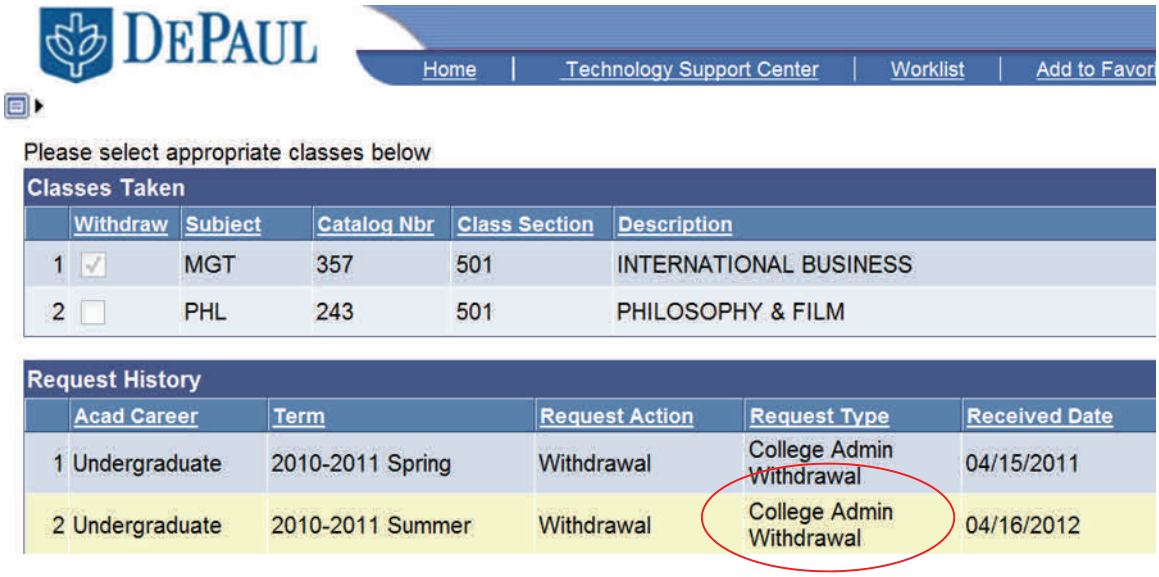
The grading basis for a course is based on the course. However, a student can contact their College or Advisor and take the course as Pass/Fail, Credit/ No Credit, or Audit.

ENROLLMENT CHANGES

About Worklist Enrollment Changes

•Sometimes Student Records receives an Administrative Withdrawal request through the worklist. These look similar to the Administrative Withdrawals of the first section on pg…. However, these requests come from the College Office and NOT the Dean of Students. To process these, simply follow the Change of Grade directions found on pg…

•These requests will have "College Admin Withdrawal" listed as the Request Type once you click the link (seen below).



FORGIVENESS POLICY

About

•A student on probation or dismissed for academic reasons who has fewer than 49 earned quarter hours (or in SNL 13 or fewer graded competencies) is eligible for the Forgiveness Policy. Such a student, if the petition is accepted by the Dean of the College, a.) is not eligible for readmission until a full year has elapsed, b.) must complete 18 or more quarter hours of credit in course work approved by the college office at a different institution, c.) must compete *all* coursework with a grade of "C" or better, and with a combined GPA of 3.0 or above.

•If readmission is approved, the following academic policy applies: (1) the previous grade point average will revert to zero, and (2) the previous DePaul credits attempted and earned will be identified as forgiven grades and will be added to attempted and earned transfer credit. If a student chooses to repeat a course for which a grade was forgiven, all forgiven grades for that course will be counted as previous attempts. The original grade earned in a course must be a C- or above for the credit to be applied to major requirements or ENG 103 or ENG 104.

•Alternately, after three full years have elapsed a student dismissed for academic reasons could apply to the School for New Learning. If the student is accepted, the procedures and policies of assessing and accepting transfer credit toward School for New Learning requirements would be followed.

•This policy permits the student to resume a program of studies without the penalty of a previously deficient grade point average.

FORGIVENESS POLICY

Request Process

All undergraduate colleges except SNL:

1. The college will send the request to SRSupport
2. SRSupport will review the student's record and review the incoming transcript to ensure that the student has met the criteria for forgiveness.
3. If the student has met the criteria, the previous grades will be forgiven.
4. If the student has not met the criteria, the college office and the office of admission will be notified.

SNL:

1. SNL will send the request to SRSupport
2. SRSupport will consult with SNL to determine if the student has met the criteria for forgiveness including the time away from DePaul and the previously earned competences.
3. If the student has met the criteria, the previous grades will be forgiven.
4. If the student has not met the criteria, SNL will be notified.

FORGIVENESS POLICY

1. **Use the Enrollment Request Page** when applying the forgiveness policy to a student's record. Change the grading basis for each course within each term in which the forgiveness policy is to be applied. Please see picture below.

   Home>Records and Enrollment>Enroll Students>Enrollment Request

2. **Select Action "**Change Grade."

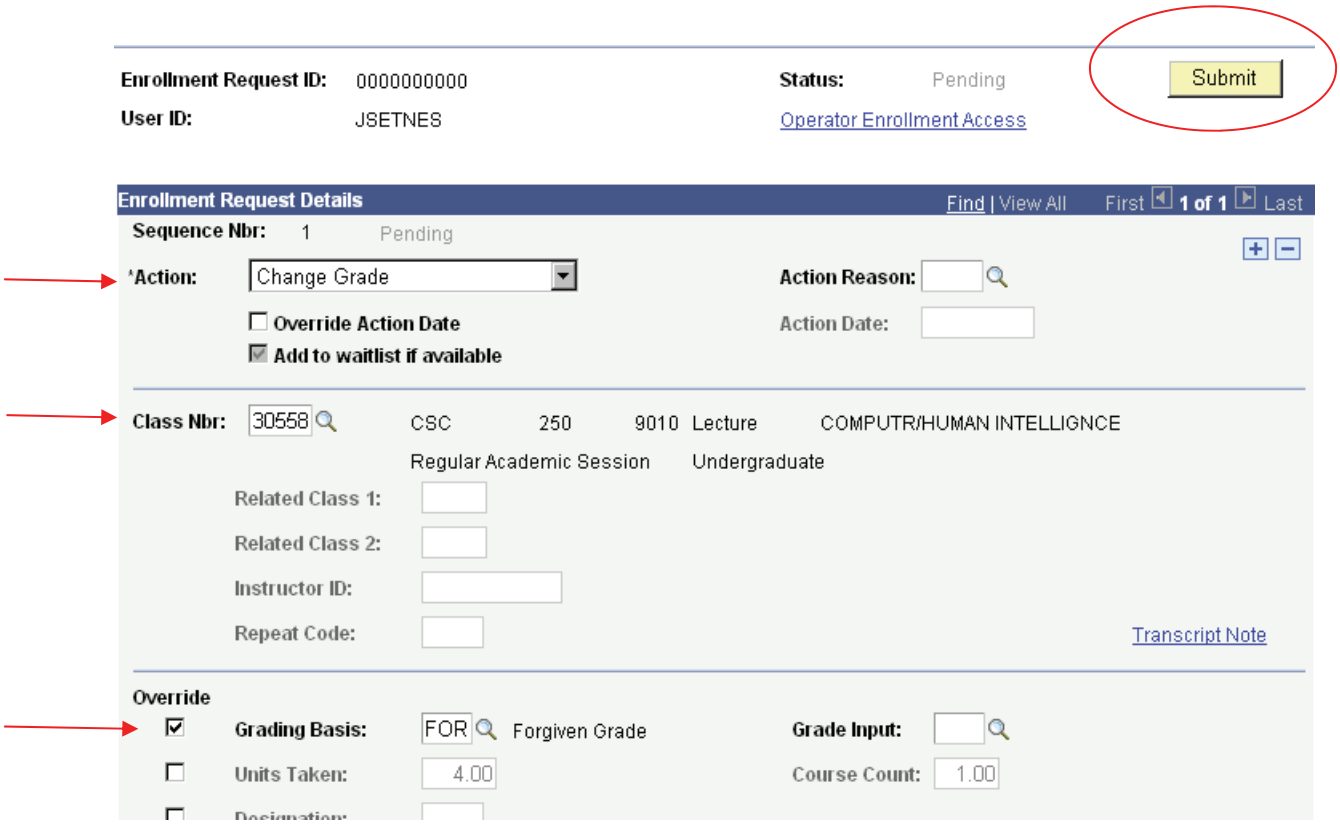
3. **Search for Class Number** using the magnifying glass or, if known, typing in the number.

4. **Select Check-box** for "Override" beside "Grading Basis."

5. **Choose "Grading Basis"** using magnifying glass to select code FOR (Forgiven Grade).

6. **Type in Grade** beside "Grade Input."

7. **Click "Submit."**



FORGIVENESS POLICY

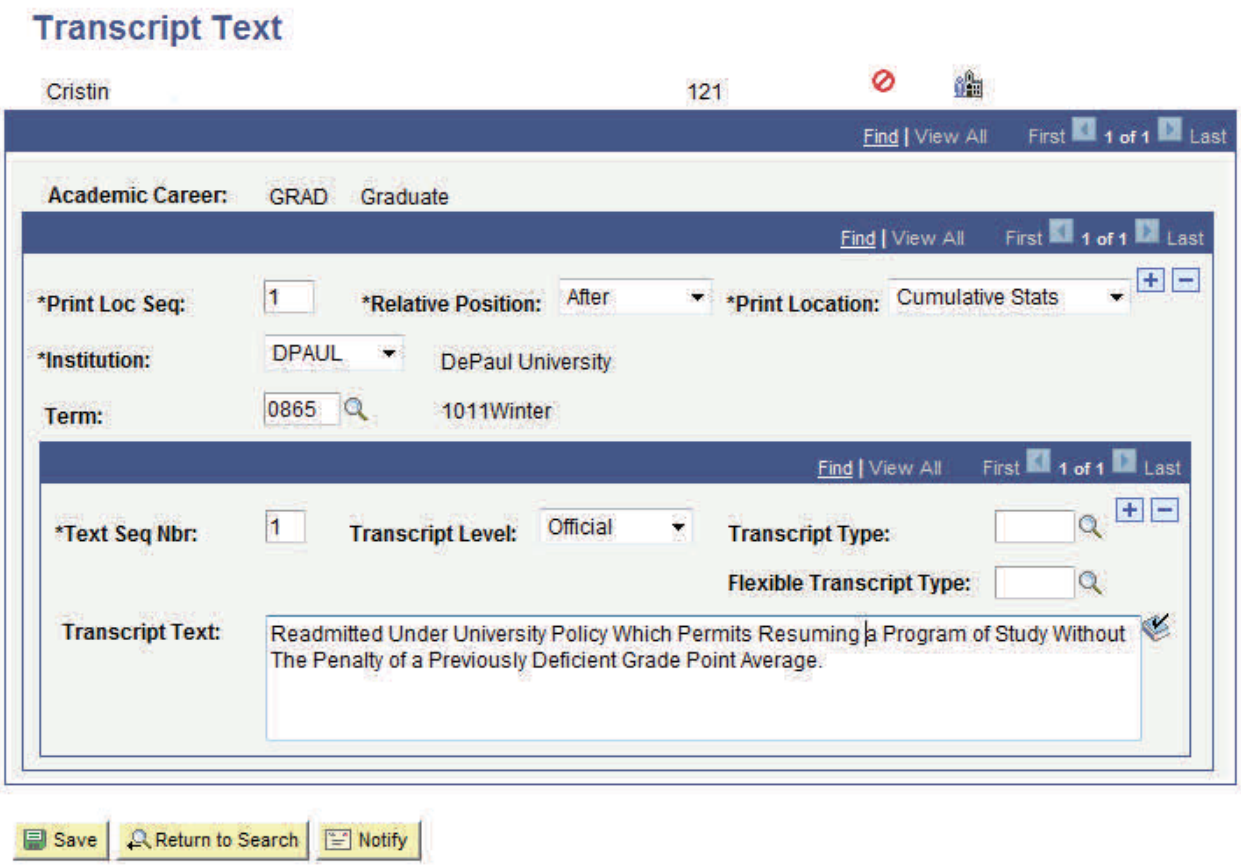
8. **Navigate to the Transcript Text Page.**

   Home > Records and Enrollment > Transcripts > Transcript Text

9. **Enter the following text:** Readmitted Under University Policy Which Permits Resuming a Program of Study Without The Penalty of a Previously Deficient Grade Point Average.

Please be sure that the selections in this application are as follows (see below):

Relative Position—After
Print Location - Cumulative Stats
Transcript Level—Official



NOTE: If the student was dismissed, apply the notation at the print location "After" "Academic Standing" for that particular term.

FX STOP OUTS

1. **Navigate to Term History.**

   Home>Records and Enrollment>Student Term Information > Term History

2. **Select the Term Withdrawal tab.**

3. **Using the arrows on the upper right-hand corner,** select the term noted in the FX Stop-Out spreadsheet. Input the following information:

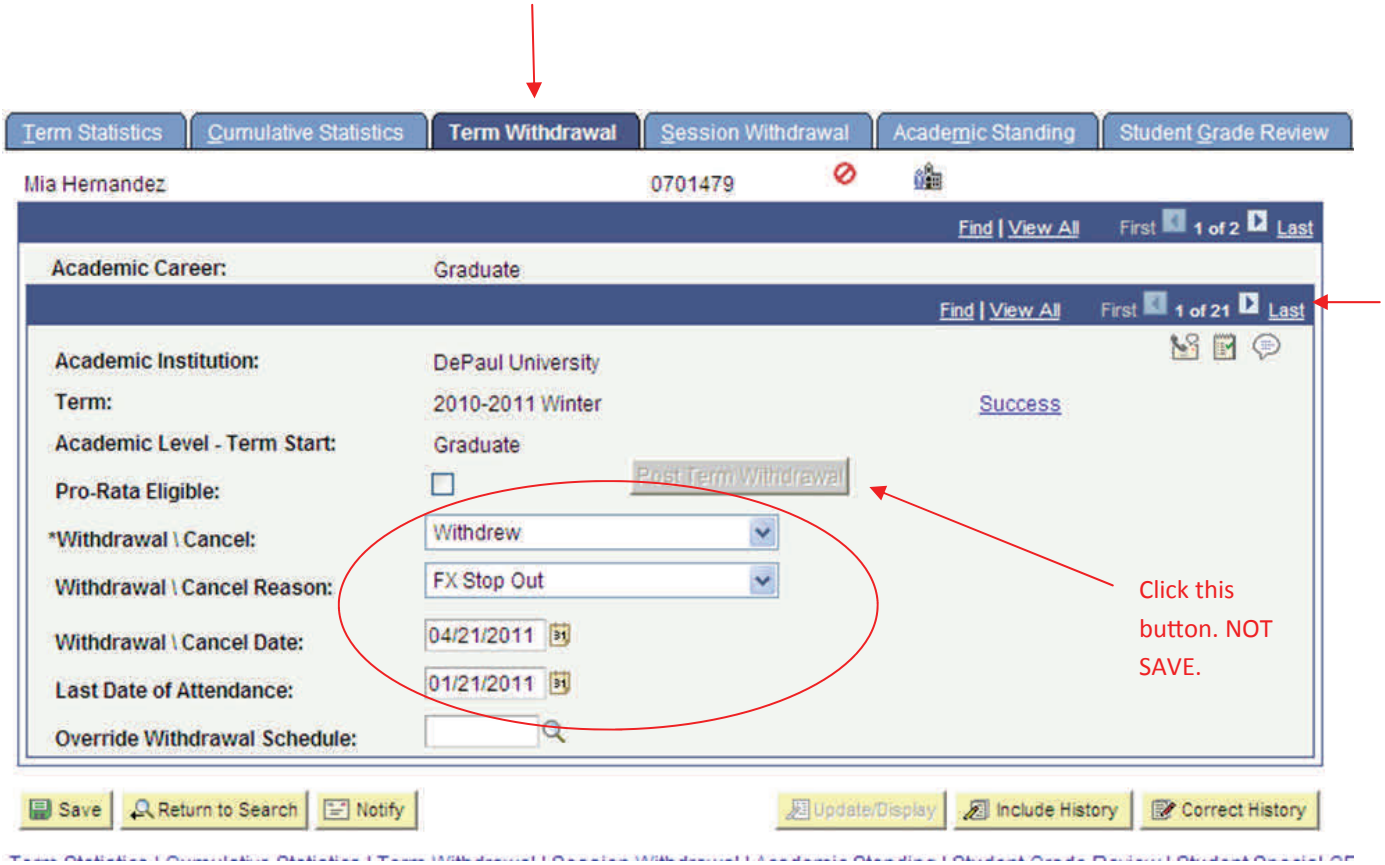
   Withdrawal/Cancel = "Withdrew"

   Withdrawal/Cancel Reason = "FX Stop Out"

   Withdrawal/Cancel Date = the current date

   Late Date of Attendance = date found in the spreadsheet

4. **Click "Post Term Withdrawal"** and NOT Save.



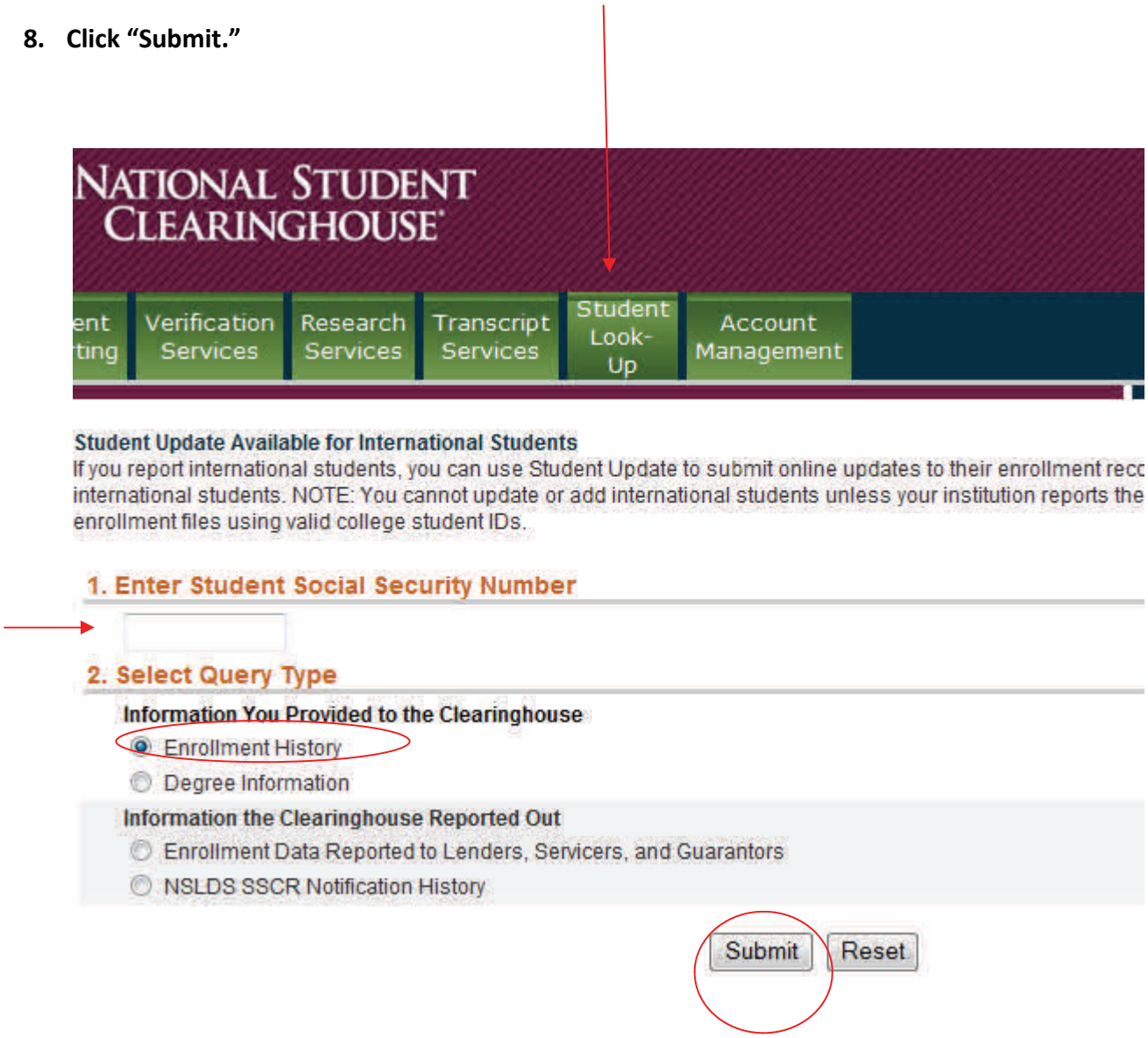
FX STOP OUTS

5. **Log in to the National Student Clearinghouse.**

6. **Select the "Student Look-Up" tab.**

7. **Enter the SSN of the student** (navigate to Bio Demo, Campus Community > Personal Information (Student) > Add/Update a Person) and **Select "Enrollment History"** in Step 2.

8. **Click "Submit."**



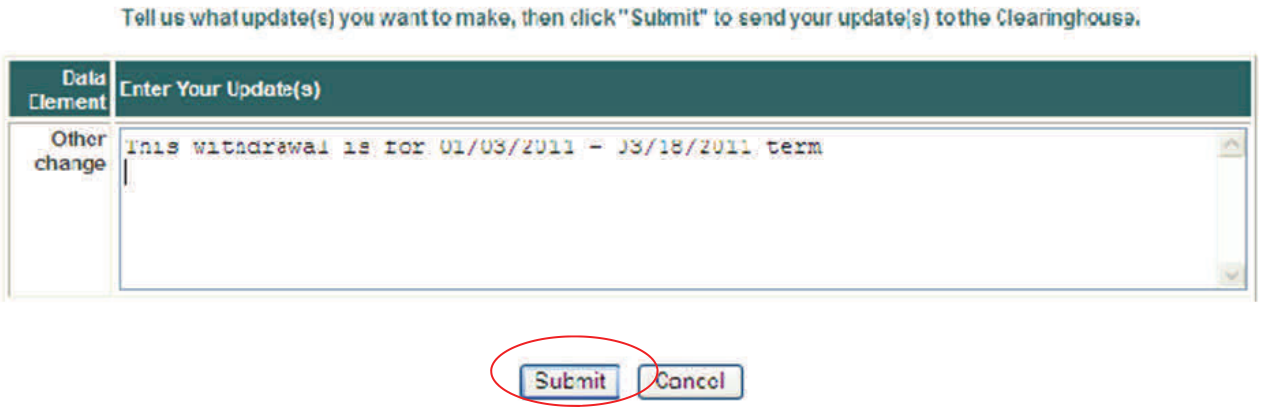
FX STOP OUTS

9. **Click "Update"** found in the top center of the new page that appears.

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Date of Birth	Schl Code	School
04/11/2011	W	03/18/2011	01/03/2011	03/18/2011		08/27/1977	001671-00	DEPAUL UNIVERSITY
03/21/2011	H	09/08/2010	01/03/2011	03/18/2011	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
02/21/2011	H	09/08/2010	01/03/2011	03/18/2011	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
02/04/2011	H	09/08/2010	01/03/2011	03/18/2011	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
01/17/2011	H	09/08/2010	01/03/2011	03/18/2011	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
12/06/2010	H	09/08/2010	01/03/2011	03/18/2011	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
11/24/2010	H	09/08/2010	09/08/2010	11/23/2010	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
10/27/2010	H	09/08/2010	09/08/2010	11/23/2010	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
10/12/2010	H	09/08/2010	09/08/2010	11/23/2010	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
09/22/2010	H	09/08/2010	09/08/2010	11/23/2010	06/10/2012	08/27/1977	001671-00	DEPAUL UNIVERSITY
04/13/2010	W	03/19/2010	01/02/2010	03/19/2010		08/27/1977	001671-00	DEPAUL UNIVERSITY
03/22/2010	H	01/02/2010	01/02/2010	03/19/2010	06/11/2011	08/27/1977	001671-00	DEPAUL UNIVERSITY
02/22/2010	H	01/02/2010	01/02/2010	03/19/2010	06/11/2011	08/27/1977	001671-00	DEPAUL UNIVERSITY
02/05/2010	H	01/02/2010	01/02/2010	03/19/2010	06/11/2011	08/27/1977	001671-00	DEPAUL UNIVERSITY
01/18/2010	H	01/02/2010	01/02/2010	03/19/2010	06/11/2011	08/27/1977	001671-00	DEPAUL UNIVERSITY

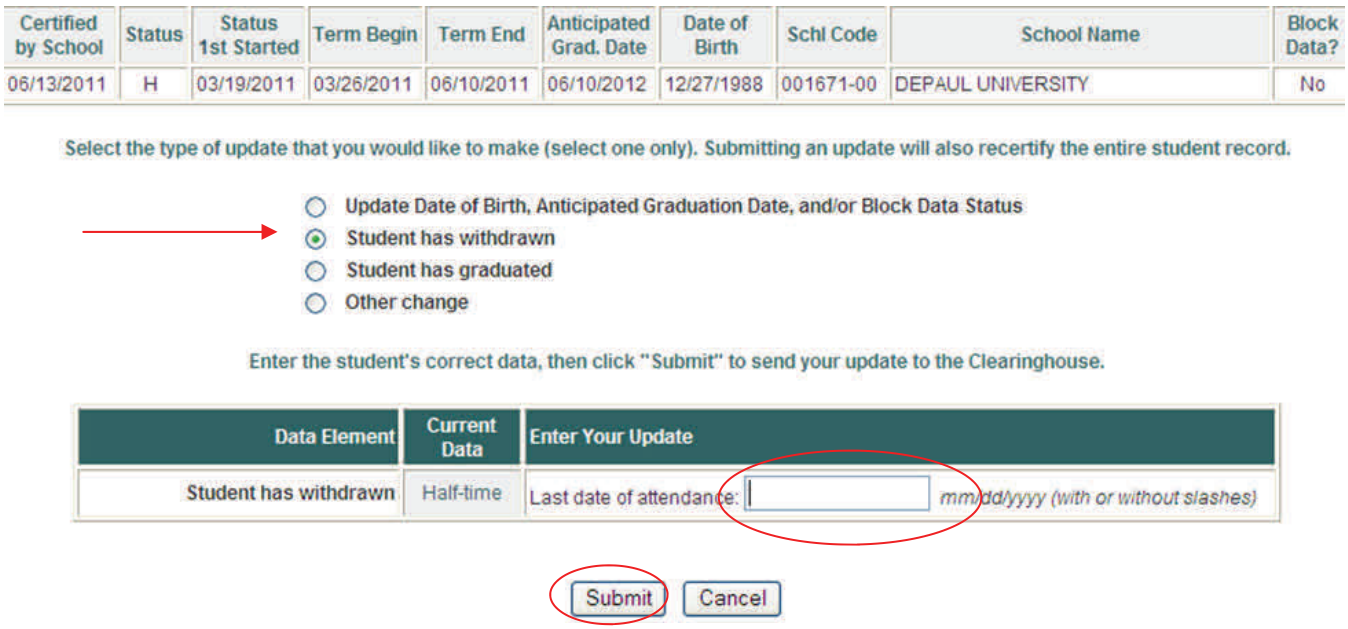
- Click on the Status link for explanation of the various types.

10. **If the student had a "W" on the top row** in the previous page, you should see the following screen after clicking "Update." Enter the term and date range for the listed withdrawal and click "Submit."



FX STOP OUTS

11. **If the student did NOT have a "W" in the top row** in the previous page, select "Withdrawal" in the list of choices given and enter the last date of attendance as given by the spreadsheet. Click "Submit." Once completed, follow steps 6-10 for that student.



Certified by School	Status	Status 1st Started	Term Begin	Term End	Anticipated Grad. Date	Date of Birth	Schl Code	School Name	Block Data?
06/13/2011	H	03/19/2011	03/26/2011	06/10/2011	06/10/2012	12/27/1988	001671-00	DEPAUL UNIVERSITY	No

Select the type of update that you would like to make (select one only). Submitting an update will also recertify the entire student record.

- ○ Update Date of Birth, Anticipated Graduation Date, and/or Block Data Status
- ◉ Student has withdrawn
- ○ Student has graduated
- ○ Other change

Enter the student's correct data, then click "Submit" to send your update to the Clearinghouse.

Data Element	Current Data	Enter Your Update
Student has withdrawn	Half-time	Last date of attendance: mm/dd/yyyy (with or without slashes)

Submit Cancel

12. **Click "Update Another Record"** if you have more students to complete.

GPA RECALCULATIONS

About

•GPA Recalculations are requests submitted by SNL (via email) to apply repeat codes to competences that have been repeated. Competences may be repeated with different course numbers therefore the automated repeat process does not apply to SNL students.

•SNL submits the request to Student Records with the student's name and ID. The request lists the class, term, and year in which the first attempt and the second attempt was taken.

Example: Competence AL2

Winter 1998 Grade: **FX** for AI 331 AL2/Learning to Look

Autumn 2001 Grade: **A** for AI 327 AL2/Myths, Signs, and Symbols

•The competence is AL2. The first attempt was Winter 1998 and the second attempt was Autumn 2001. The competence is the same but the course numbers are different. With SNL, you need to search for the competence numbers and not the course numbers.

•The repeat codes that would be applied are "O" for the first attempt and "R" for the second attempt (and "M" for second if there are three or more, leaving the last one to receive an "R").

•If either course has an IN, M, R, and W grade, the repeat codes cannot be applied.

•When the process is complete, reply to the contact via email to inform them of the update. Also it is good to copy the SNL Exceptions resource on the email (found in search).

•Be sure to image the forms they send via email.

GPA RECALCULATIONS

1. **Use the Enrollment Request Page** to update the repeat codes. Navigate to:

   Home>Records and Enrollment>Enroll Students>Enrollment Request

2. **Select student's ID** and search for academic career and term for first attempt using the magnifying glass.

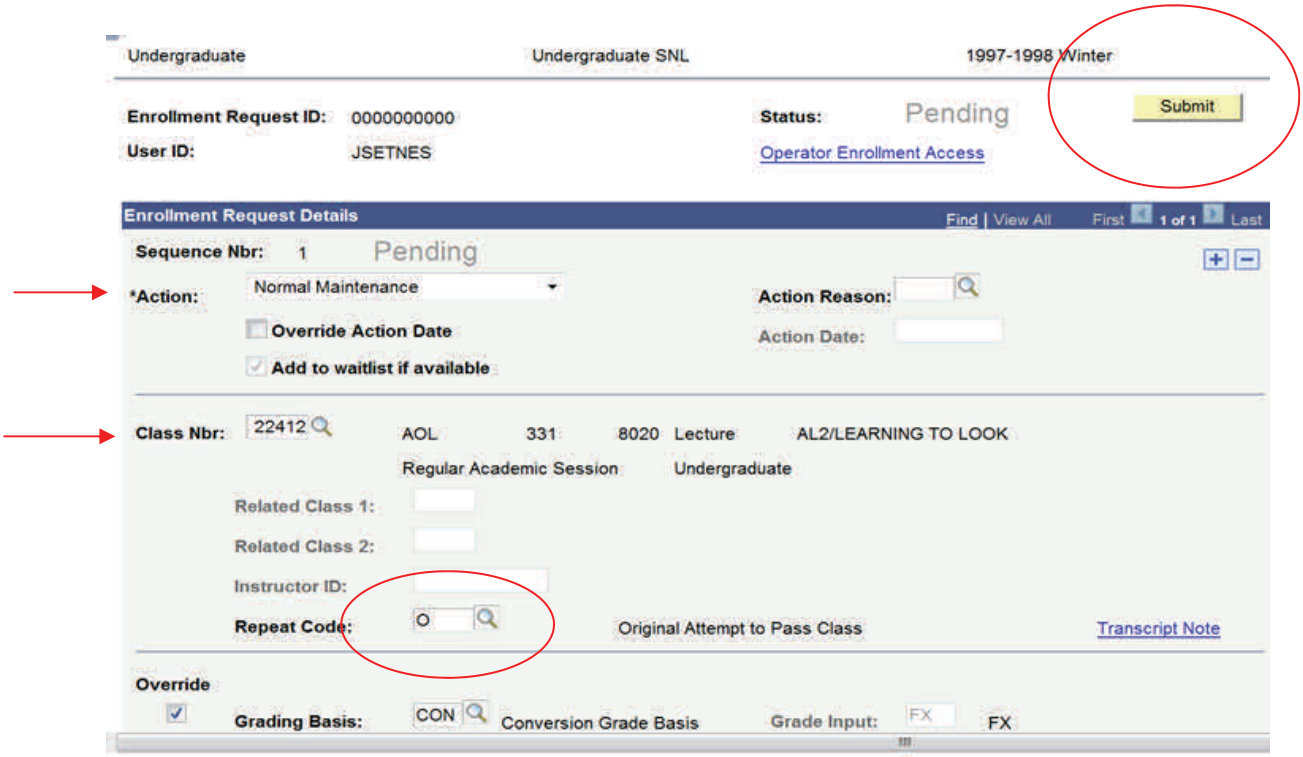
3. **Input the following information for the first attempt:**

   Action: Normal Maintenance

   Class Nbr: Use magnifying glass to search for class (remember to find competency)

   Repeat Code: "O"

4. **Select "Submit"** to save changes.



5. **Navigate to Enrollment Request once again,** this time entering in the Term for the second attempt. Complete the same steps as above, but be sure to enter the repeat code "R" for the second or final attempt. Remember, if there are three or more attempts, all "middle" attempts will receive an "M" and the final one receives the "R." You must return to the Enrollment Re quest page anew each time since the page is specific to a term.

GPA RESTARTS

The GPA Restart process will update those students that have completed one program and begun another. Their GPA for their old program will be "locked," and a new GPA will be calculated for the new program from the point of enrollment in that program.

1. **Create a new Run Control ID.** Navigate to:

   Home> DePaul Reports and Interface> DePaul Student Records> Process >Reset CUM statistics

Type in your Restarts Run Control and click "Add" while in the Add a New Value tab. Then, Select "Find an Existing Value" and click "Add" to see the Run Control that you have.

Now Click here.

Once a Run Control ID has been created, you should see it on your list when you search for Existing Value

Once created, your run id will be reusable so when creating run control id, please use letter/number combination with no blank spaces.

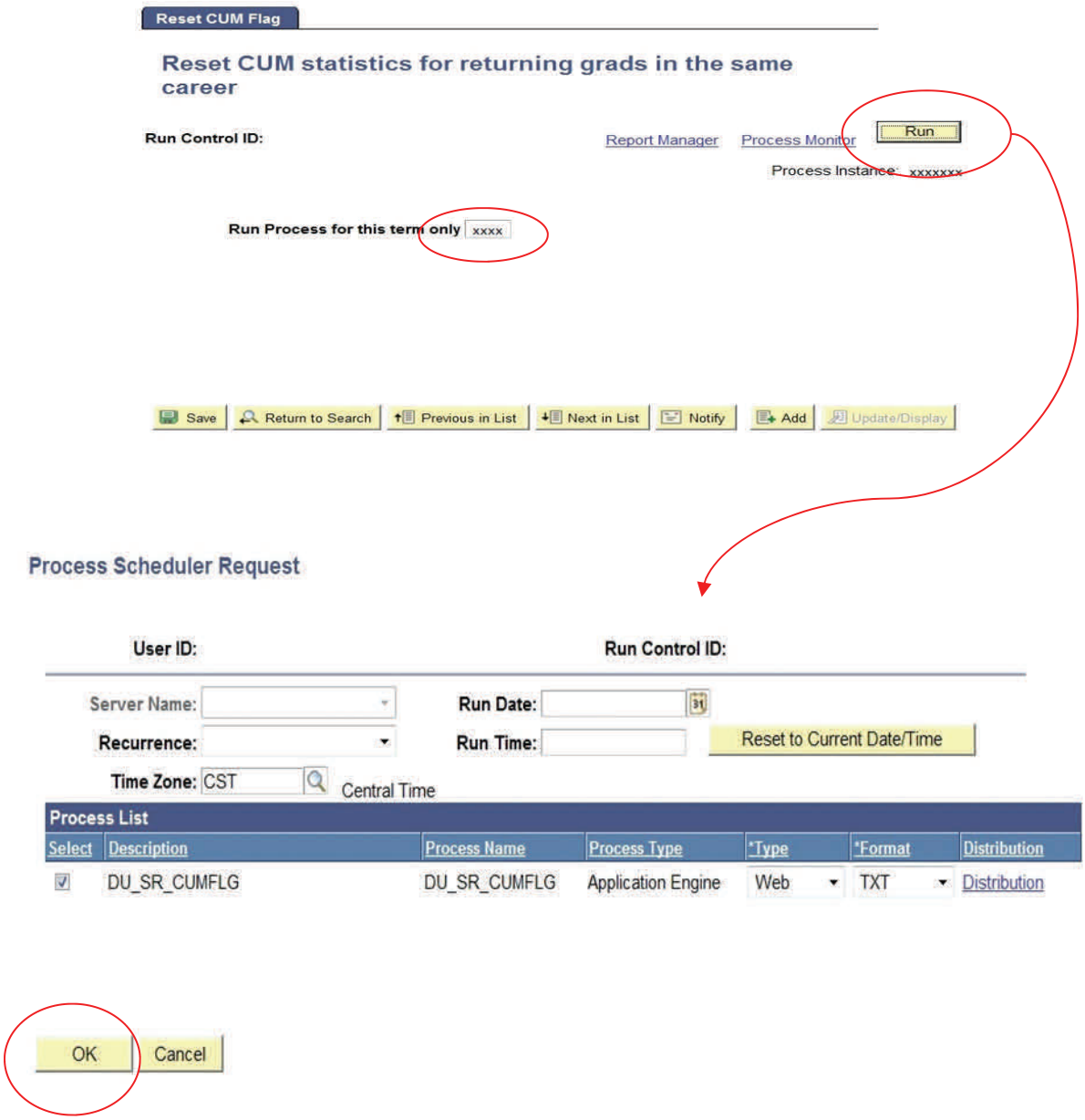
GPA RESTARTS

2. **Once the Reset CUM page has opened,** select the specific term to run.

   "Run Process for this term only"- choose current term code

3. **Click "Run"** in the upper right-hand corner.

4. **In the Process Scheduler** that appears, **click "OK."**

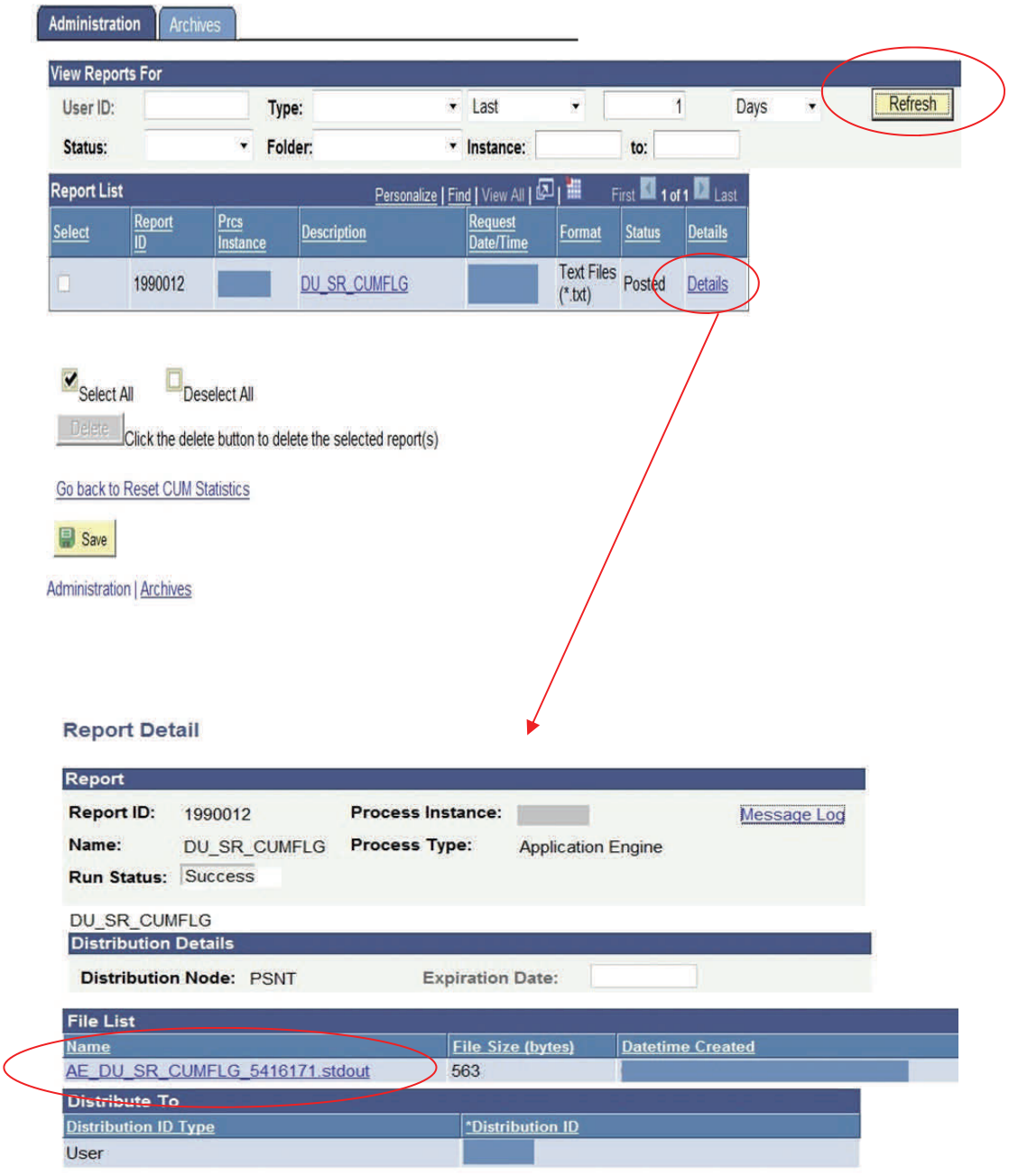


GPA RESTARTS

5. **Once the previous Reset CUM page appears, click "Report Manager."**

6. **Click "Refresh" button** until you see your job appear as "Posted."

7. **Click the "Details" link.** You will be taken to a new details page. A fill will be listed; click the blue link to open the file. It may be saved.



GPA RESTARTS

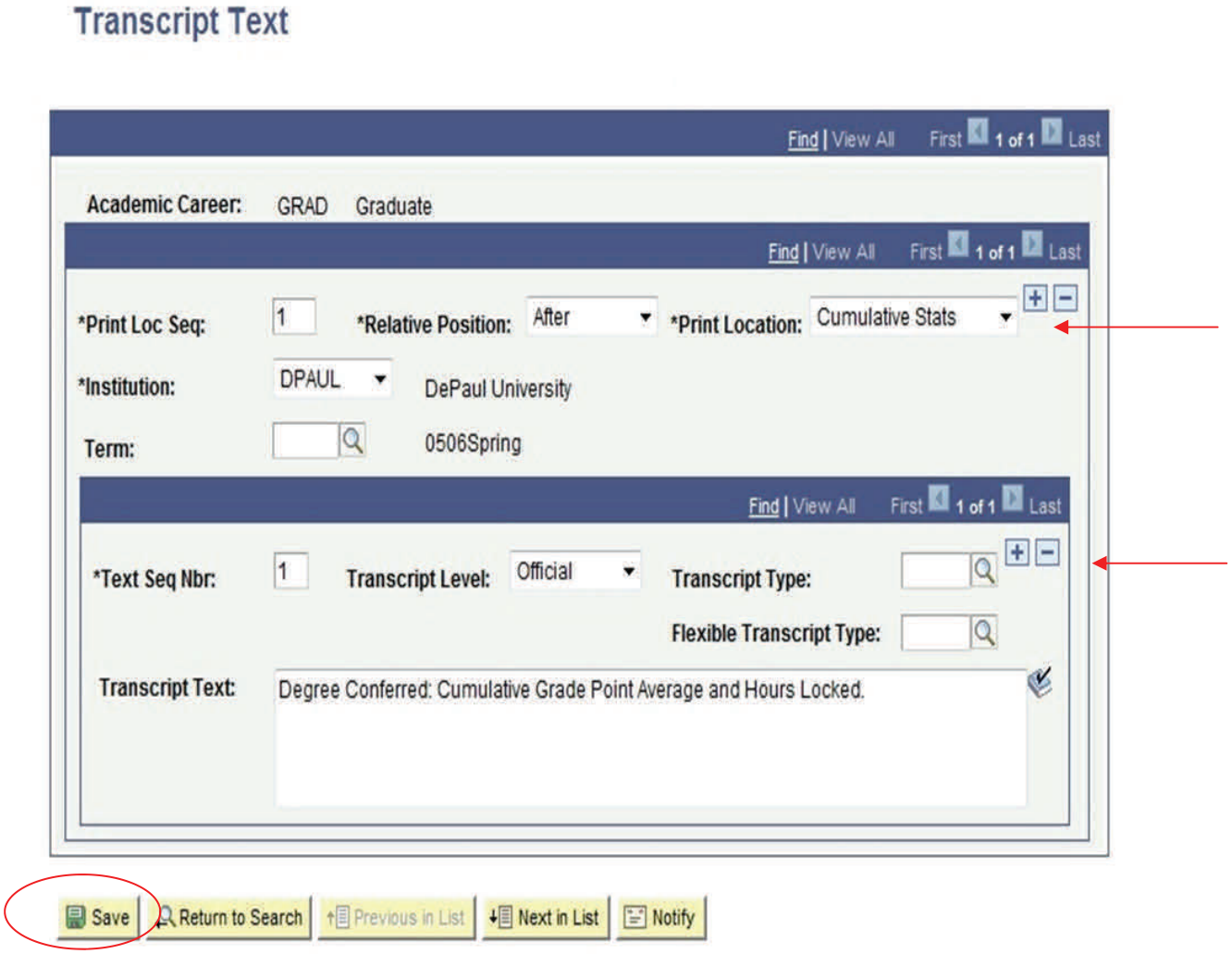
8. **Review the file.** Each student that has been updated will be listed. They will need to receive accompanying transcript text.

9. **Navigate to** Transcript Text:

   Home > Records and Enrollment > Transcripts > Transcript Text

10. **Input** the following information, using the magnifying glass to search if necessary:

    Relative Position = After
    Print Location = Cumulative Stats
    Transcript Level = Official
    Transcript Text = Degree Conferred: Cumulative Grade Point Average and Hours Locked.
    Click "Save."



GPA RESTARTS

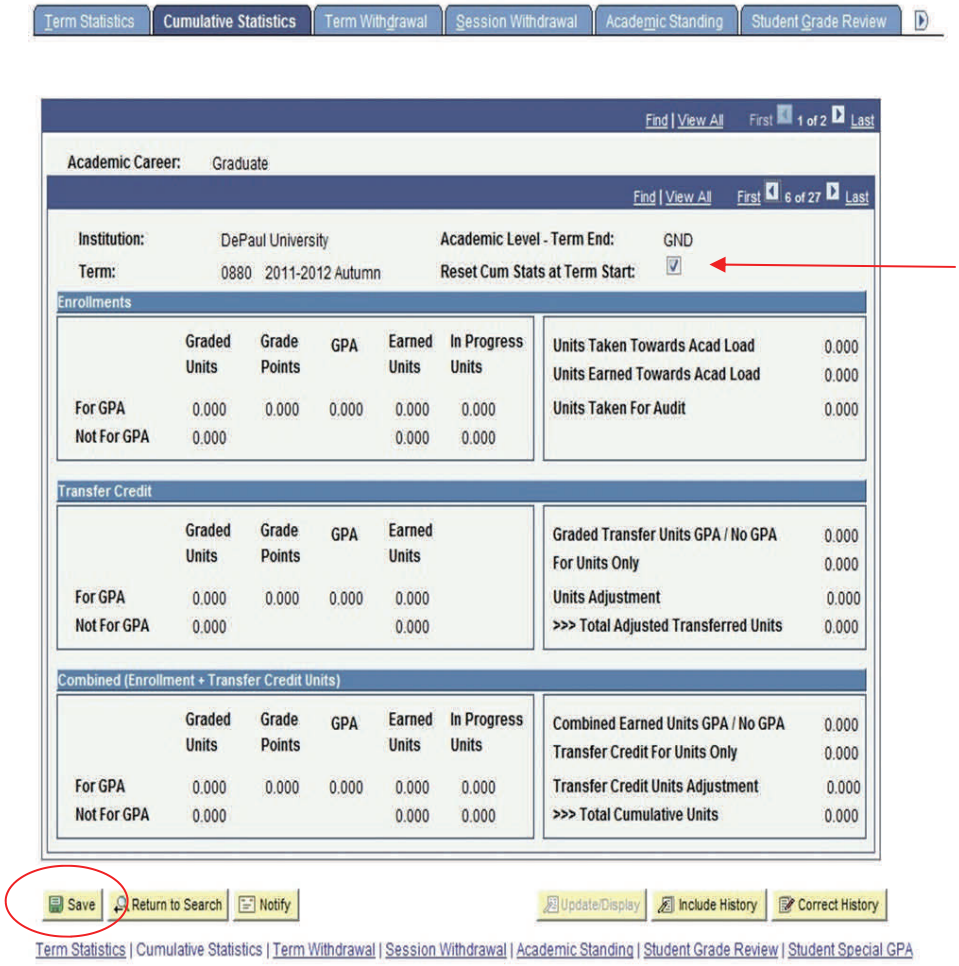
In some cases, a student needs to have their GPA restarted manually, due to some previous error. Student Records receives these requests on a case-by-case basis. In these situations, the GPA is restarted in the Term History page.

11. Navigate to Term History:

Home > Records and Enrollment > Student Term Information > Term History

12. Select the checkbox beside "Reset Cum Stats at Term Start."

13. Click "Save."



GRAD FEE SQR

The Grad Fee Report (SQR) will bring up the list of students that have applied for the term, without having to run the Degree Conferral Tool.

It serves as a double check when looking for students that have applied for conferral.

1. **Create a new Run Control ID.** Navigate to:

Home > DePaul Reports and Interface > DePaul Student Records > Inquire > Grad Fee Report

Type in your Grad Fee Report Run Control and click "Add" while in the Add a New Value tab. Then, Select "Find an Existing Value" and click "Add" to see the Run Control that you have.

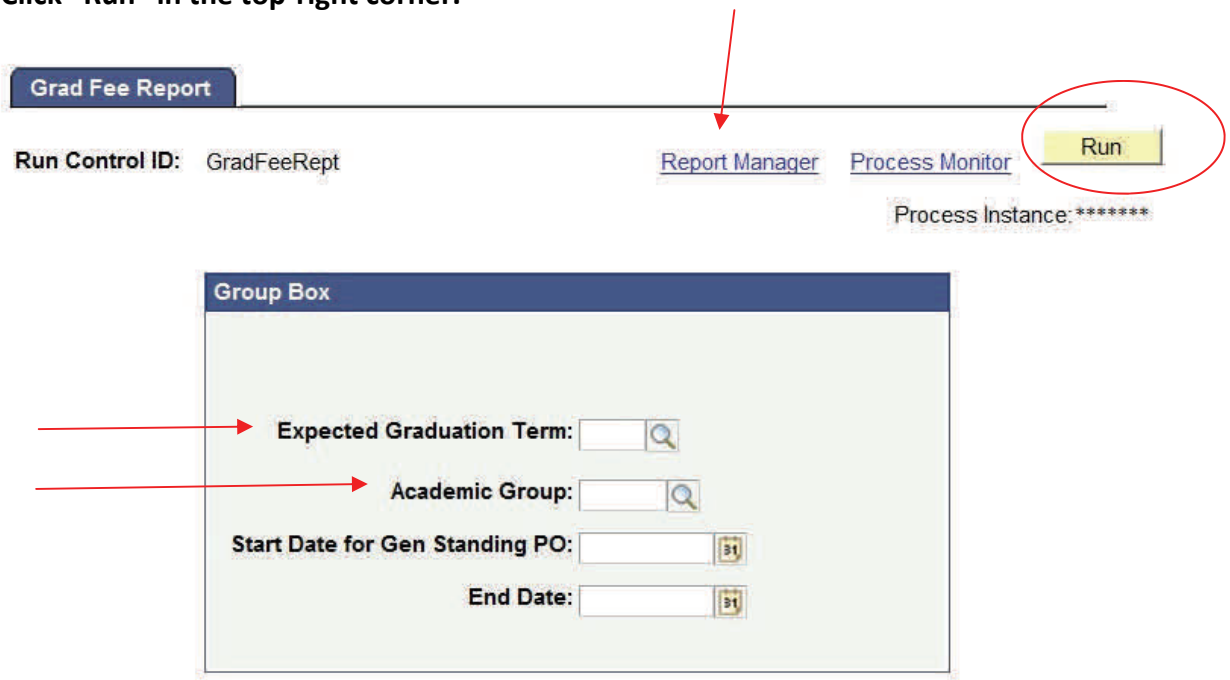
Once a Run Control ID has been created, you should see it on your list when you search for Existing Value

Once created, your run id will be reusable so when creating run control id, please use letter/number combination with no blank spaces.

GRAD FEE SQR

2. **Select your desired term and/or group.** You must select a term, but if you do not select an Academic Group, All Academic Groups will be brought into the results.

3. **Click "Run" in the top-right corner.**

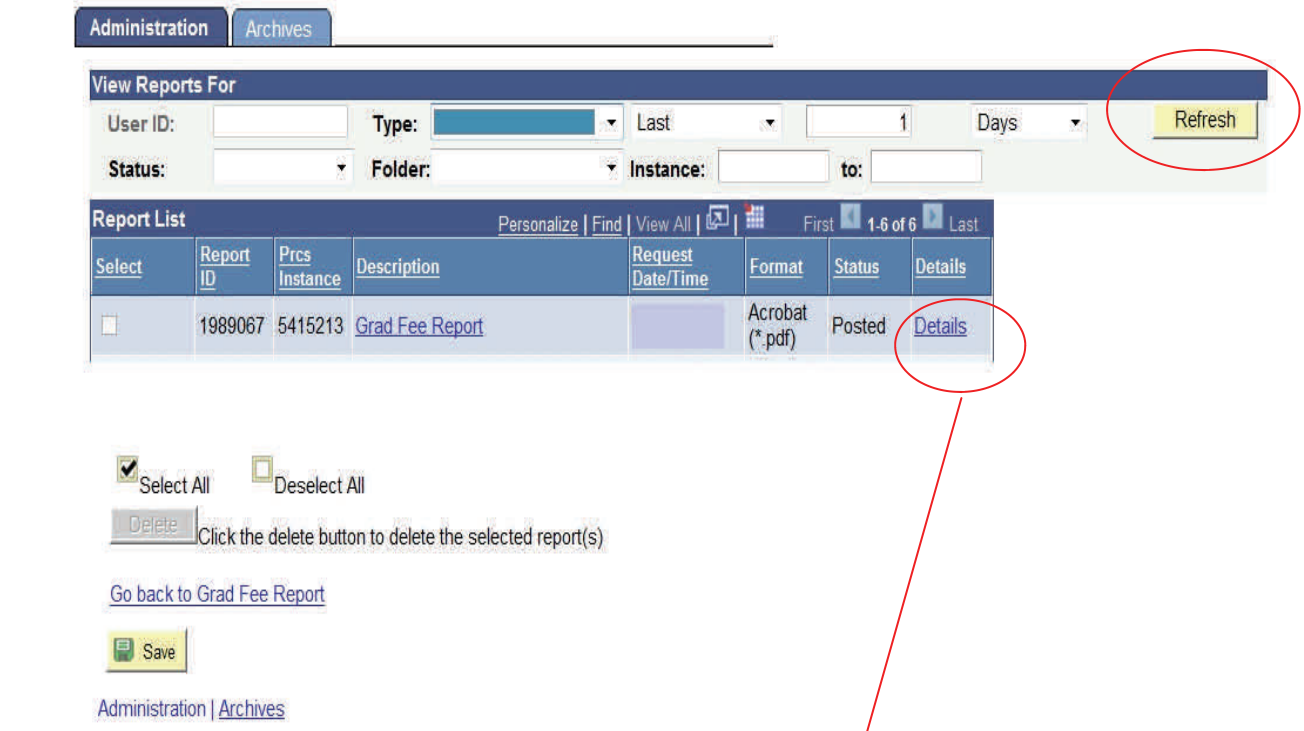


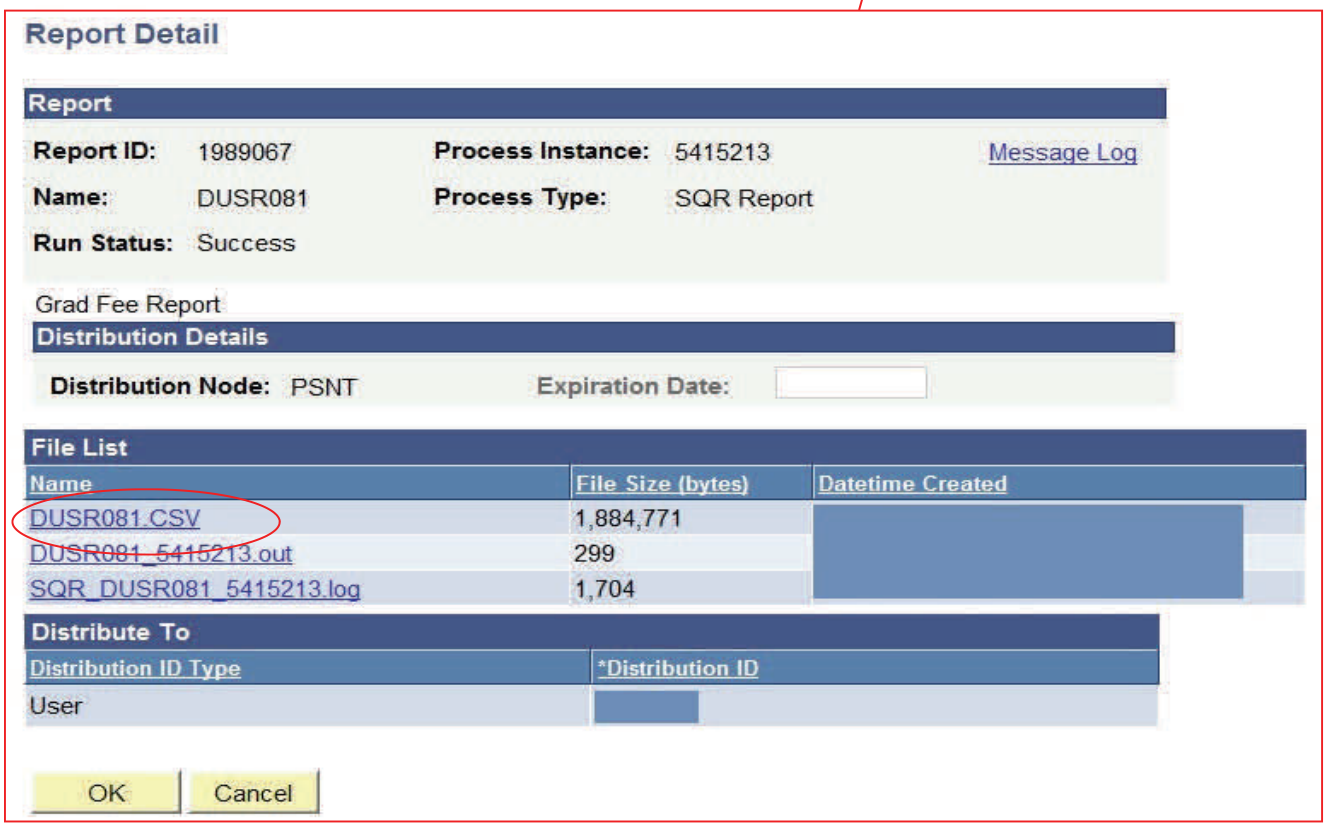
4. **Click the Report Manager** link in the top-right corner.

5. **Click "Refresh"** in the Report Manager until your job posts with Success.

6. **Click the "Details"** link listed with your job. Open the .CSV file listed in the following page to view and save those applied for graduation.

GRAD FEE SQR

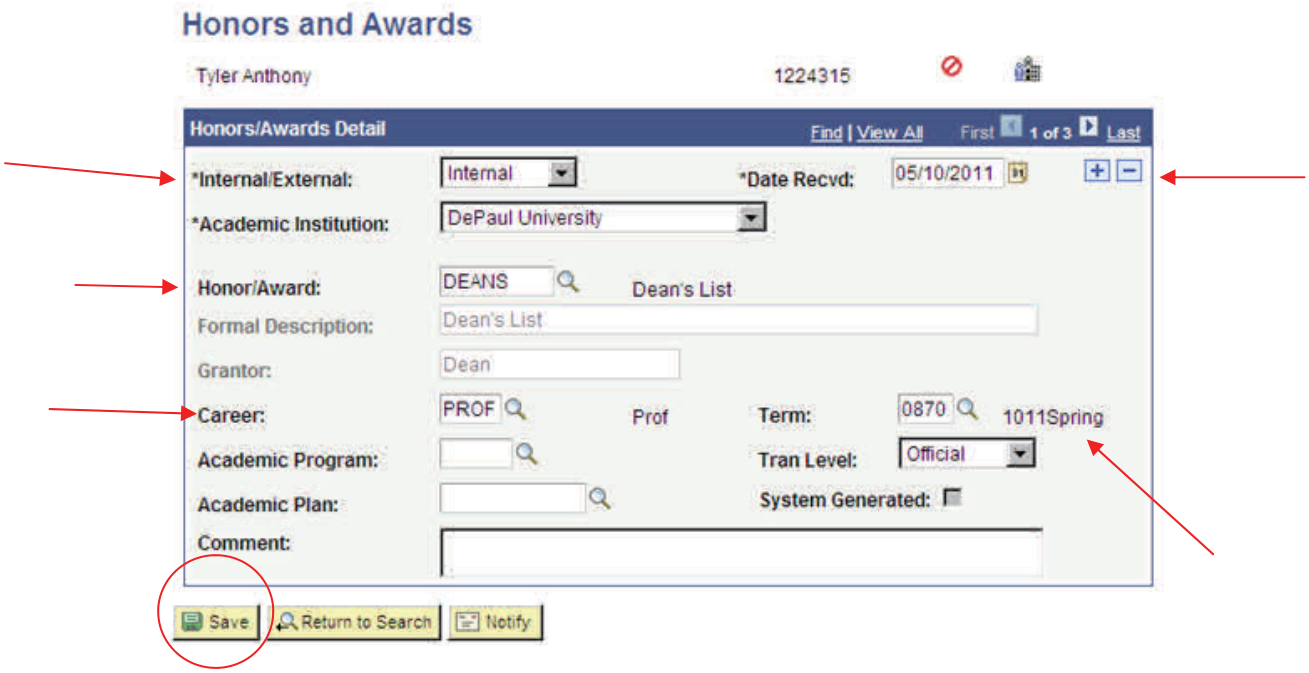

Administration
Archives
View Reports For
User ID:
Type:
Last
1
Days
Refresh
Status:
Folder:
Instance:
to:
Report List
Personalize | Find | View All | First 1-6 of 6 Last
Select
Report ID
Prcs Instance
Description
Request Date/Time
Format
Status
Details
1989067
5415213
Grad Fee Report
Acrobat (*.pdf)
Posted
Details
Select All
Deselect All
Delete
Click the delete button to delete the selected report(s)
Go back to Grad Fee Report
Save
Administration | Archives


Report Detail
Report
Report ID: 1989067
Process Instance: 5415213
Message Log
Name: DUSR081
Process Type: SQR Report
Run Status: Success
Grad Fee Report
Distribution Details
Distribution Node: PSNT
Expiration Date:
File List
Name
File Size (bytes)
Datetime Created
DUSR081.CSV
1,884,771
DUSR081_5415213.out
299
SQR_DUSR081_5415213.log
1,704
Distribute To
Distribution ID Type
*Distribution ID
User
OK
Cancel

HONORS:COLLEGE OF LAW DEAN'S LIST

1. **The Dean's List is submitted each term after conferral.** Each recipient must receive the notation manually. Navigate to **Honors and Awards:**

   Campus Community > Personal Information > Participation Data > Accomplishments > Honors and Awards



2. **Use the Plus Sign** to add a new row if an award is present from a previous term.

3. **Input** the following information, using the magnifying glass to search if necessary:

   "Internal/External" - Internal
   "Honor/Award" - DEANS
   "Career" - PROF
   "Term" - Term that honors are being awarded

4. **Click "Save."**

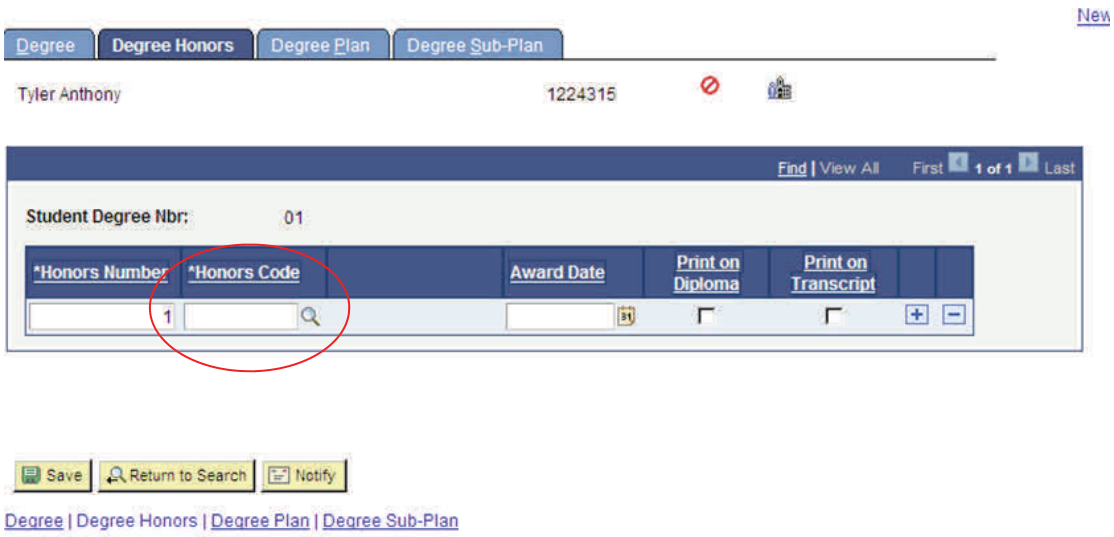
5. **Click "Return to Search"** for each new student needing honors.

HONORS:COLLEGE OF LAW

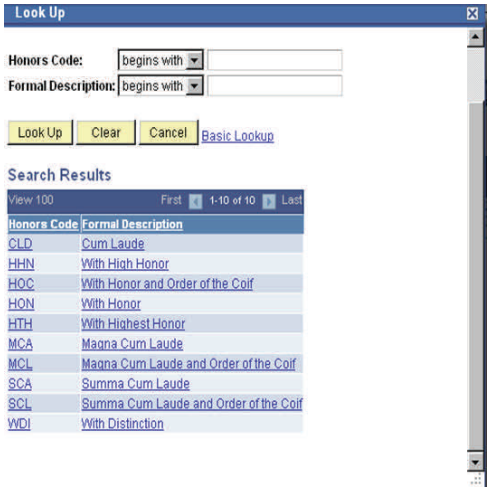
1. **Honors are submitted after May Law Conferral is complete.** They are based on the percentage of the entire year, thus July and December graduates have honors awarded in May.

2. **Navigate** to the Student Degrees page

   Records and Enrollment > Graduation > Student Degrees



3. **Click on the second tab labelled "Degree Honors."** Select the appropriate Honors Code using the magnifying glass.



4. **Click "Save."**

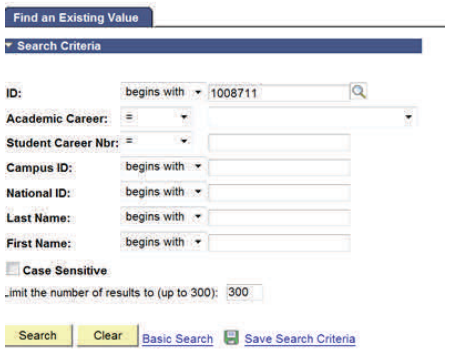
HONORS:STUDENT LEADERSHIP CERTIFICATE

Periodically throughout the year, Student Records receives requests to add transcript notation indicating participation in the Student Leadership Program.

1. **Navigate** to the Transcript Text page

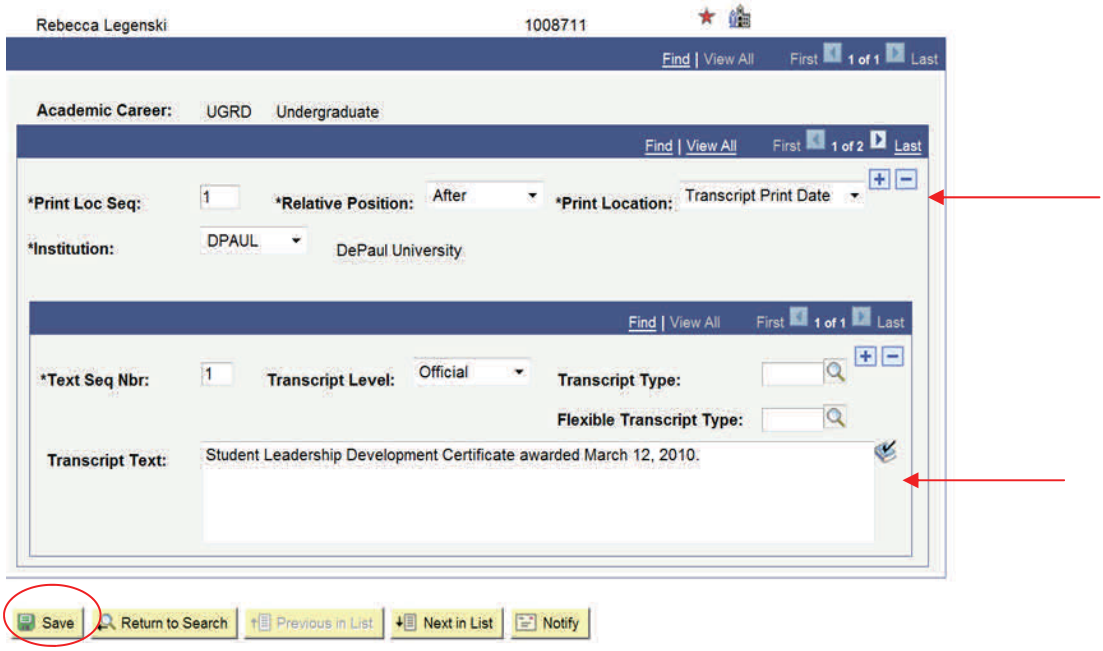
   Home > Records and Enrollment > Transcripts > Transcript Text

2. **Enter the student's ID** and click "Search."



3. **Input** the following information then click "Save":

   Relative Position: After
   Print Location: Transcript Print Date
   Transcript Level: Official
   Transcript Text: "Student Leadership Development Certificate awarded [date]."



INTER-COLLEGE TRANSFERS

About

- This section

- Etc. et. C. etc

INTER-COLLEGE TRANSFERS

1. **Step 1**

2. **Go Step 2**

MAIL REQUESTS

About

•Student Records receives many requests through the mail. Unfortunately, we cannot accept most of these, as we have moved our operations to online applications and vendors. These new processes allow for us to confirm the identity and consent of students requesting various items.

•As a rule of thumb, we do not complete any requests that come from a third party.

Transcript Requests by Mail

•These requests can come from either the student or an organization on their behalf. Each type of request needs to be sent back to the sender with a letter (on DePaul letterhead) explaining how to utilize the online process. The appropriate responses can be found on the W Drive at: W:\ops\DEM\Student Records\Team Records\USPS Request Templates

•If a check is included, please write "VOID" across the face and include in the returned request.

Verification Requests by Mail

•We use the National Student Clearinghouse to verify enrollment and degrees.

•All organizations requesting enrollment dates or degree verification should be directed to use the NSC's service. The appropriate responses can be found on the W Drive at: W:\ops\DEM\Student Records\Team Records\USPS Request Templates

•All organizations requesting information regarding information about clinical hours, student teaching, accreditation, or other program specific information should be forwarded (via interoffice mail) to the appropriate college office.

MAIL REQUESTS

Verification Requests by Mail (Cont'd)

•All requests from housing authorities regarding students must be completed. However, consent must be received from the student first. Please send the following email to the student's preferred email address in PeopleSoft:

We have received an education verification questionnaire on your behalf from _____. However, we are unable to process this request until we receive your consent in the form of a signed copy of the attached form and a photocopy of a valid form of ID. You can bring your form and ID into DePaul Central, mail us a copy at 1 E. Jackson Blvd. Attn: Student Records, Chicago, IL 60604, or fax it to us through our secure fax number (312)476.3212; we DO NOT accept emailed attachments. Once we receive this documentation, we will be able to send out your verification. Don't hesitate to contact us if you have any questions.

Thanks,
[signature]

•Once the response is received, please see the chapter on Manual Verifications to complete the request.

PERSONAL INFORMATION CHANGES

About

•Students can update their Personal Information - such as addresses, telephone numbers, and e-mail – and some other types of personal information through Campus Connection. Identification data, such as names or birthdates, can be updated by submitting a Personal Information Change form with appropriate documentation to the Office of Student Records.

•Students may use the secure upload function via the SR Website, or submit the form via fax or in person at DePaul Central (or sometimes via postal mail). We DO NOT accept emailed attachments.

•The two forms used—the regular request form and the miscellaneous form (for citizenship updates)—can be found on the W Drive at: W:\ops\DEM\Student Records\Forms\Current Forms

•The forms and documentation will be delivered to Student Records via ImageNow and will appear in the workflow titled Personal Information Changes (Records Processing).

•The usual processing time for a PIC Request is 3-5 business days.

•**Ensure that you keep a daily record** of how many Name, Social Security Number, and Date of Birth updates you make, in addition to how many students must be contacted for additional information. These numbers are recorded daily in the Records Team Metric, found at: W:\ops\DEM\Student Records\Team Records\DC Tracking Spreadsheets

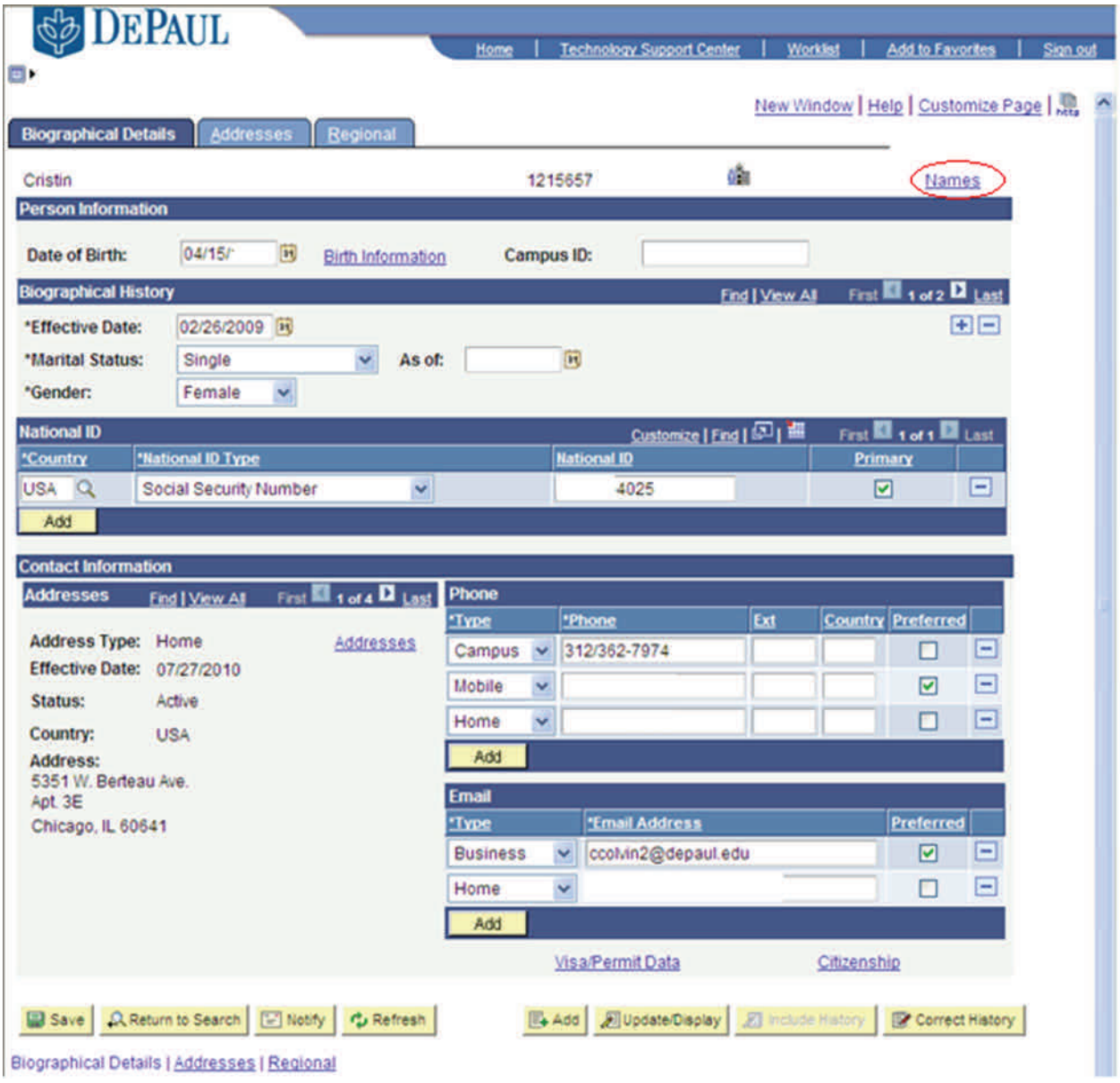
If there is any question as to the validity of an ID or the change that is being made, contact your supervisors, the Assistant and Associate Directors.

PICS: NAME AND MARITAL STATUS

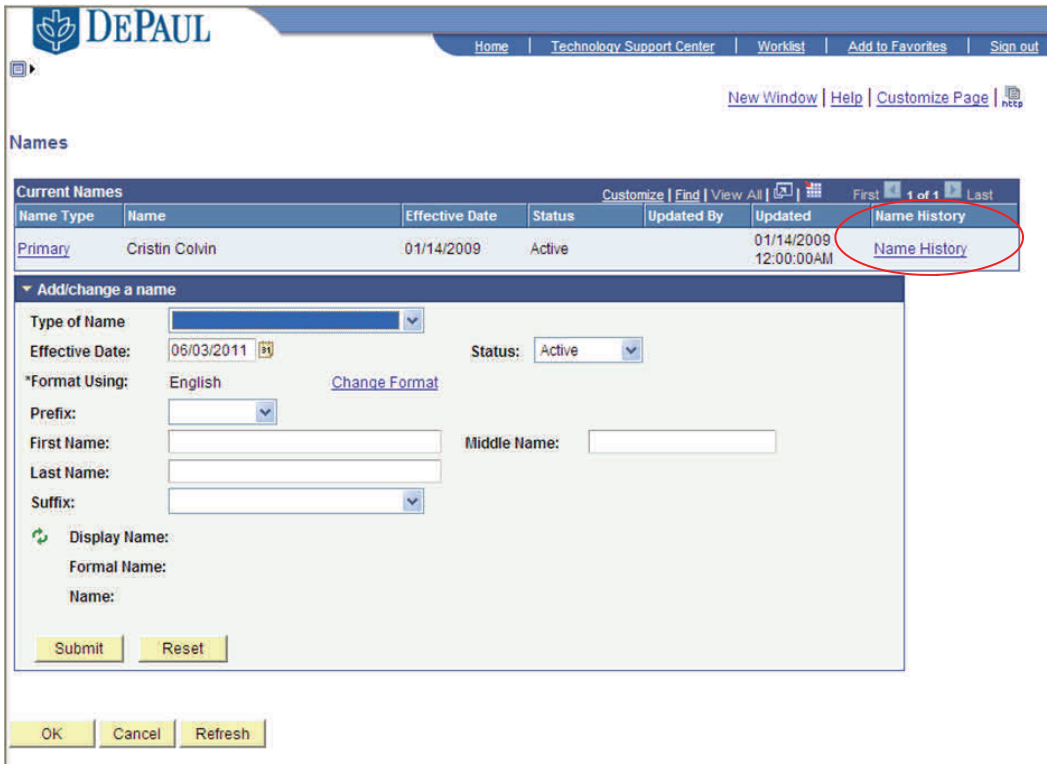
1. **Ensure that the student has attached all the appropriate documents** per the request form.

2. **Go to Add/Update a Person** and enter the student's EMPL ID:
   Campus Community > Personal Information (Student) > Add/Update a Person

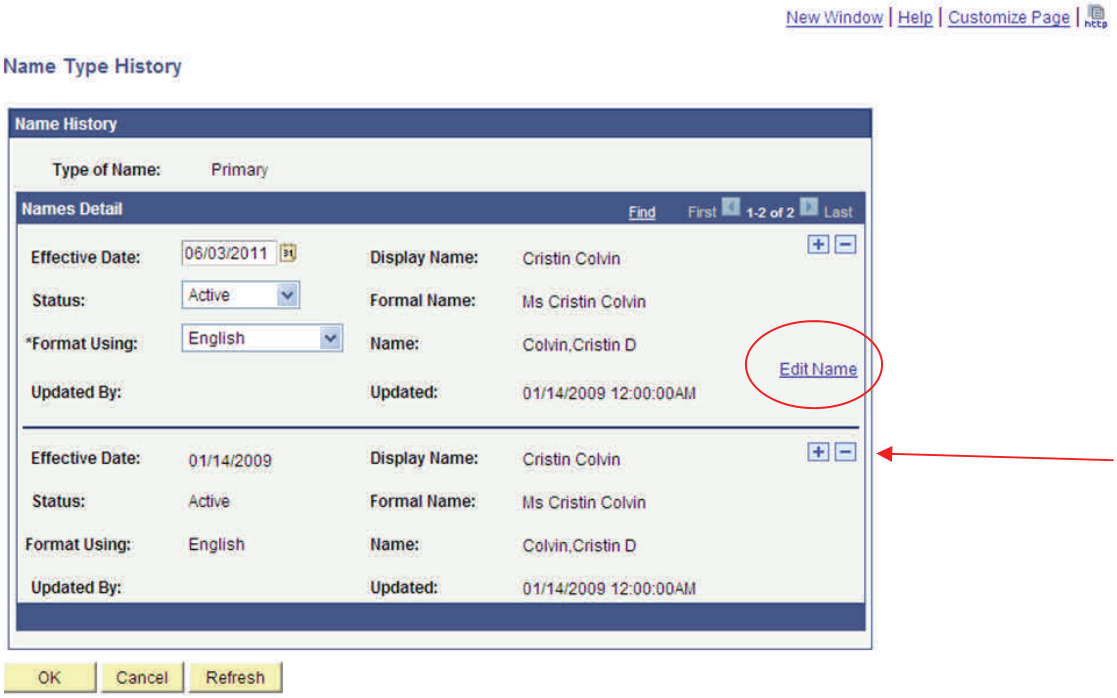
3. **Ensure that you are in Include History** (the Include History button will be grayed out in the bottom right-hand corner). Click on the "Names" link.



4. **Click on "Name History."**



5. **Click the plus sign** to add a row, and then click "Edit Name."

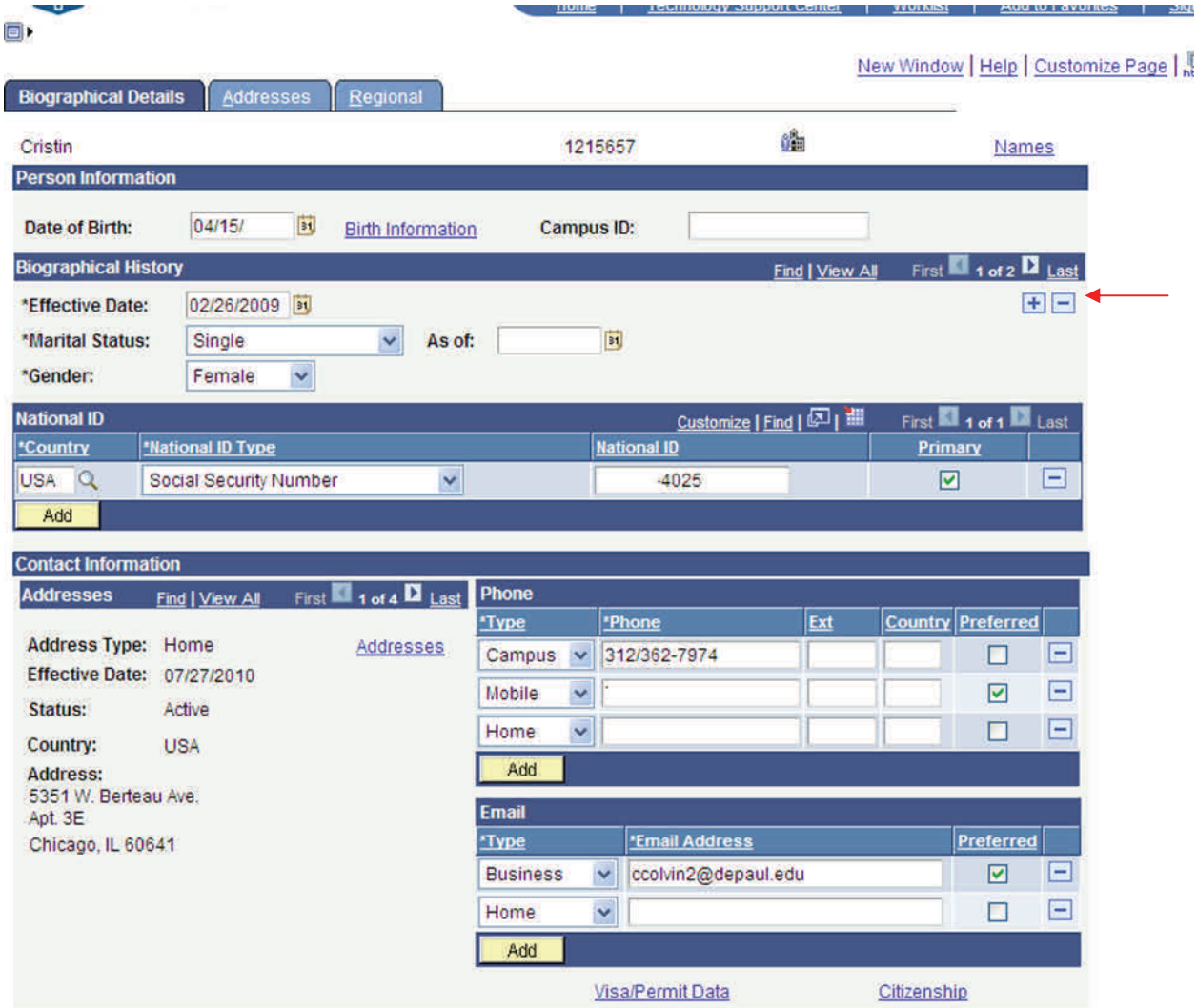


PICS: NAME AND MARITAL STATUS

6. **Make the necessary updates, then click "OK"** buttons until you reach the main Add/Update page (should be three OK's).

7. **Press "Save."**

8. **If you are also changing the marital status,** click the plus sign under "Biographical History" to add a row like you did in the name page. Make the necessary updates and click "Save" again.



PICS: NAME AND MARITAL STATUS

9. **Email the student** to let them know that their request is completed. If they were missing proper documentation, email them with the necessary information.

> ***Link the document in ImageNow to the student's EMPL ID and ROUTE FORWARD*** *once completed. If you are waiting on documentation, follow a standardized form of notation:*
>
> ***'Last Name– Emailed Mo/Day/Year (extra notes if necessary)***
>
> *If a request has been sitting without resolution for 30 days, please route forward to keep the most recent requests easily at hand.*

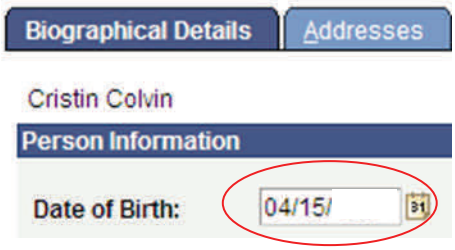
10. You may have received a name change from another University office on a form entitled "Personal Information Change Request for I-20." Information the staff member (not the student) that it is complete. These requests only require the passport and signature of the staff member on the form.

PICS: GENDER AND DOB

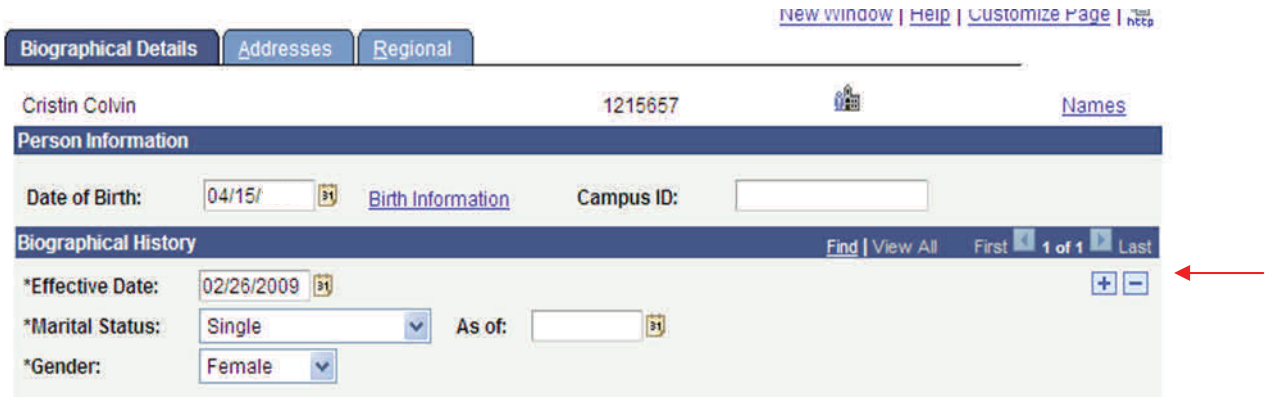
1. **Ensure that the student has attached all the appropriate documents** per the request form.

2. **Go to Add/Update a Person** and enter the student's EMPL ID:
   Campus Community > Personal Information (Student) > Add/Update a Person

3. **To update a DOB**, simply click inside the box containing the date and change as needed. Click "Save" when you are done.



4. **To update gender,** ensure you are in Include History (as with name changes). Add a row in Biographical History (same as marital status) and update the drop-down to the requested reported gender. Click "Save" when you are done.



9. **Email the student** to let them know that their request is completed. If they were missing prop er documentation, email them with the necessary information.

Link the document in ImageNow to the student's EMPL ID and ROUTE FORWARD *once completed. If you are waiting on documentation, follow a standardized form of notation:*

'Last Name– Emailed Mo/Day/Year (extra notes if necessary)

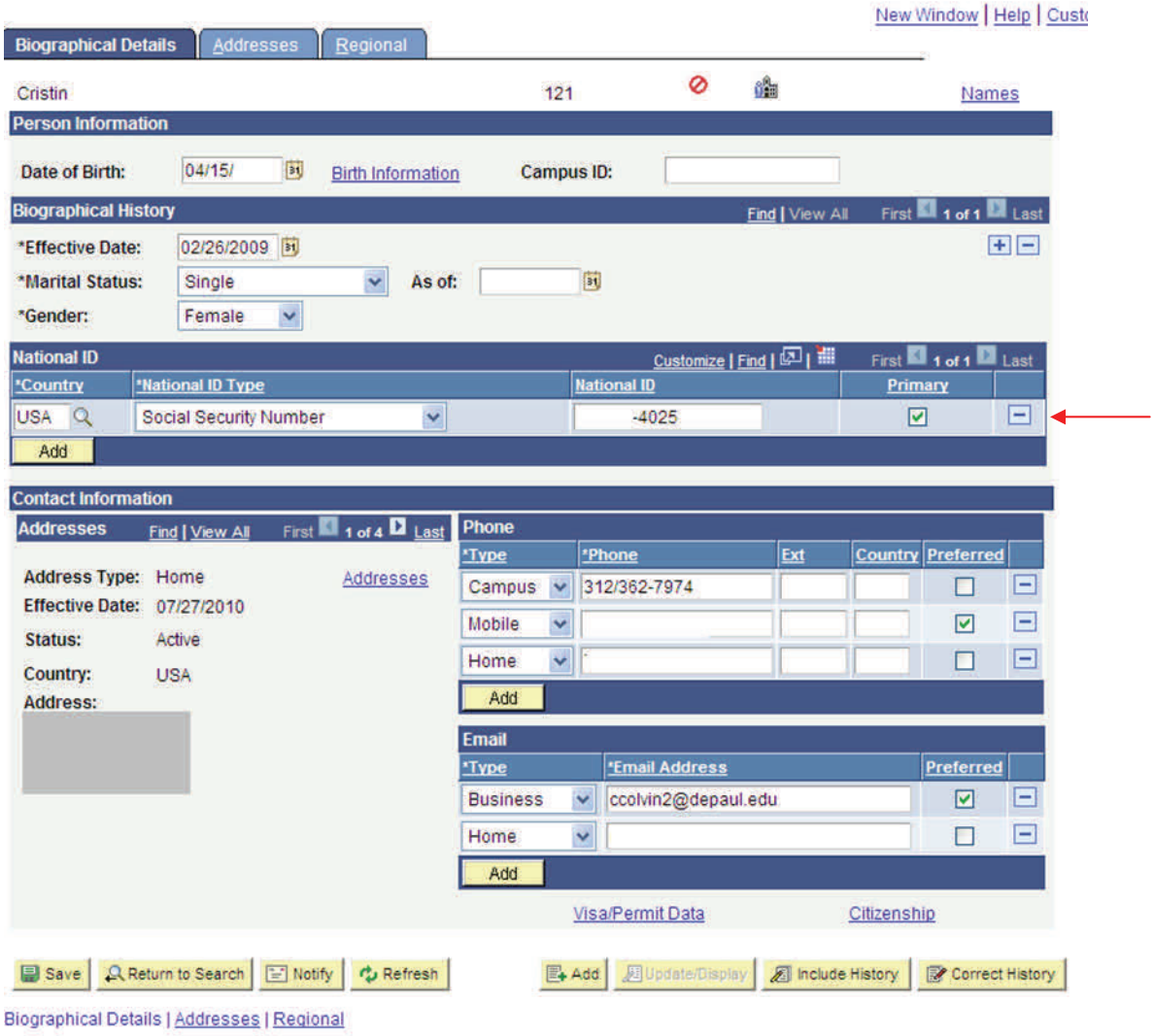
If a request has been sitting without resolution for 30 days, please route forward to keep the most recent requests easily at hand.

PICS: SOCIAL SECURITY NUMBERS

1. **Ensure that the student has attached all the appropriate documents** per the request form.

2. **Go to Add/Update a Person** and enter the student's EMPL ID:
   Campus Community > Personal Information (Student) > Add/Update a Person

3. **Select the current Social Security Number** and cut (Ctrl + X). Type in the new SSN into the field and press "Save."



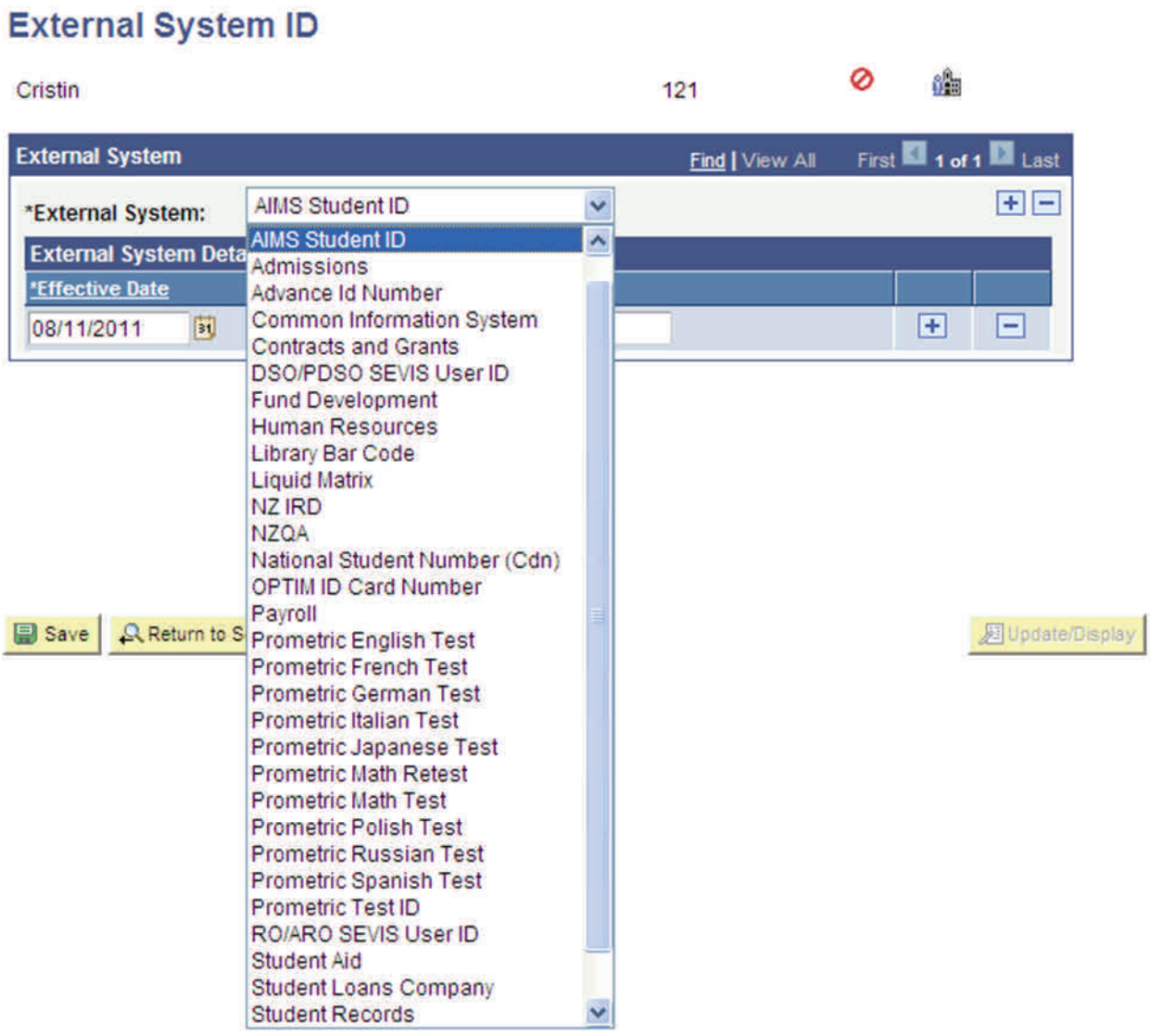
PICS: SOCIAL SECURITY NUMBERS

4. **Click the link "New Window" at the top right of the page.** In the new window, navigate to External System ID:

   Home > Campus Community > Personal Information (Student) > Identification (Student) > External System ID

5. Press "Search" (the EMPL ID field should have populated with the ID of the student).

6. **In the drop-down labelled "External System," select AIMS Student ID**. Under the Details, paste the former Social Security Number into the box (Ctrl + V), making sure that the effective date reflects the current date. Click the "Save" button.



7. **If an External System ID has already been entered** when you open this page, add a row by clicking on the Plus Sign button level with the External System type and continue process of step 6.

8. **In this New Window,** navigate to "Person Comment Entry" :

   Home > Campus Community > Comments—Person > Person Comment Entry

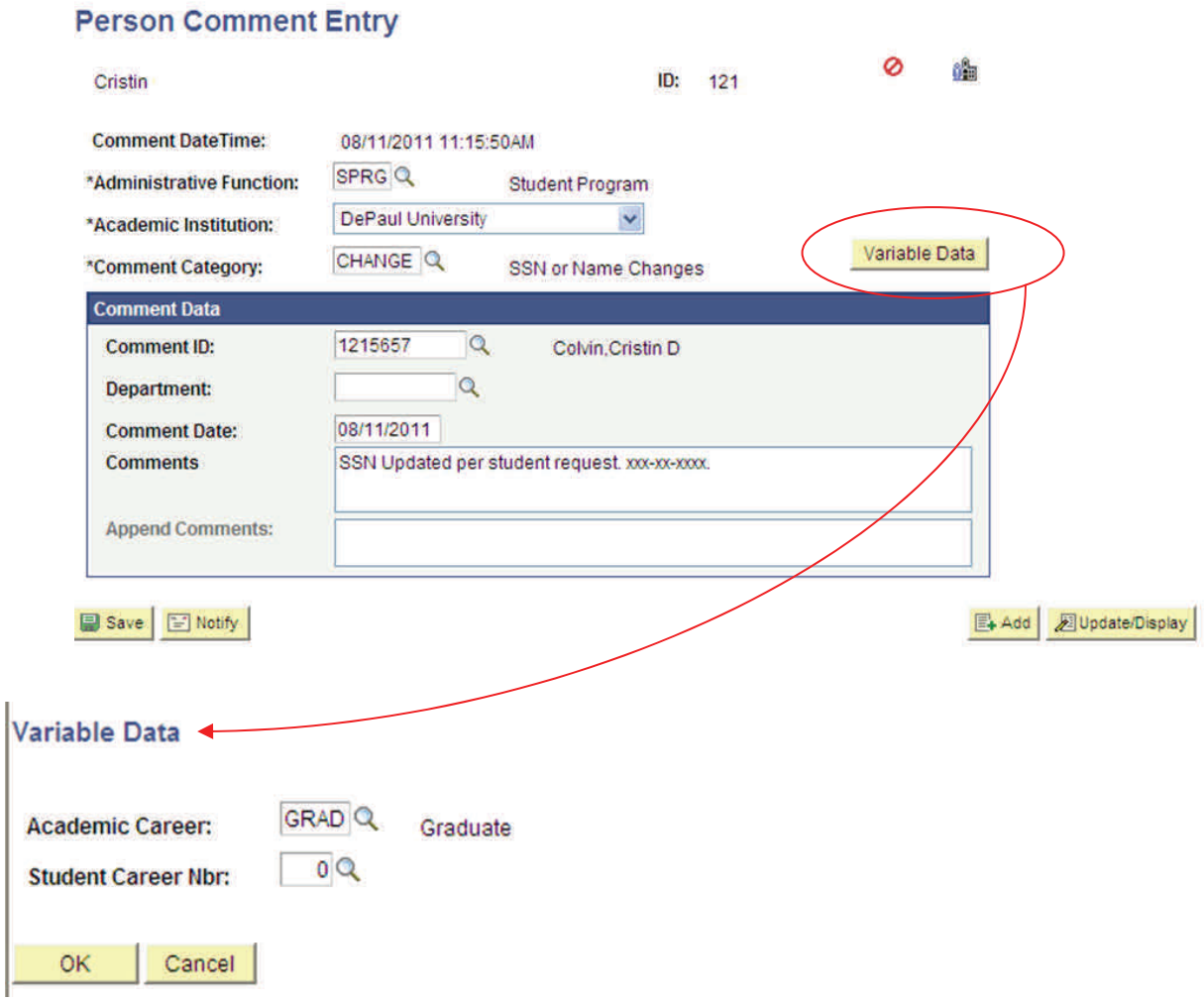
9. **The Student's EMPL ID should have populated the window.** Click on the tab that reads "Add a New Value" and click "Add."

10. **Use the Magnifying Glass** to find the necessary codes:
    A. Administrative Function is SPRG
    B. Comment Category is CHANGE

The "Variable Data" button will become active. Click on it and use the magnifying glass to select any of the career options that appear. Press "OK."

(See next page for images)

PICS: SOCIAL SECURITY NUMBERS



11. **In the "Comments" box,** type 'SSN Updated per student request.' Paste the old Social Security number again (Ctrl + V). Press "Save." You may exit this window now.

12. **Email the student** to let them know that their request is completed. If they were missing prop er documentation, email them with the necessary information. Requests for new 1098-Ts go to Student Accounts at StudentAccounts@depaul.edu.

Link the document in ImageNow to the student's EMPL ID and ROUTE FORWARD *once completed. If you are waiting on documentation, follow a standardized form of notation:*

'Last Name– Emailed Mo/Day/Year (extra notes if necessary)

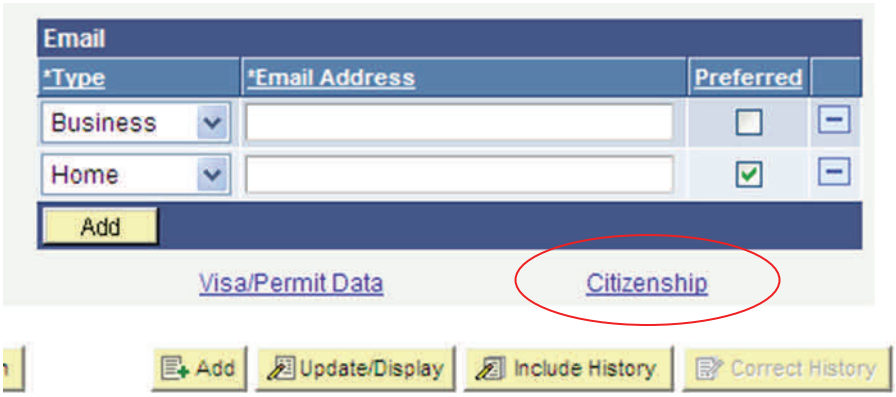
If a request has been sitting without resolution for 30 days, please route forward to keep the most recent requests easily at hand.

PICS: CITIZENSHIP AND VISA STATUS

1. **Ensure that the student has provided at least two forms of documentation** with their request form, one of which should be a photo ID. Also, look for Naturalization certificates, Resident cards, Passports etc. The documents provided should corroborate with the change that is being made.

2. **Go to Add/Update a Person** and enter the student's EMPL ID:
   Campus Community > Personal Information (Student) > Add/Update a Person

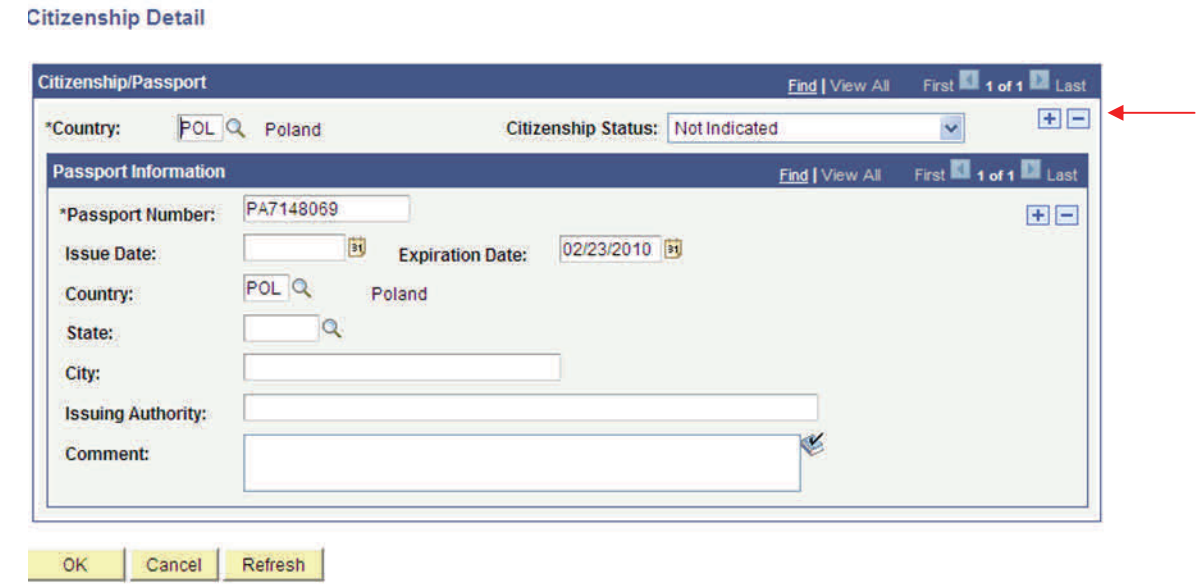
3. **Ensure you are in "Correct History" mode—**the Correct History button in the very lower right-hand corner should be grayed-out. To update a student's citizenship, click on the "Citizenship" link on the lower right of the page.

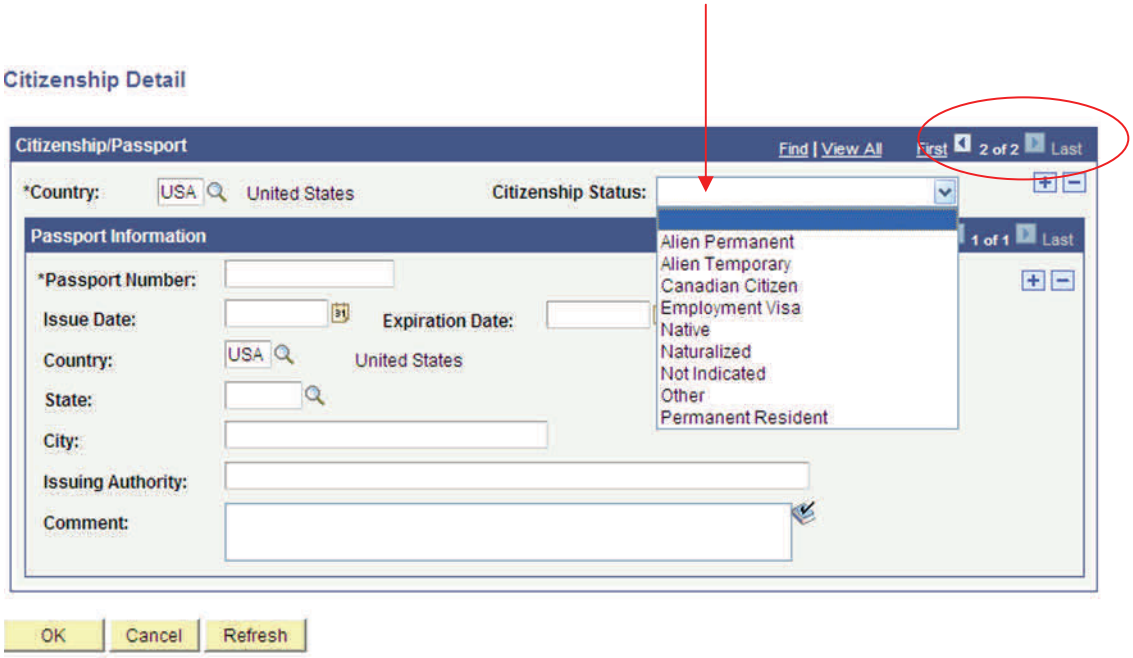


4. **In the Citizenship page, confirm that the country(ies) listed are correct.** If not, you may alter existing rows, or add new ones. For example, a student may be a Chinese native, but is now a permanent resident of the United States.

***PLEASE NOTE**: that some countries do not have full options in the drop-down menu. This is a PS limitation; simply choose Not Indicated. See images on next page.*

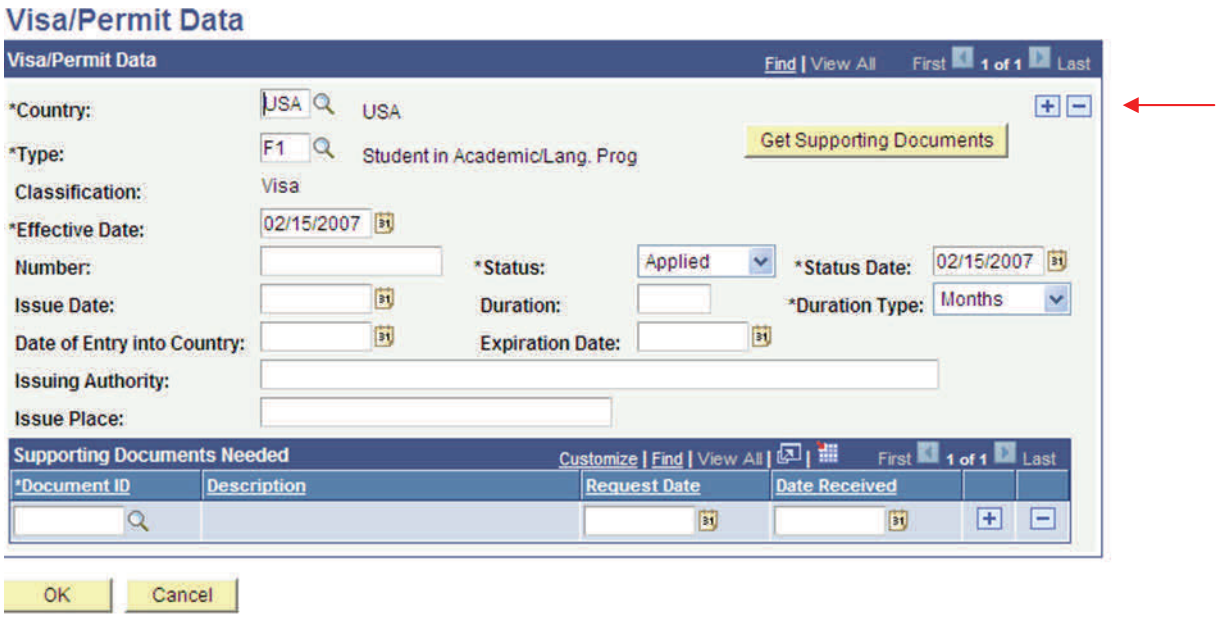
PICS: CITIZENSHIP AND VISA STATUS





5. **Once you are done, click OK** to return to the main Bio Data page. Then click “Save.”

6. **Click on the "Visa/Permit Data" link** to ensure that this information matches the new information in the Citizenship page. If the student has just become a US citizen, their F-1/J-1 information will not be valid. In order for the student and others to see that they are now a citizen, remove any rows containing visa information. **However, be sure to record any passport or visa numbers before deleting.** Click "OK."



If you are uncertain as to the visa status of a student, do not hesitate to call or email June Poon before removing any rows. F-1/J-1 information is initially entered by her office. However, if a student becomes a citizen, they are no longer part of that system (SEVIS), and we can remove that information. June can confirm whether or not they are still in her SEVIS population. [June- jpoon@depaul.edu and x28041]

If you have any question, remember that a US Passport will indicate citizenship, and the student will no longer be attending college on a visa.

If the student has an "Alien Resident" or "Alien Permanent" visa row, you may remove this as well. Although they are permanent residents, this information will appear as "Alien."

All visa rows must be deleted if a student becomes a resident, because the entire history is visible from the user end. However, we will store this information somewhere else; **this is why you need to record any passport or visa numbers or notes in the Visa Page.**

PICS: CITIZENSHIP AND VISA STATUS

7. **Click "Save"** on the Bio Data page.

8. **Navigate** to the Person Comment Entry page:
   Home>Campus Community>Comments>Comments - Person>Person Comment Entry

9. **The Student's EMPL ID should have populated the window.** Click on the tab that reads "Add a New Value" and click "Add." *See Social Security Updates for images of "Person Comment Entry."*

10. **Use the magnifying glasses** to find the necessary codes*:*
    Administrative Function is SPRG
    Comment Category is CHANGE

The "Variable Data" button will become active. Click on it and use the magnifying glass to select any of the career options that appear. Press "OK."

11. **In the "Comments" box,** type any important information, passport numbers, or visa numbers, for future reference. Indicate if student became naturalized or permanent resident.

12. **Press "Save."**

13. **Email the student** to let them know that their request is completed. If they were missing proper documentation, email them with the necessary information.

14. **If you have any further questions** about the process to become a citizen, or to apply for student visas, visit:
    http://travel.state.gov/visa/temp/types/types_1268.html#3
    http://www.uscis.gov/portal/site/uscis

PICS EMAIL RESPONSES

If Request is Complete:

Dear [Name],
Your requested Personal Information Change has been received and processed. The change(s) you have requested are now reflected on your official student record.
To view the changes, please log into Campus Connection. Once inside Campus Connection, please click on the Student Center tab at the top of the screen. Once inside the Student Center, the bottom portion is a section labeled Personal Information. In this section you can view both the Names and Demographic Information page where you will be able to see and confirm the change(s) requested to your personal information.
If you have any questions, please let us know.

Received Emailed Attachments:

Dear [Name],
We received your additional documentation for your Verification request. However, due to security reasons, we cannot accept documents via email. We can only accept electronic documents through secure fax at (312) 476-3210 or in person at either DePaul Central location.
If you have any additional questions, please let us know.
Thanks,

If Request Needs Further Documentation:

Dear [Name],

We received your Personal Information Change request. However, your request is currently missing the proper documentation. In order to complete your request we need the following additional documentation/information:

LIST MISSING ITEMS HERE IN BULLETED LIST

Once we receive this information we will be able to complete your request. You can submit the missing item(s) by fax (312.476.3210) or in person at either DePaul Central location. If we do not hear back from you with the additional information in 10 business days, we will cancel your request.

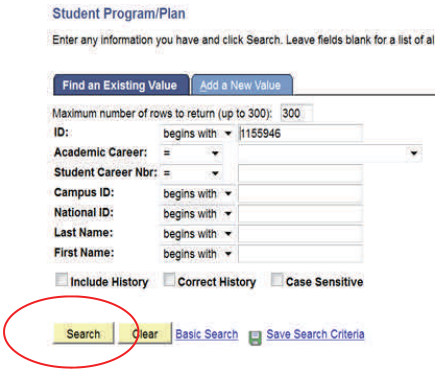
If you have any additional questions, please let us know.

READMITS

*The **only time** that Student Records processes a readmit is in the situation that a student is not active but needs to be active in order to be conferred. The College Office submits these requests to Student Records.*

1. **Navigate** to the Program/Plan page:
   Home > Records and Enrollment > Career and Program Information > Student Program/Plan

2. **Enter the student's ID** and click "Search."

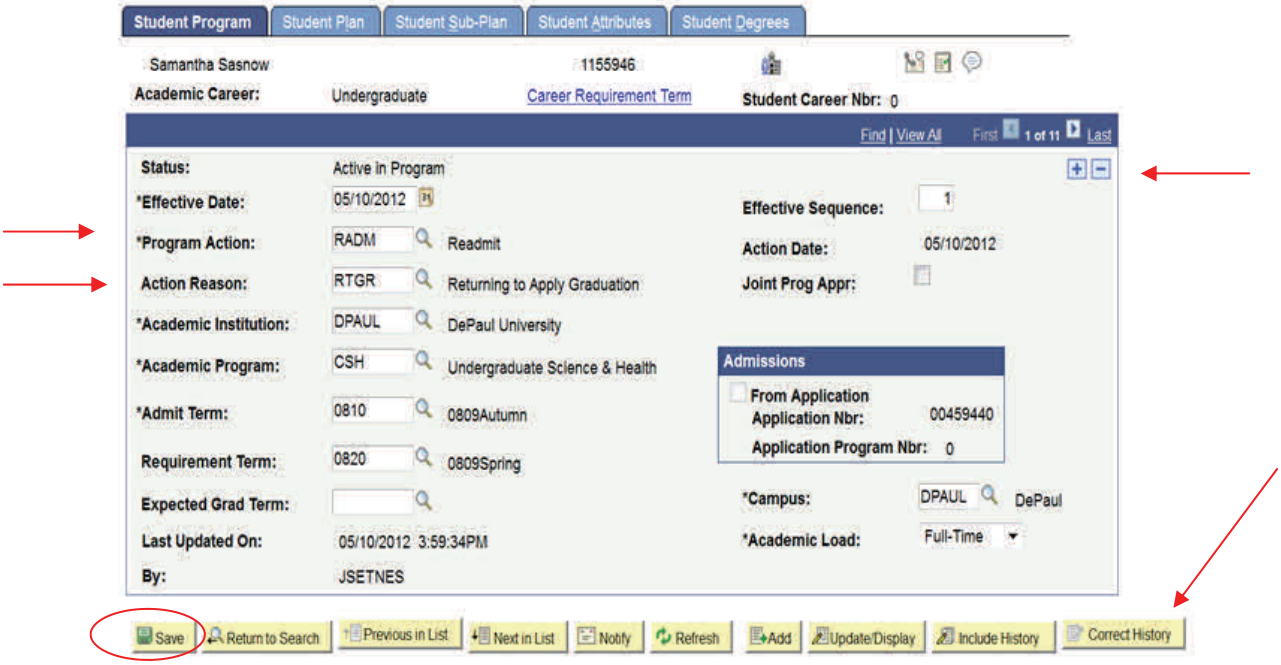


3. **Ensure that you are in Correct History** (the Correct History button will be grayed out in the bottom right-hand corner). **Add a row** by clicking on the plus sign in the top right-hand corner. Input the following information:

   Program Action: RADM

   Action Reason: RTGR

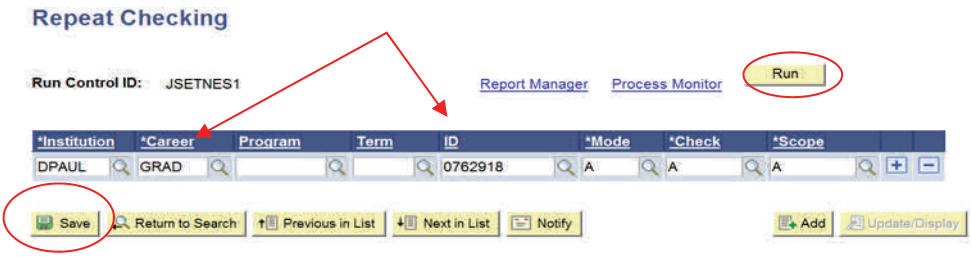
4. **Save.**



REPEAT PROCESS

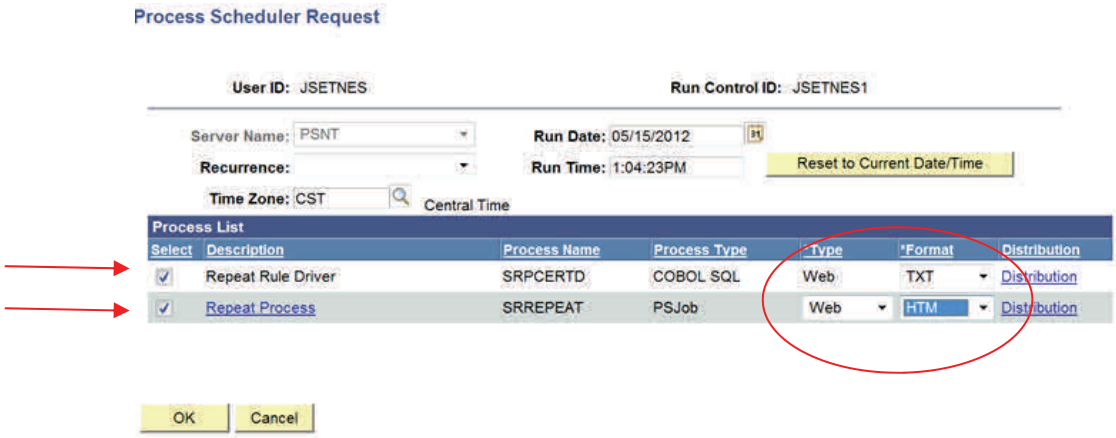
*The **only time** that Student Records runs the repeat process (other than for SNL students) is in the case that a grade is changed from IN, M, or R, or if an enrollment change is processed.*

1. **Navigate** to the Repeat Checking Page:
   Home > Records & Enrollment > Term Processing > End of Term Processing > Repeat Checking

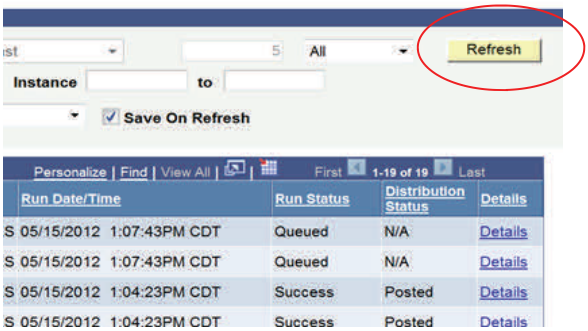


Enter the student's ID and select Career using the magnifying glass. Click "Save" and then click "Run."

2. **Select** "web" for Type and "HTM" for Format. Check both checkboxes. **Click "OK."**



3. **Select the "Process Monitor"** link (pictured above) when you are taken back to the original page. Click "Refresh" until you see that you job has "Posted."



TRANSCRIPTS

About

•A transcript is a comprehensive record of a student's academic progress at DePaul, including coursework, grades and degrees earned. Credit hours earned through transfer work and exams are not listed in detail, but do appear as cumulative totals.

•Students can order transcripts either directly through Campus Connect (PeopleSoft Process) or through our vendor, AVOW, which offers the option of paper or electronic transcripts.

•Transcripts are processed by the records team first thing every morning. One team member processes the PeopleSoft transcripts, while another processes the AVOW transcripts. They are printed and sent to the mail room every afternoon.

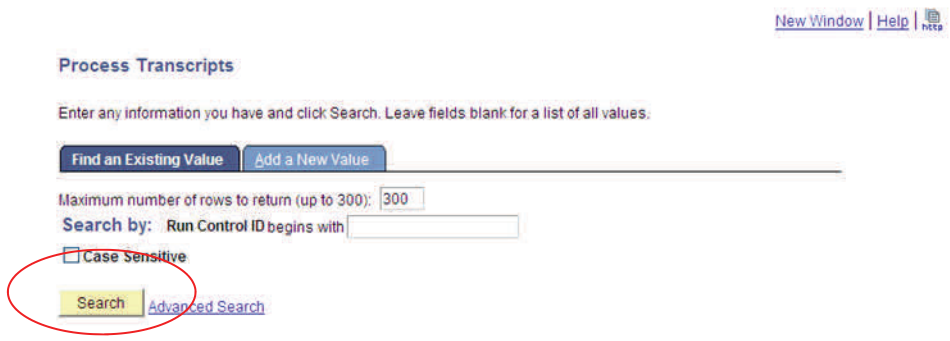
•Transcripts are printed on security paper and sent in official security envelopes. If a student requests a "sealed" transcript in AVOW, then the stamp of the Director of Registration and Records is placed on the back flap; it is only stamped in this circumstance.

TRANSCRIPTS: PEOPLESOFT PROCESS

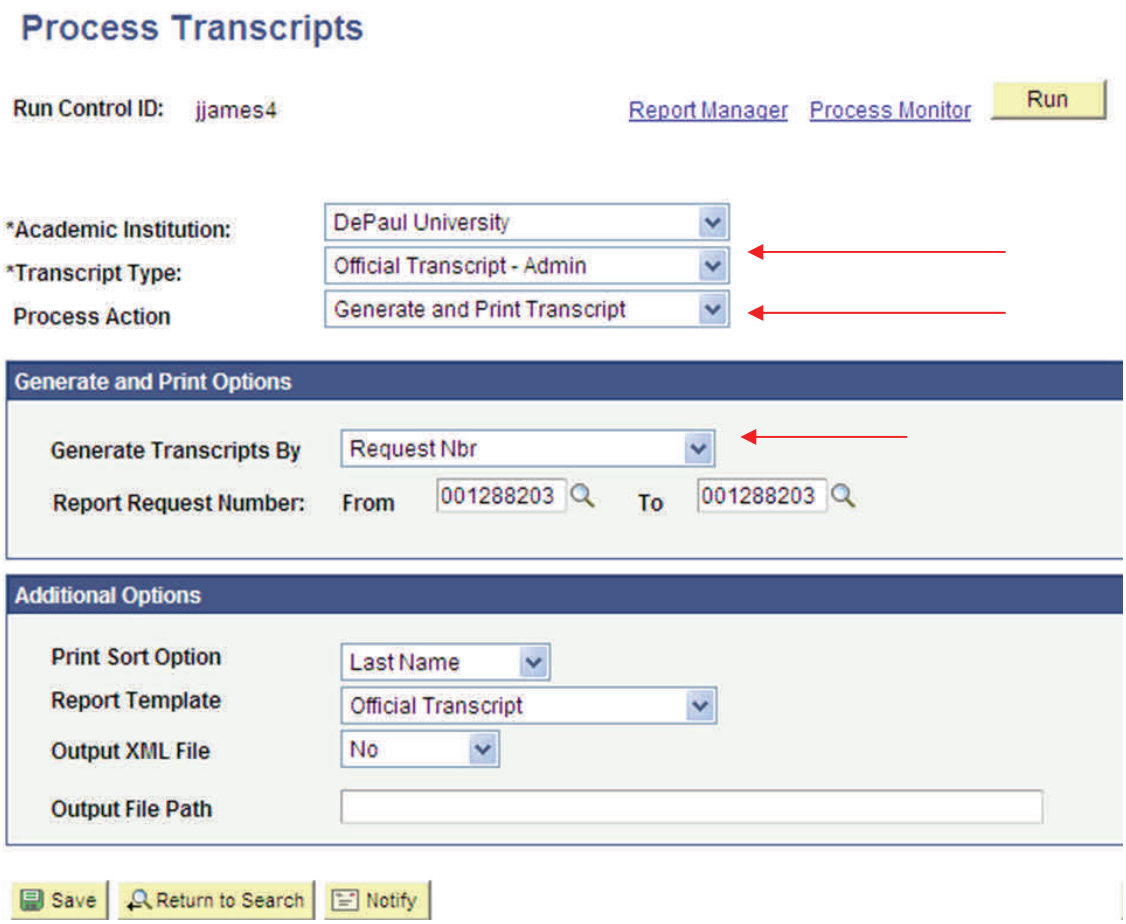
1. **Navigate** to:

   Records and Enrollment > Transcripts > Process Transcripts

2. **Select "Search"** when the page requesting a Run Control ID appears.

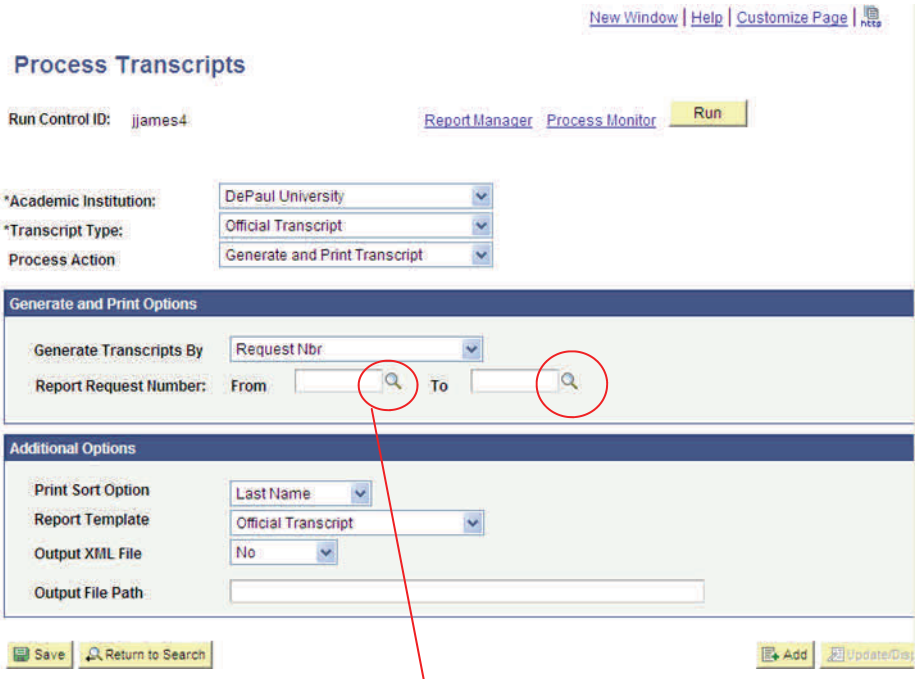


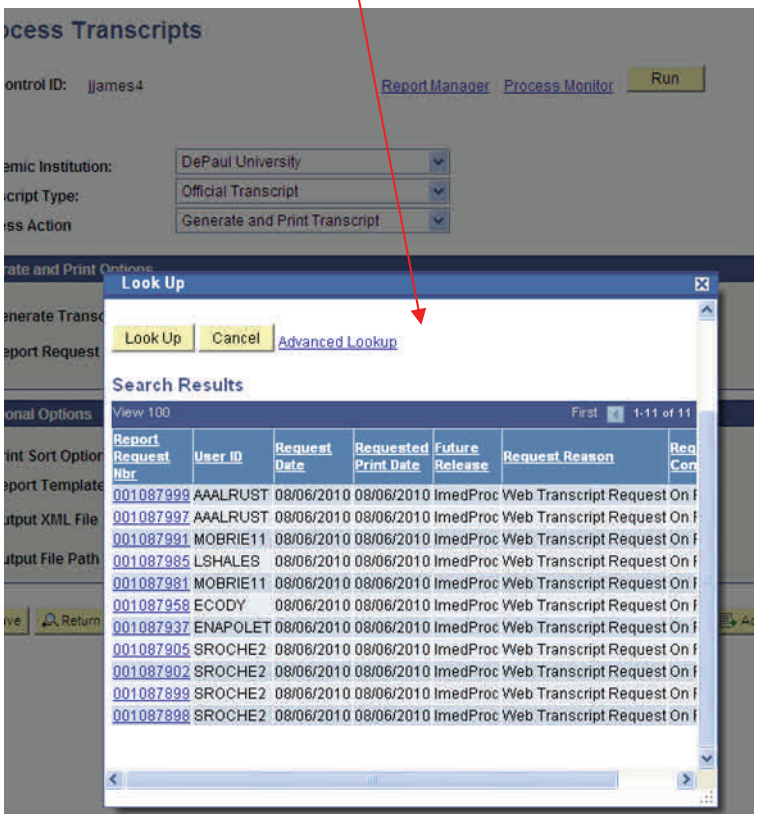
3. **Ensure that all fields are correct.** Transcript Type should be "Official Transcript," Process Action should be "Generate and Print Transcript," Generate Transcripts by should be "Request Nbr."



TRANSCRIPTS: PEOPLESOFT PROCESS

4. **Select the first magnifying glass** by the field labelled “Report Request Number.” Scroll to the bottom of the list and select the last blue link. Click the second magnifying glass and click the top blue link. Make sure to document the number of requests in the list as well as the report request number range (which you have just selected).

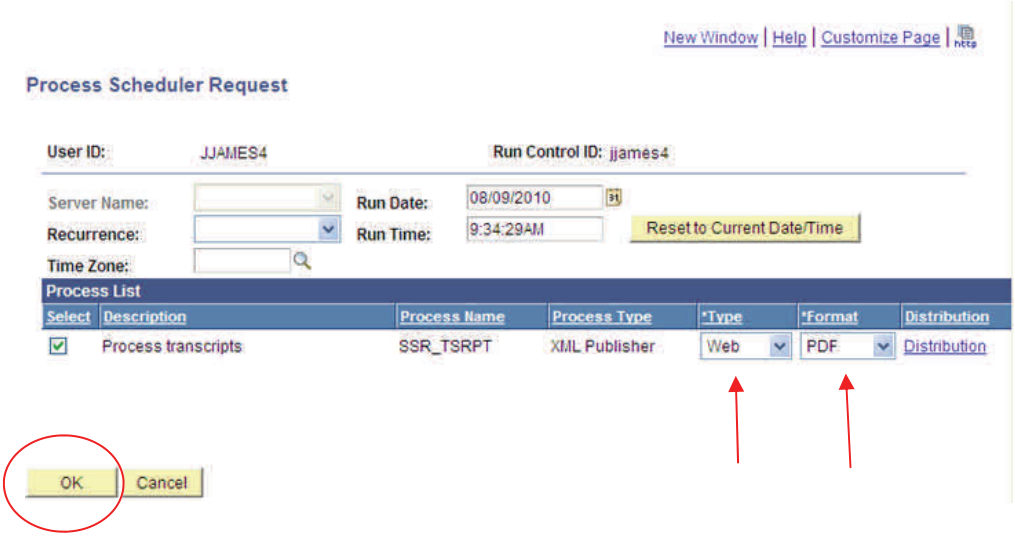




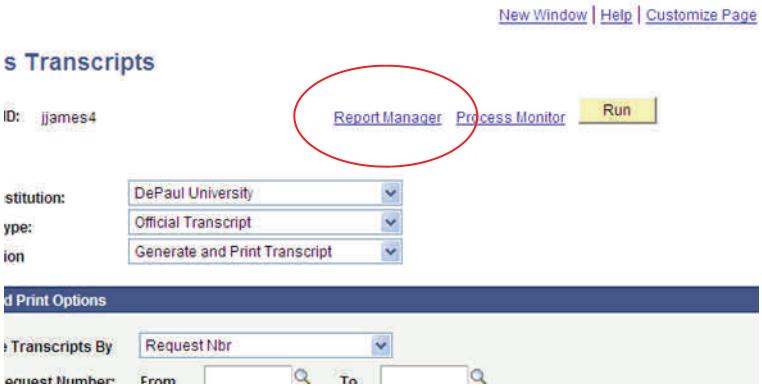
TRANSCRIPTS: PEOPLESOFT PROCESS

5. **Click "Save" and then "Run"** (pictured on previous page).

6. **On the page that appears once you select "Run,"** ensure that "Web" and "PDF" are selected in the drop down menu. Click "OK" to be taken back to the Process Transcripts page.

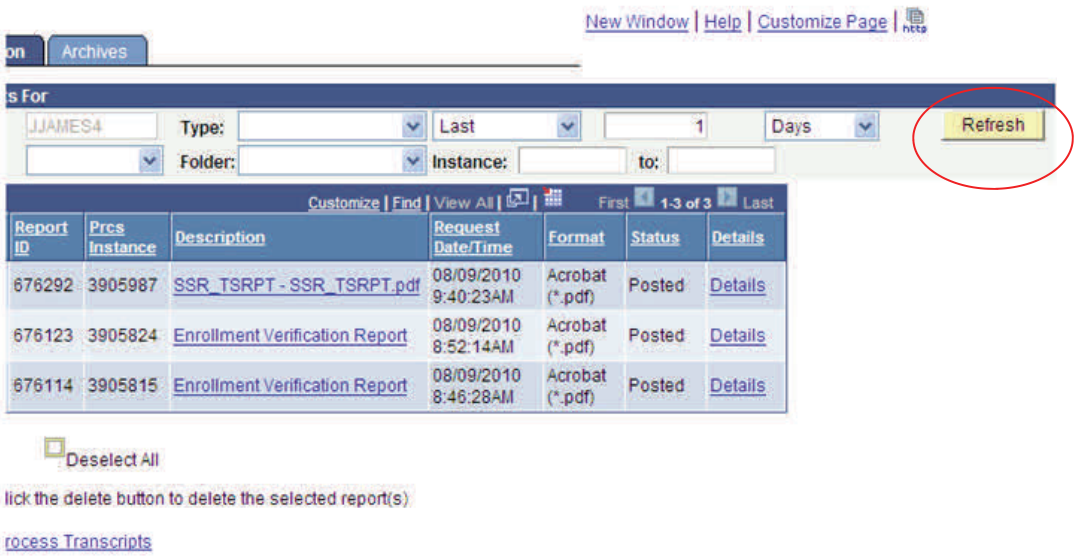


7. **Click the "Report Manager" link** at the top right of the processing page.



TRANSCRIPTS: PEOPLESOFT PROCESS

8. **Click "Refresh"** until your batch of transcripts appears as a blue link. It will include the Request Date/Time that you generated only moments before. Click the link to open the batch.



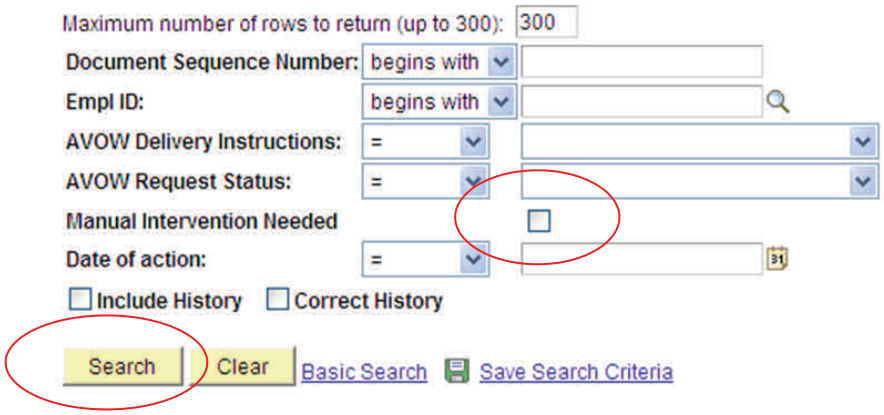
9. **Search** the document (Ctrl + F) for the phrase "School for New." For any documents that appear, check to ensure that the School for New Learning student has a focus area listed after their Bachelor's degree. If not, record the name and EMPL to send to Doug Murphy at dmurphy@depaul.edu (along with phone number, email, and conferral date). **Print the PDF** and be sure to skip any pages of a student missing the focus area mentioned previously.

Please consult with team members and your supervisor to determine the current transcript printer and trays containing transcript paper. After you print the batch, you will use the same printer, but different trays to print any Barat or Pre-81 transcripts.

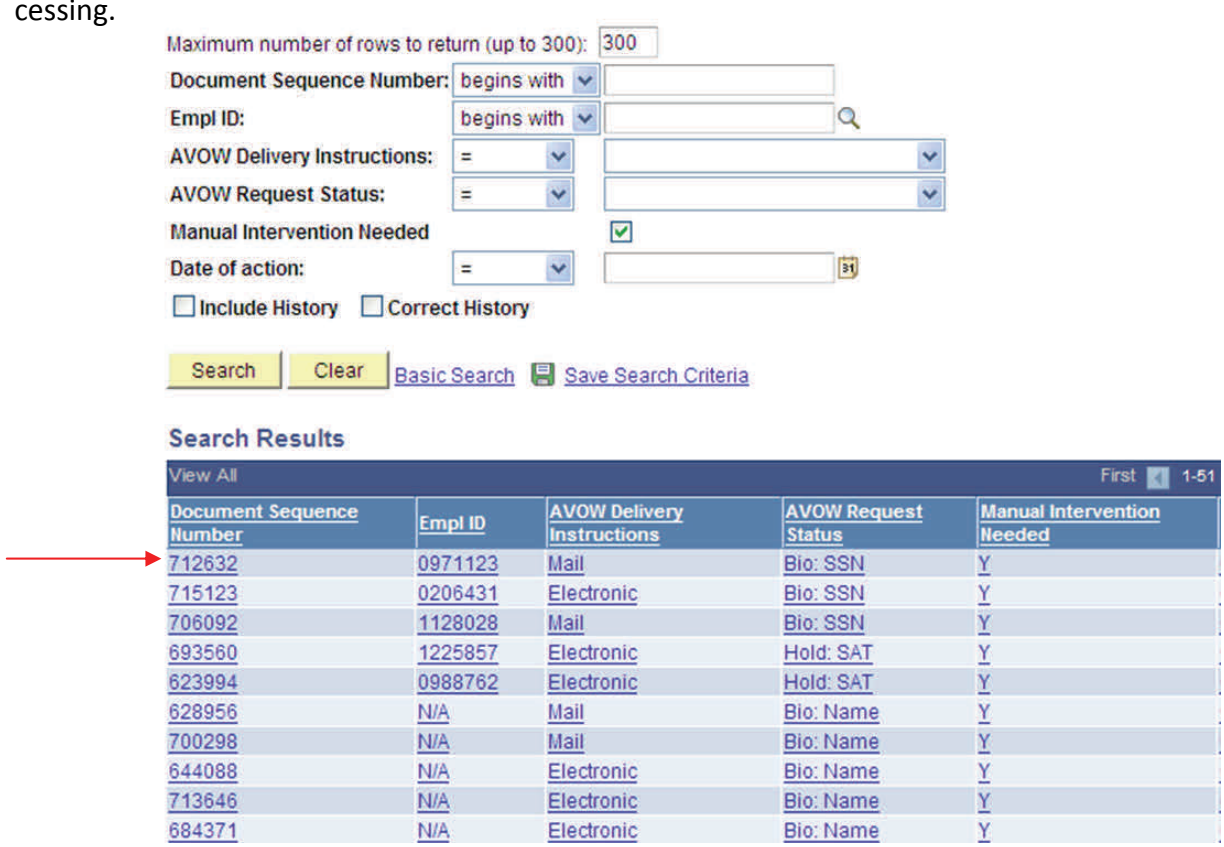
TRANSCRIPTS: AVOW PROCESS

1. **Navigate** to the "PeopleSoft AVOW transcript" page:
   Records and Enrollment > Transcripts > AVOW Transcript Requests

2. **Click the box labelled "Manual Intervention Needed"** and click "Search" to view all the transcripts that need to be manually processed.



3. **Sort the list of transcript orders** per your preference (by Date, by Request Status) by clicking on any white heading in the Search Results. Once sorted, click the first blue link in the list to begin processing.

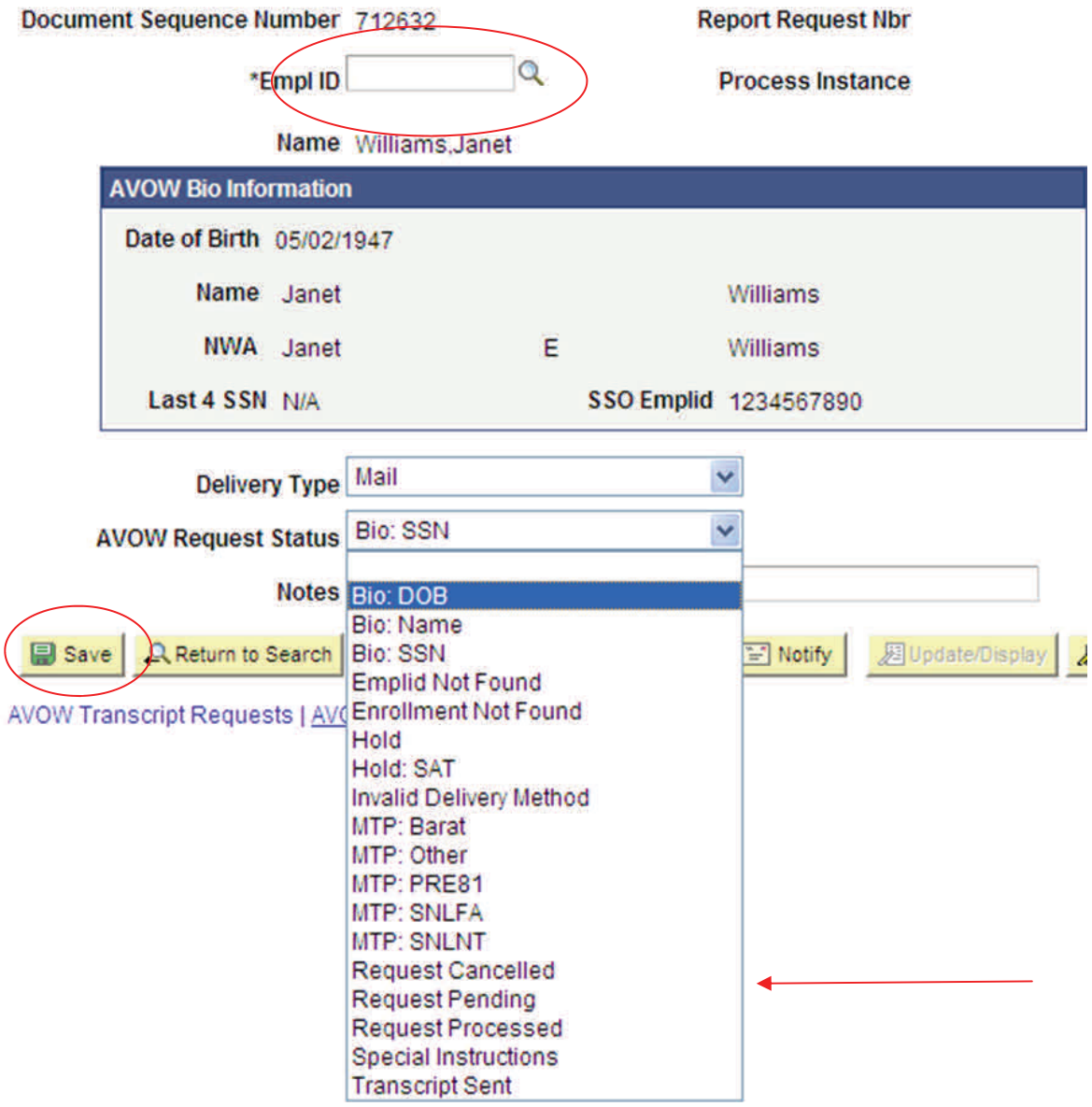


TRANSCRIPTS: AVOW PROCESS

4. **Open a New Window (See SSN Updates)** and select "Add/Update Person" Search:
   Campus Community > Personal Information (Student) > Add/Update a Person

5. **Use the student information** given in the gray box in "Avow Transcripts" (in your other window) to search for them in your Add/Update window.

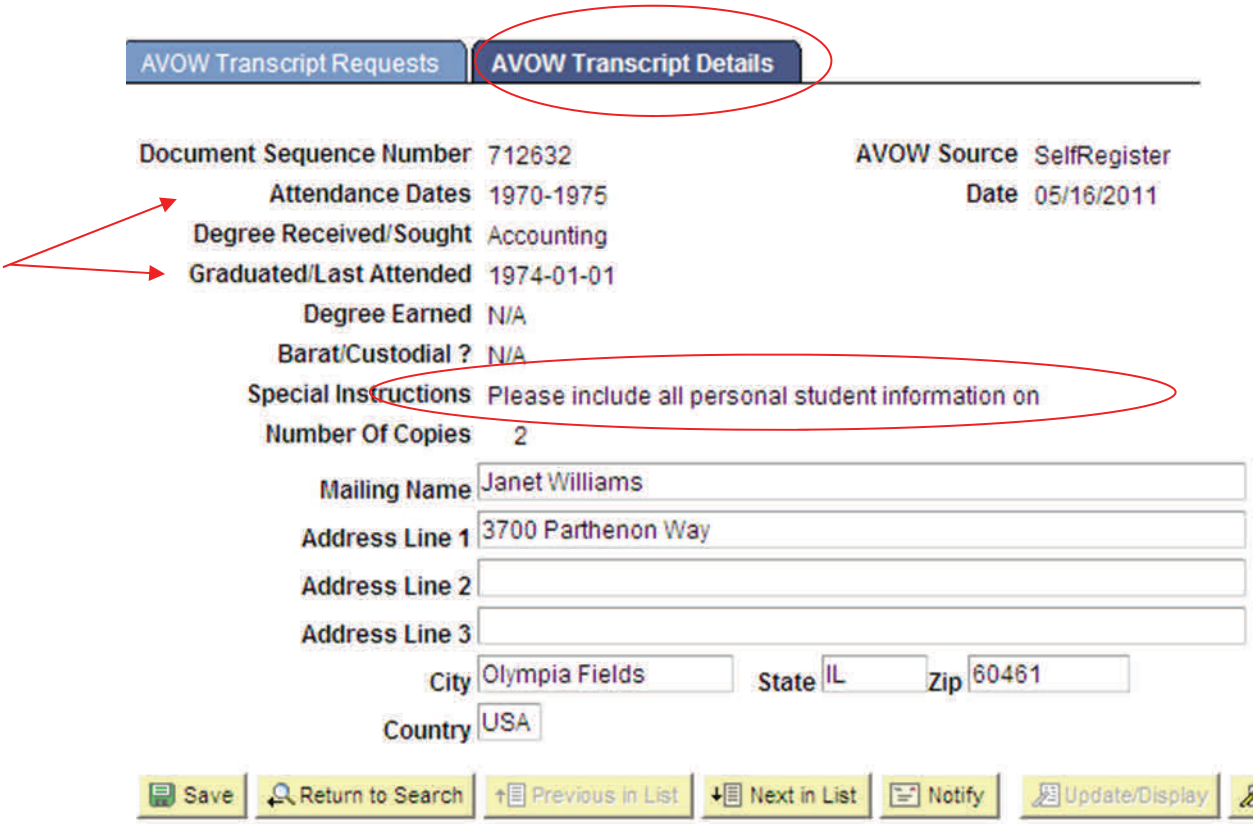
6. **Once the student is located,** copy and paste the EMPL ID number from Add/Update into the "EMPL ID" field in your Avow Transcript page. In the dropdown menu labelled "AVOW Request Status" select "Request Pending" and then click "Save."



TRANSCRIPTS: AVOW PROCESS

7. **If you are unsure** if you have the correct student and need additional information to verify, click the "AVOW Transcript Details" tab and check the dates of enrollment that the student lists against the dates of enrollment. To do this, navigate to "Enrollment" in your second window:
   Records and Enrollment > Enroll Students > Enrollment

8. **While still viewing "AVOW Transcript Details"** check to see if anything is written in "Special Instructions." Additional address information or a request for a "sealed" transcript may be included there.



9. **Be sure to click "Save"** if you haven't already.

10. **Click "Next in List"** to continue to the next order.

TRANSCRIPTS: AVOW PROCESS

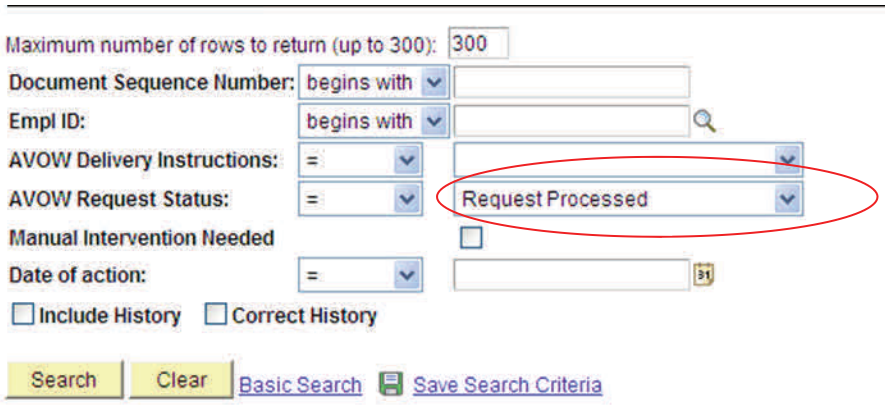
If you are having difficulty locating a student's record, it is possible that they could be a Barat or Pre-1981 student. If you suspect they have a Barat or Pre -81 record, go to Image Now and locate their record to confirm. In an instance that a student is a Barat or Pre-81 student with no PeopleSoft record, you should put "0978115" in the EMPL ID field as those students do not have actual EMPL IDs. In the notes field, notate whether they were a Barat or Pre-81 student and if they had a PeopleSoft record or not. Then write down the student's name, document request number, and what type of record they had as you will need to reference when you print out their record and do the address mailer for the student.

If, after searching Image Now you for the record you are unable to find it, you may have to send the student an email request for additional information. There is already a template available to send the student to request the additional information.

If they verify that they are indeed a Pre-81 student, but their record is not in Image Now, they may be on the microfilm reels or you may need to order Hardcard, Cross-over, or Post-81 boxes from R4. The file including a list of all Off-Site Records can be found at: W:\ops\DEM\Student Records\Off Site Records Storage\R4

TRANSCRIPTS: AVOW PROCESS

11. **Once you have finished processing the Manual requests,** click "Return to Search" and then click "Clear" on the following page. Once cleared, select "Request Processed" in the "AVOW Request Status" drop-down menu and then click "Search." This will pull up all the requests that are to be printed in your batch. Look over your batch and see if there are any requests labeled "Express" in the "AVOW Delivery Instructions" field. If there are, click on these blue links and record the student's name, document number, and the number of copies requests. This is assist you in pulling these transcripts from your printed batch.



Search Results

View All — First 1-11 of 11 Last

Document Sequence Number	Empl ID	AVOW Delivery Instructions	AVOW Request Status	Manual Intervention Needed	Date of action
707656	0709715	Electronic	Processed	N	05/10/2011
711188	1155791	Mail	Processed	N	05/16/2011
715209	0196553	Mail	Processed	N	05/16/2011
710628	0914844	Mail	Processed	N	05/16/2011
711191	0177940	Mail	Processed	N	05/16/2011
714144	0819383	Mail	Processed	N	05/16/2011
714925	0803658	Mail	Processed	N	05/16/2011
714146	0232871	Mail	Processed	N	05/16/2011
714882	0908261	Mail	Processed	N	05/16/2011
715405	0840062	Mail	Processed	N	05/16/2011
715214	0740792	Mail	Processed	N	05/16/2011

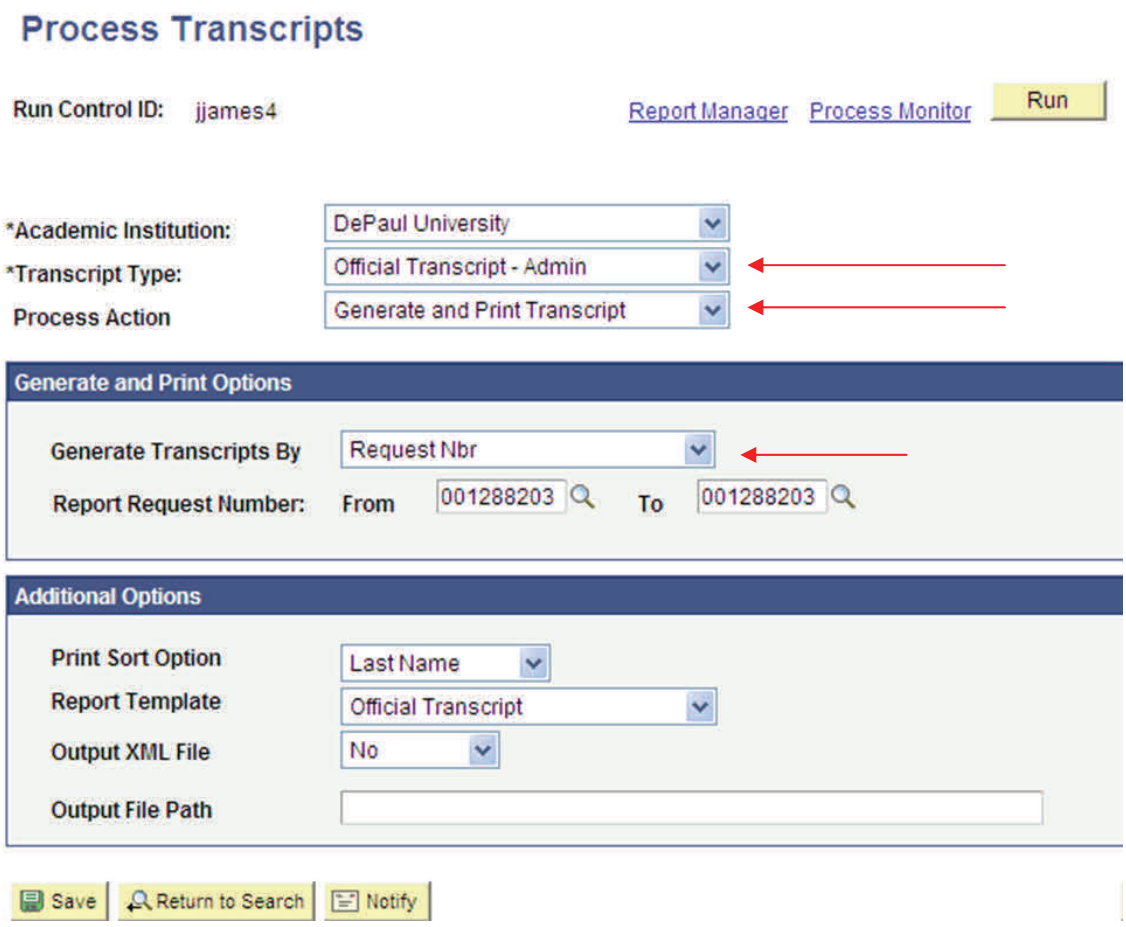
12. **It is now time to generate the transcripts.** Navigate to:

Records and Enrollment > Transcripts > Process Transcripts

TRANSCRIPTS: AVOW PROCESS

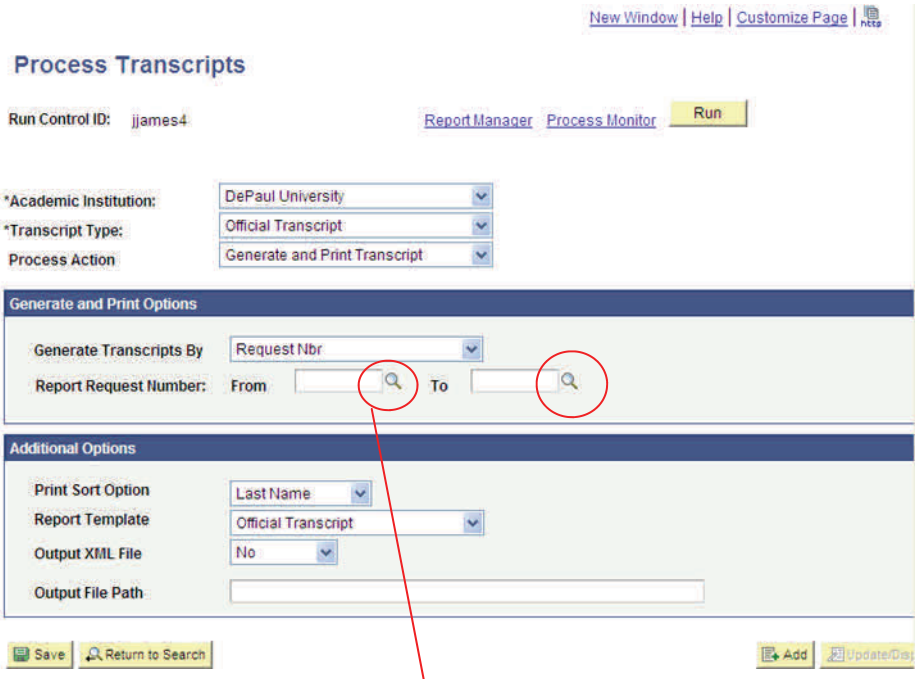
13. Select "Search" when the page requesting a Run Control ID appears.

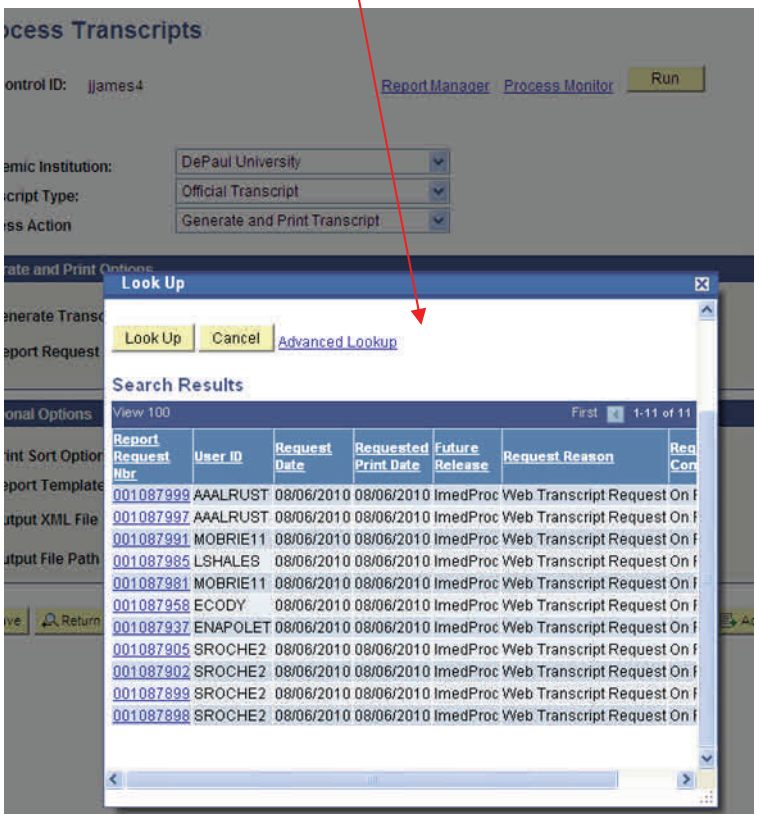
14. Ensure that all fields are correct. Transcript Type should be "Official Transcript—Admin," Process Action should be "Generate and Print Transcript," Generate Transcripts by should be "Request Nbr."



TRANSCRIPTS: AVOW PROCESS

15. Select the first magnifying glass by the field labelled "Report Request Number." Scroll to the bottom of the list and select the last blue link. Click the second magnifying glass and click the top blue link. Make sure to document the number of requests in the list as well as the report request number range (which you have just selected).

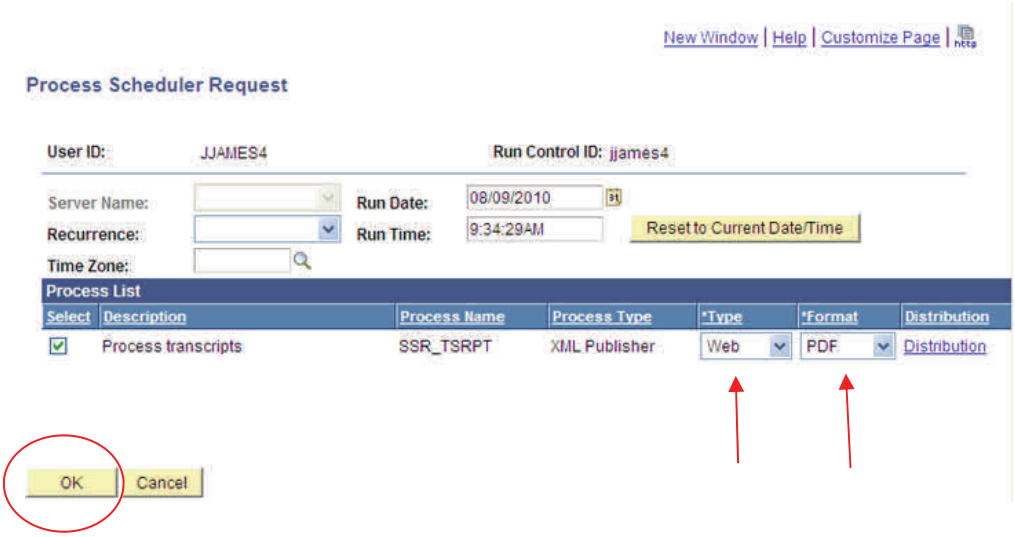




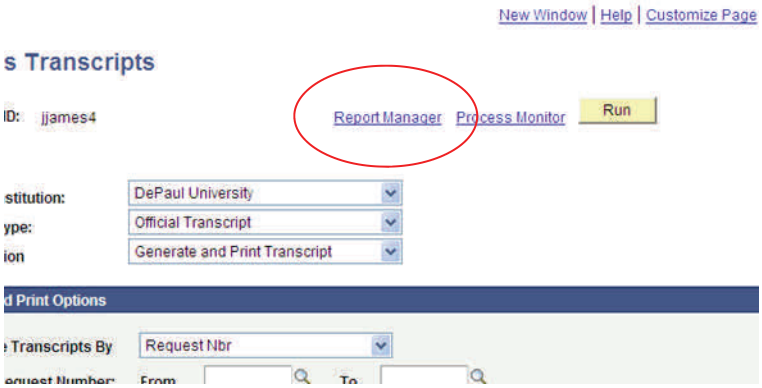
TRANSCRIPTS: AVOW PROCESS

16. Click "Save" and then "Run" (pictured on previous page).

17. On the page that appears once you select "Run," ensure that "Web" and "PDF" are selected in the drop down menu. Click "OK" to be taken back to the Process Transcripts page.

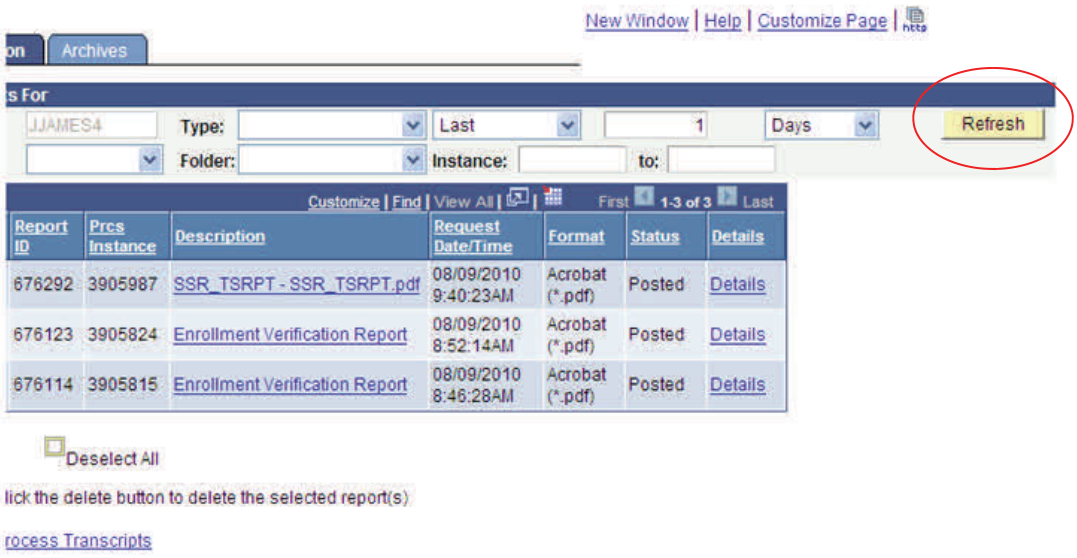


18. Click the "Report Manager" link at the top right of the processing page.



TRANSCRIPTS: AVOW PROCESS

19. Click "Refresh" until your batch of transcripts appears as a blue link. It will include the Request Date/Time that you generated only moments before. Click the link to open the batch. Print the PDF.

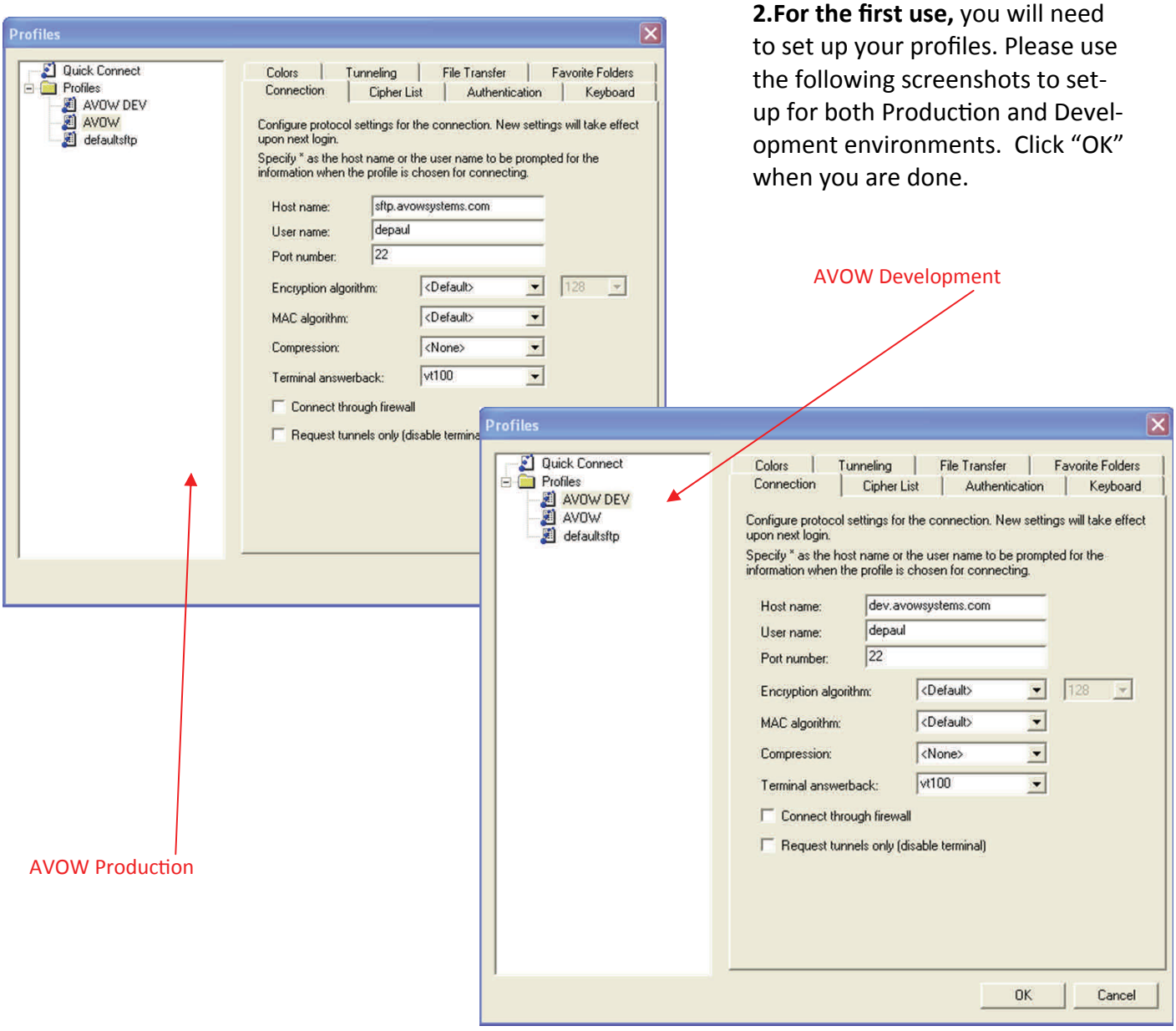


Please consult with team members and your supervisor to determine the current transcript printer and trays containing transcript paper. After you print the batch, you will use the same printer, but different trays to print any Barat or Pre-81 transcripts.

TRANSCRIPTS: AVOW TROUBLESHOOTING

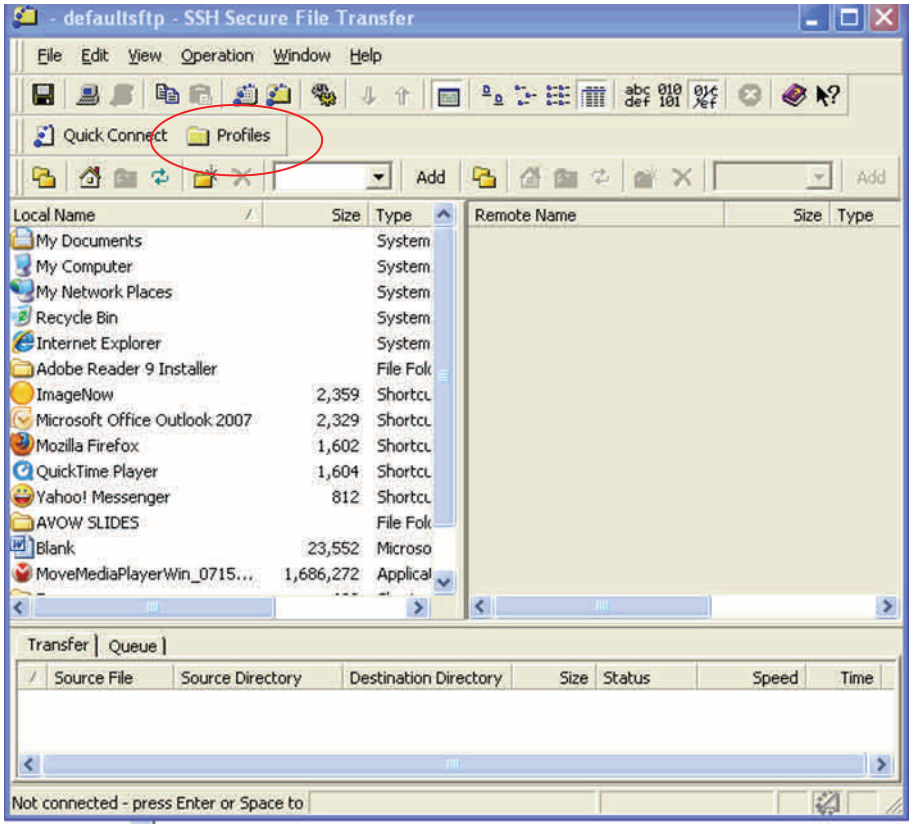
There are times when the X-fer process between DePaul's servers and the AVOW servers experiences an error. Because of the error, orders do not post into PeopleSoft successfully. Follow these instructions to manually force orders through. Before entering the SSH, please create a list in NotePad of all Order Number-Document Numbers of orders in AVOW that do not appear in your PS pages.

1. **Navigate** to the SSH Secure Shell on your computer:
   START > Programs > SSH Secure Shell > Secure File Transfer Client

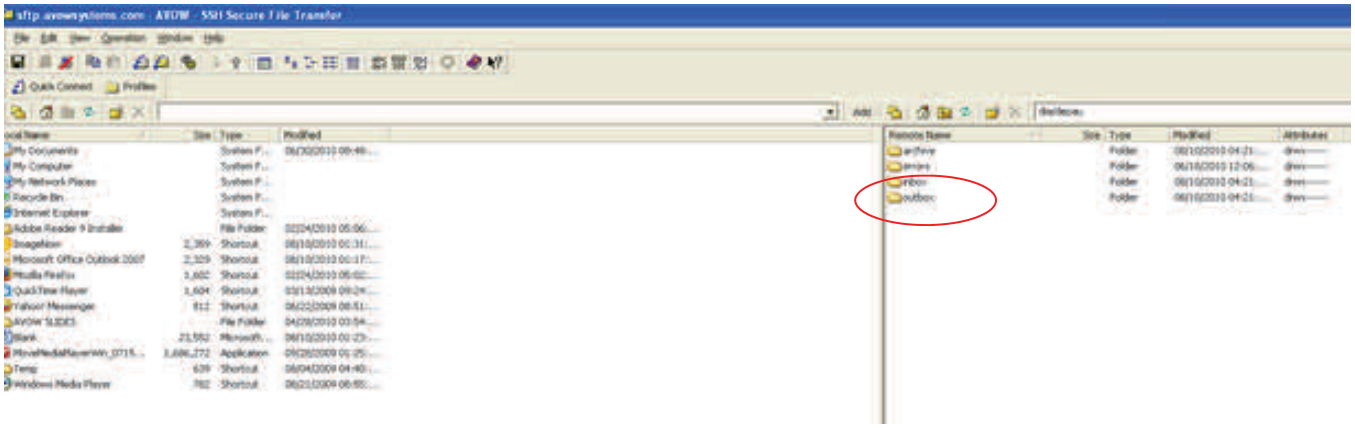


2.For the first use, you will need to set up your profiles. Please use the following screenshots to set-up for both Production and Development environments. Click "OK" when you are done.

3. **Log in** by clicking the "Profiles" button. Select "AVOW." Enter the password, which can be given to you by another team member or director.

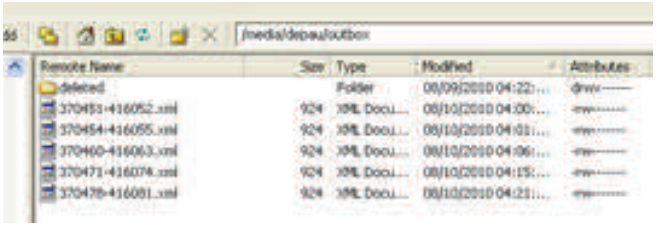


4. **Double-click the "Outbox" folder** found in the right-hand panel (which represents the out-going documents from the server). **Then click "Deleted."**

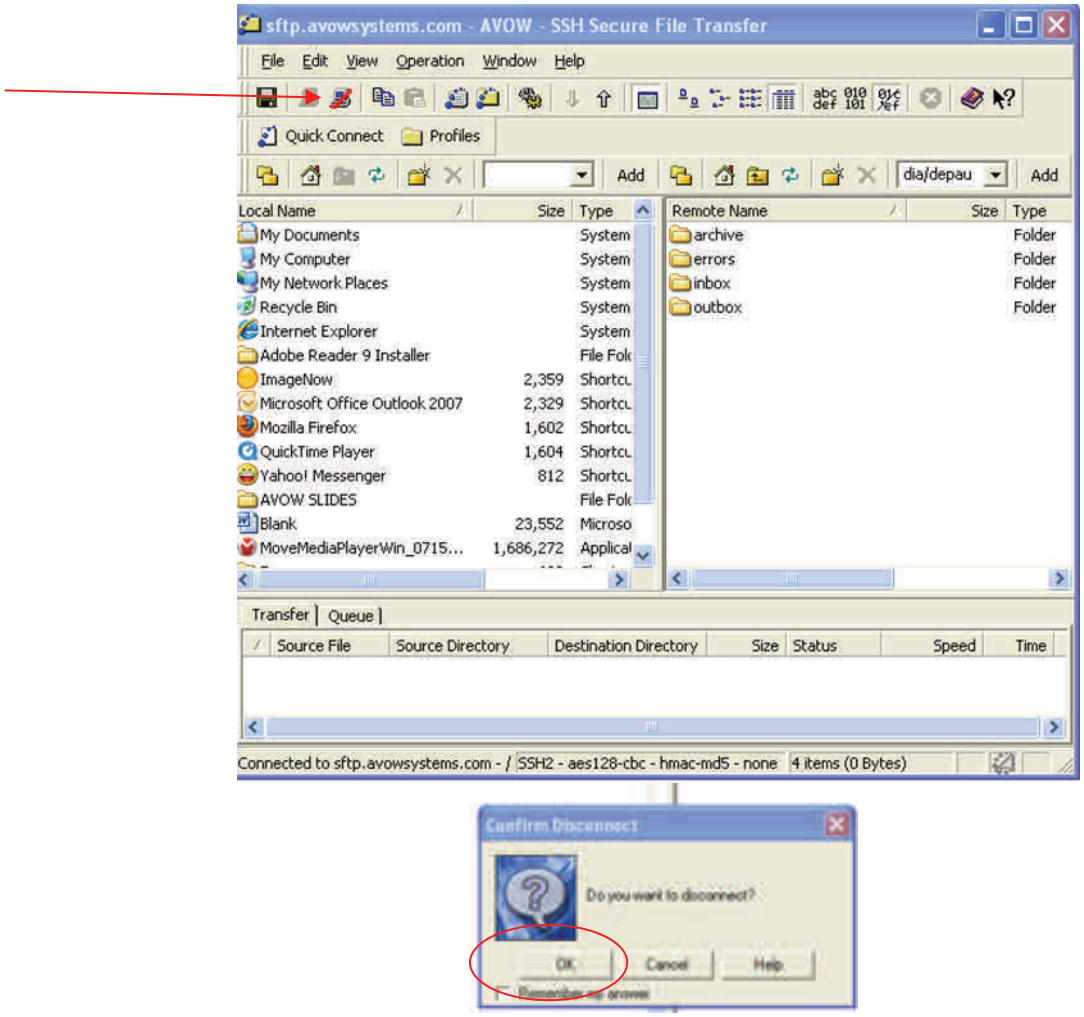


TRANSCRIPTS: AVOW TROUBLESHOOTING

5. **After loading,** a list of orders will appear. Quickly find the documents matching the ones on your list and select each one by holding down "Shift" while clicking them one by one. Once all are selected, push "Delete" on your keyboard. The screen will re-load.



6. **Click "Disconnect"** (DO NOT close the window). You will be prompted to disconnect. Click "OK." The left panel will grey out and you will then be able to close the window.



TRANSCRIPTS: OGC SUBPOENA PROCESS

About

- The Office of General Counsel at DePaul sometimes requires the academic records of a student in order to complete research on a case. Since they are a unit of the academic institution with a "need to know," we can release this information to them.

- For more information about the OGC, please see: http://generalcounsel.depaul.edu/

- For more information about "need to know" requests and FERPA, please see: http://sr.depaul.edu/PersonalInfo/PrivacyInfo/privacydetails.asp

- Their request will come directly to the Student Records resource in Outlook. Once the transcript is printed, please take it upstairs to the 22nd floor of 55 E. Jackson Blvd. and leave it for the requesting party at the front desk.

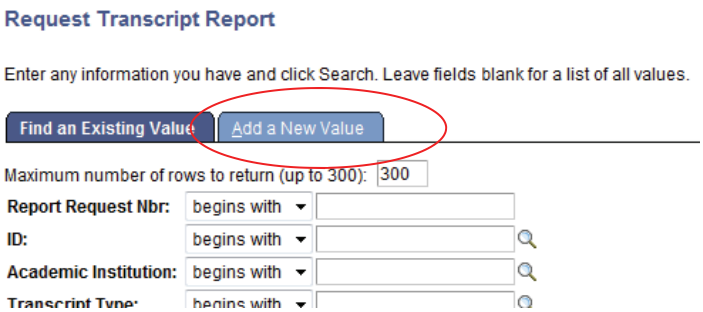
- These transcripts will need to be generated and printed separately. The process to generate is the same as outlined in the previous processes. However, to create the request requires a few extra steps. Please see the following page for these instructions.

TRANSCRIPTS: OGC SUBPOENA PROCESS

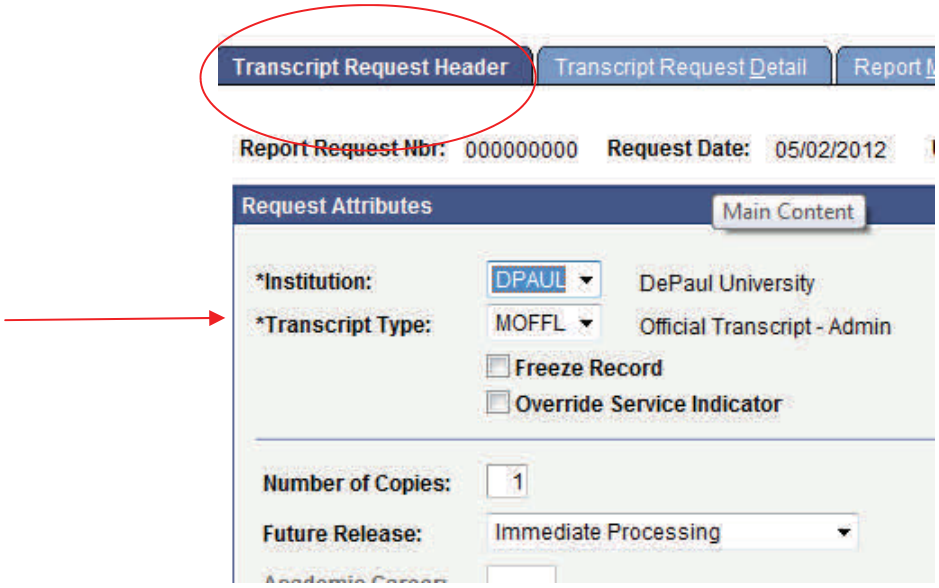
1. **Locate the student's EMPL** using the Add/Update feature highlighted in the PIC process chapter (pg.).

2. **Navigate to "Request Transcript Report"**
   Records and Enrollment > Transcripts > Request Transcript Report

3. **Click "Add a New Value."**

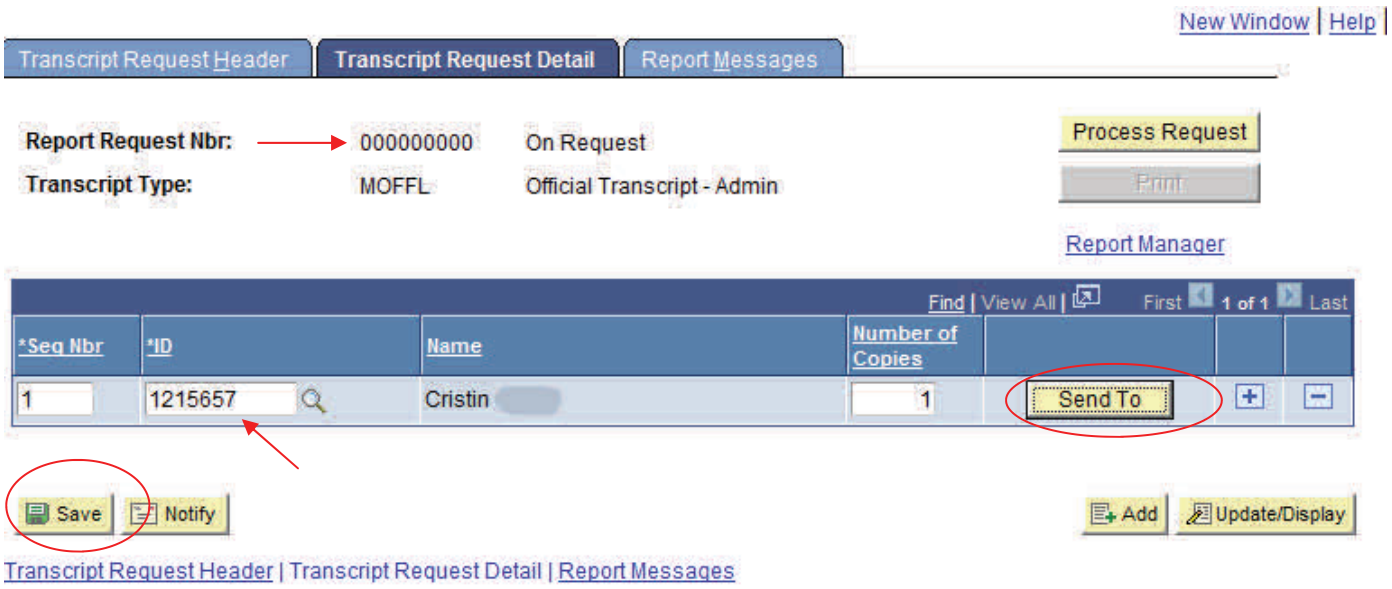


4. **Select "MOFFL" as Transcript Type** in the first tab that appears.



TRANSCRIPTS: OGC SUBPOENA PROCESS

5. Enter the student's EMPL in the ID field in the second tab labelled "Transcript Request Detail." Click "Send To" and enter the address for the OGC (55 E. Jackson Blvd., 22nd Floor, Chicago, IL 60604).



6. Save the request. Copy the Report Request Number that will appear on the top left portion of the page.

7. Navigate to the Process Transcripts page as mentioned in the previous transcript processes. Choose "Official Transcript– Admin" and paste your Report Request Number into the first box instead of clicking the magnifying glass. Press tab twice and continue the process as usual.

TRANSCRIPTS: PRE81 AND BARAT RESEARCH

About

•DePaul students with coursework before Autumn 1981 do not exist in PeopleSoft. Their hard card or microfilm records were scanned into a digital database called ImageNow. Students whose work crosses over from the pre-81 terms to terms Autumn 1981 and after have records both in PeopleSoft and ImageNow. Anything after 1981 will be hidden on the digital hard card, and the PeopleSoft enrollment record will begin with the term 0100, which is designated for pre-81 enrollment.

•DePaul is additionally the custodian of the records of Barat College, which closed operations in 2005. All Barat records that were received are also digitally maintained in ImageNow.

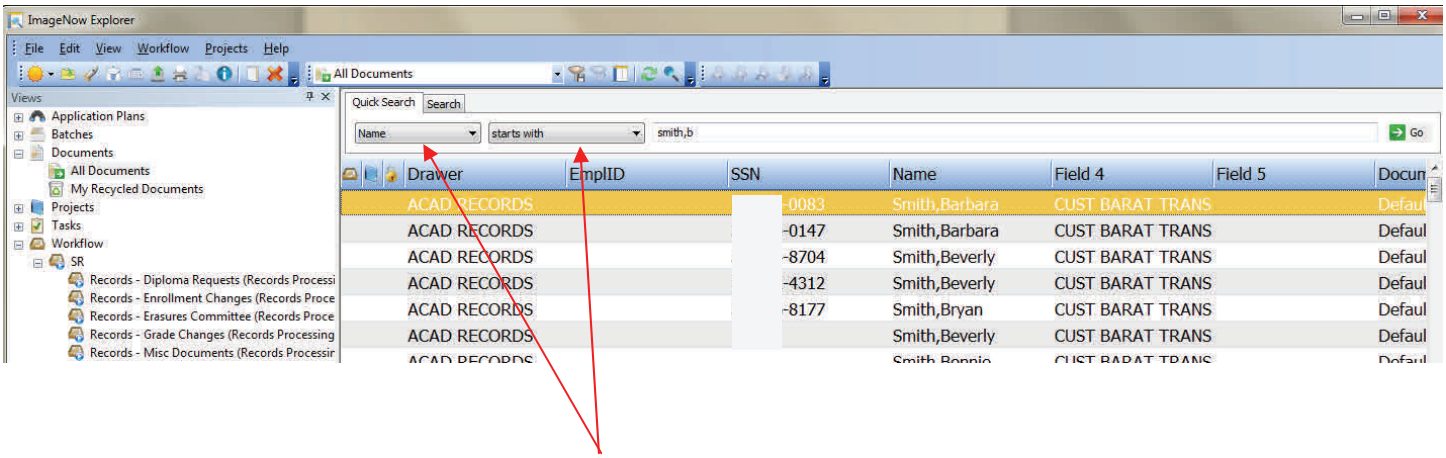
•At times, a particular student may not be found in ImageNow; it is possible that they were missed in the large imaging project. In this case, you can check the microfilm reels located in the south storage room, or order hard card or microfilm records located off-site. That spreadsheet is found at: W:\ops\DEM\Student Records\Off Site Records Storage\R4

•When logging into ImageNow, be sure to select the button labelled "Documents" in the Explorer. There, you can search by name, by SSN, or by EMPL.

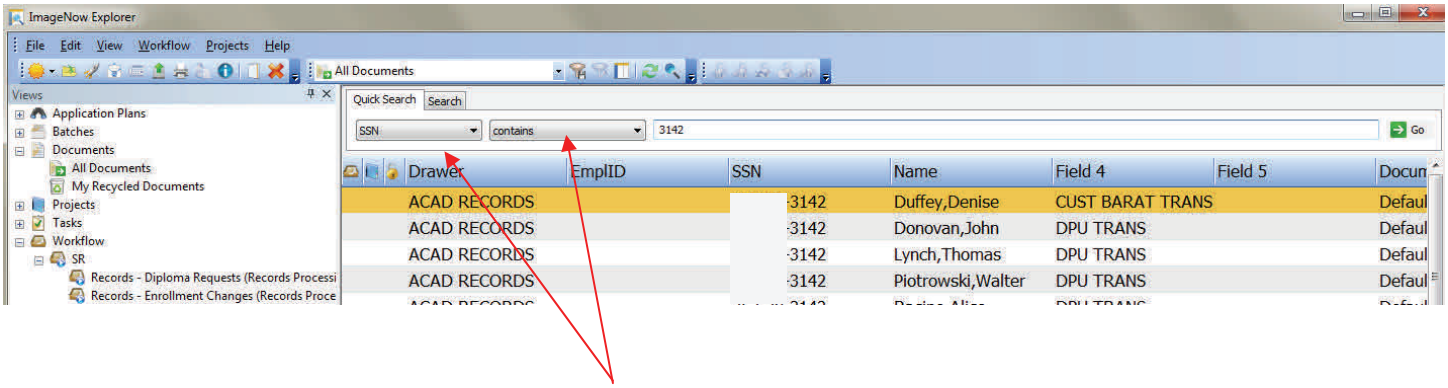
•When searching by name, follow the convention of LASTNAME,FIRSTNAME and select "Starts with" as your criteria. Please see the following page for examples.

•When searching by SSN, select "Contains" as your criteria. Please see the following page for examples.

TRANSCRIPTS: PRE81 AND BARAT RESEARCH



Searching for a student by name.



Searching for a student by SSN.

VERIFICATIONS

About

•A Verification is considered a document that confirms the student status, current enrollment, or degrees earned by an individual. Verifications are needed for a variety of purposes, such as employment, insurance discounts, childcare, and intramural tournament eligibility (to name a few).

•For students, a self-printable certificate is available on Camus Connect at:
For Students > Records and Registration > Enrollment Verification

•However, verifications are received from a variety of sources:
-Requests made with the National Student Clearinghouse
-Requests made by Alumni Relations
-Requests made for sports tournament eligibility
-Requests made by students who are unable to use the certificate (what we call "Manual Verifications")

•For requests made through the National Student Clearinghouse, please see the W drive for a set of prepared responses that may be necessary in addition to enrollment/degree information: W:\ops\DEM\Student Records\Team Records\Official Cross Training Plan and Documents\Records Documentation

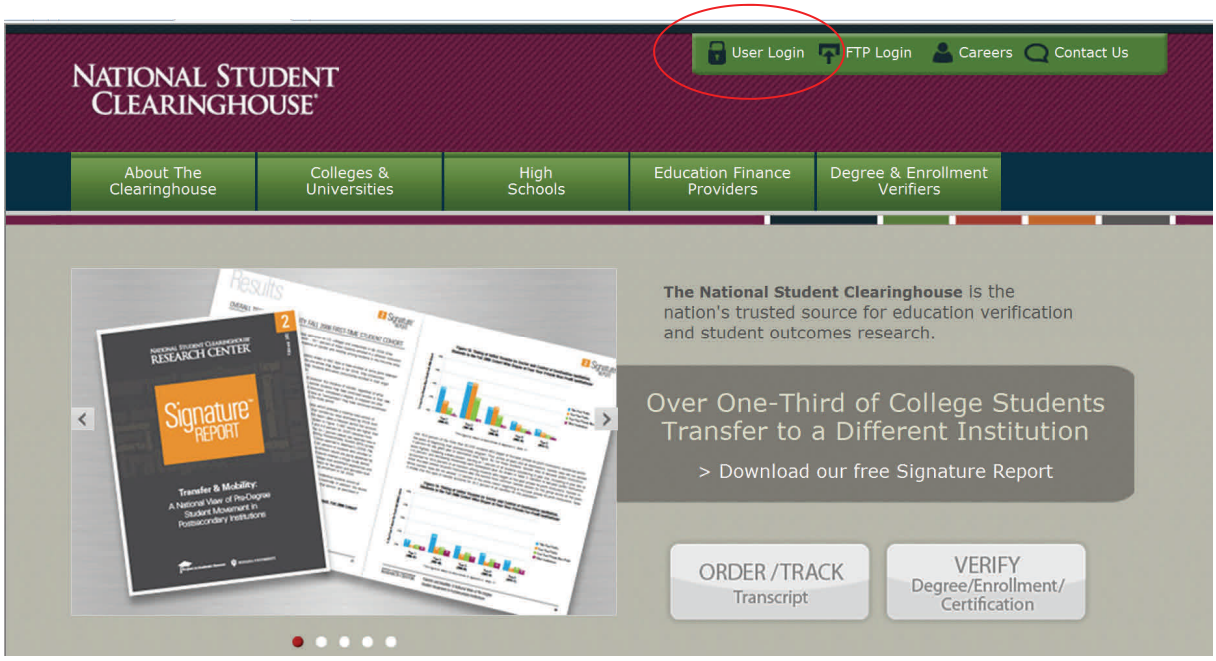
•We DO NOT complete NSC requests for Barat students. An appropriate message is found in the file above.

A Word about the Common Application

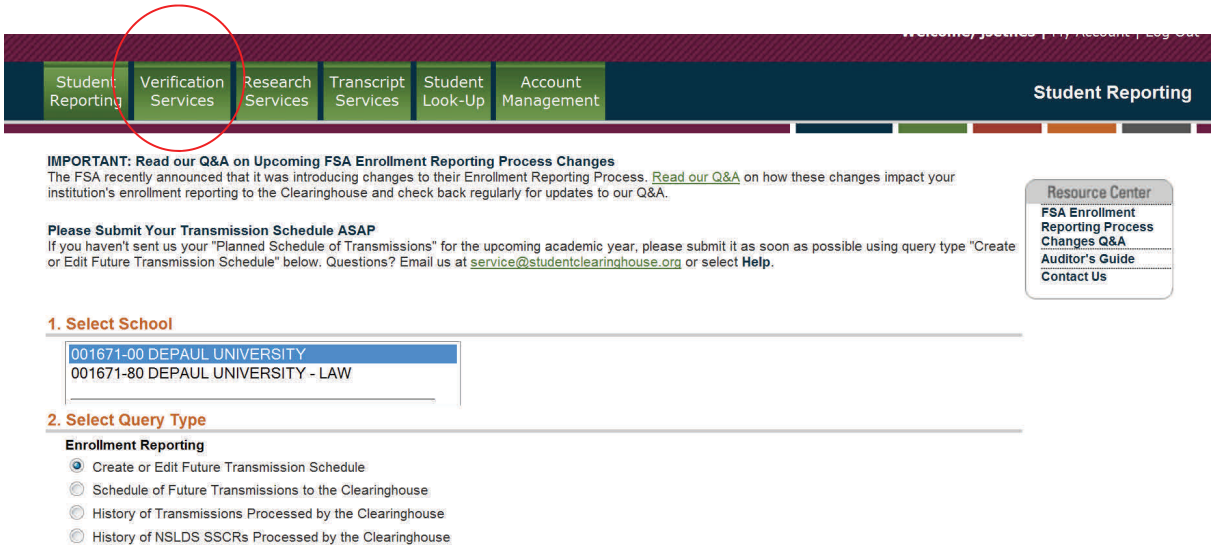
The Common Application may be presented to DePaul Central as a verification request. This is to be completed thus; DePaul Central provides the "No seal stamp" (see pg…), the academic advisors complete the "To College Official" section, and the Dean of Students complete the final section. You SHOULD NOT process these.

VERIFICATIONS:NSC

1. **Log into the National Student Clearinghouse** to view any outstanding requests: www.studentclearinghouse.org You will receive log-in authentication through your director.

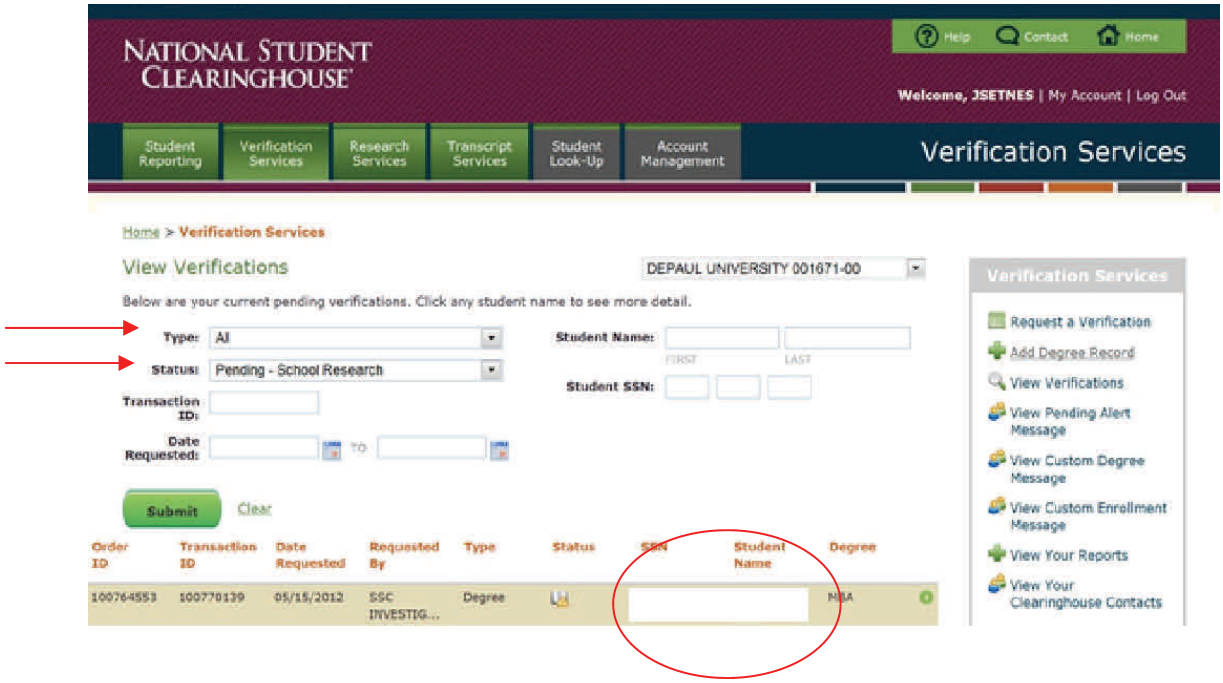


2. **Select the Verification Services tab.**



VERIFICATIONS:NSC

3. **Ensure that Type "All" and Status "Pending-School Research"** are selected on the new page. Click the first link in the list (the student name will appear in green but has been blocked below for privacy).



4. **In a new window/tab, search for the student** using Add/Update a Person in PeopleSoft. Navigate to:

   Home > Campus Community > Personal Information (Student) > Add/Update a Person

You can search for the student using any criteria you may have, utilizing all the search functions, such as "contains," "begins with," etc.

VERIFICATIONS:NSC

5. **If no information can be found,** try finding a pre1981 record in ImageNow (see pg…)

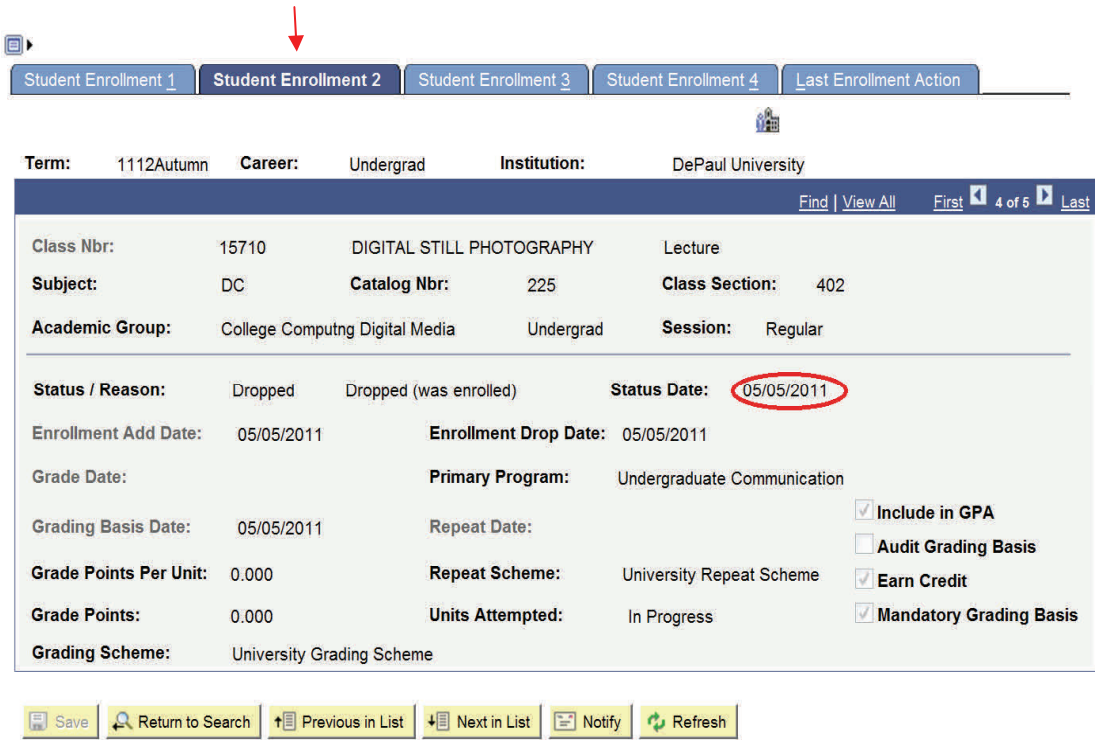
6. **Determine whether or not the student has a FERPA block.** This will appear as a blue window shade in the top right corner of the biographical page. **Keep this in mind for future reference.**

7. **Print an Enrollment Verification** using the instructions in Step 4 of Manual Verifications (pg…). This will give you pertinent information for the NSC request.

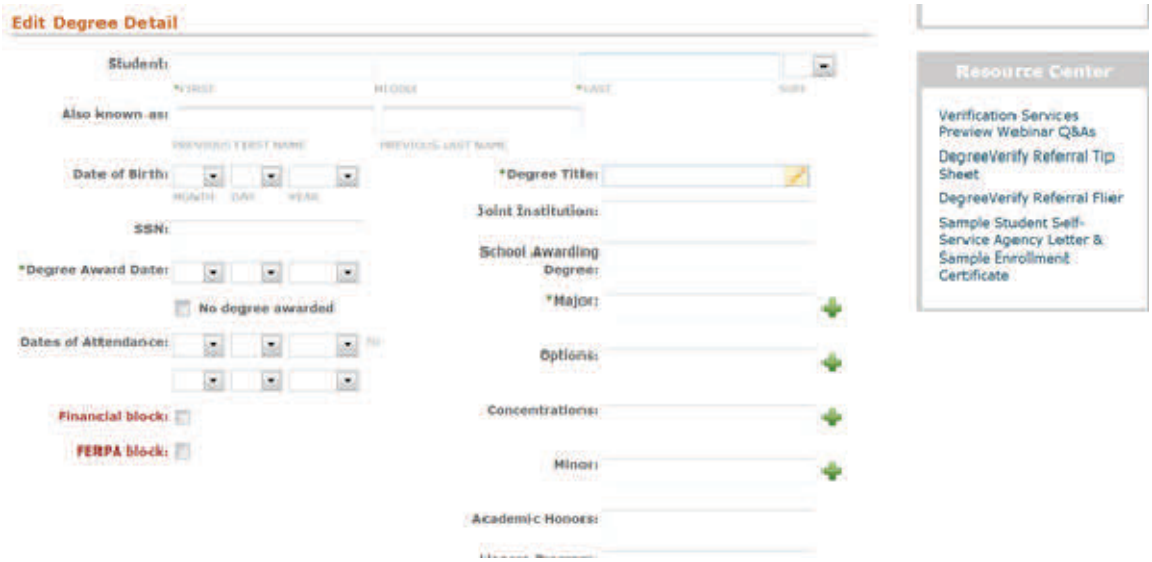
8. **Keep the E.V. open while navigating back to Add/Update a Person.** Use the information listed to complete the form on the National Student Clearinghouse site. Information usually includes:
   - -Name as it appears in PeopleSoft
   - -Social Security Number
   - -FERPA block
   - -Degree award date
   - -Major(s)
   - -Honors (i.e. Summa cum laude)
   - -Dates of attendance

9. **With Dates of attendance,** use the Enrollment page to confirm the last term listed on the E.V. If the last term listed contains **ALL** W grades, you will need to input the day of withdrawal and **NOT** the last day of attendance. This date is found in the second tab for that term (See below) Navigate to:

   Home > Records and Enrollment > Enroll Students > Enrollment



VERIFICATIONS:NSC



10. For further instructions on how to correctly input data into the National Student Clearinghouse's request form, visit their FAQ's page. Follow:

Help (Upper Right Corner) > School Secure Help > Verification Service Tab > Manage Pending Degree Verification

VERIFICATIONS:ALUMNI & SPORTS

Alumni Verifications

•On occasions, Alumni Relations will submit a verification request via email or fax (found in the Miscellaneous workflow of ImageNow). Generally most requests are for alumni prior to 1981. Since that office does not have access to records in ImageNow, they will contact us if they find a discrepancy in dates reported to their office.

•Use ImageNow, the microfilm reels in the south storage room, or the convocation books (also in the south storage room) to locate the student. If the student cannot be found, it may become necessary to order the old hard-card transcripts from our off-site storage area. The database for those records is found at:
W:\ops\DEM\Student Records\Off Site Records Storage\R4

•In processing these requests, Student Records verifies name on the record, degree, major, and conferral date, and the specific College.

Sports Verifications

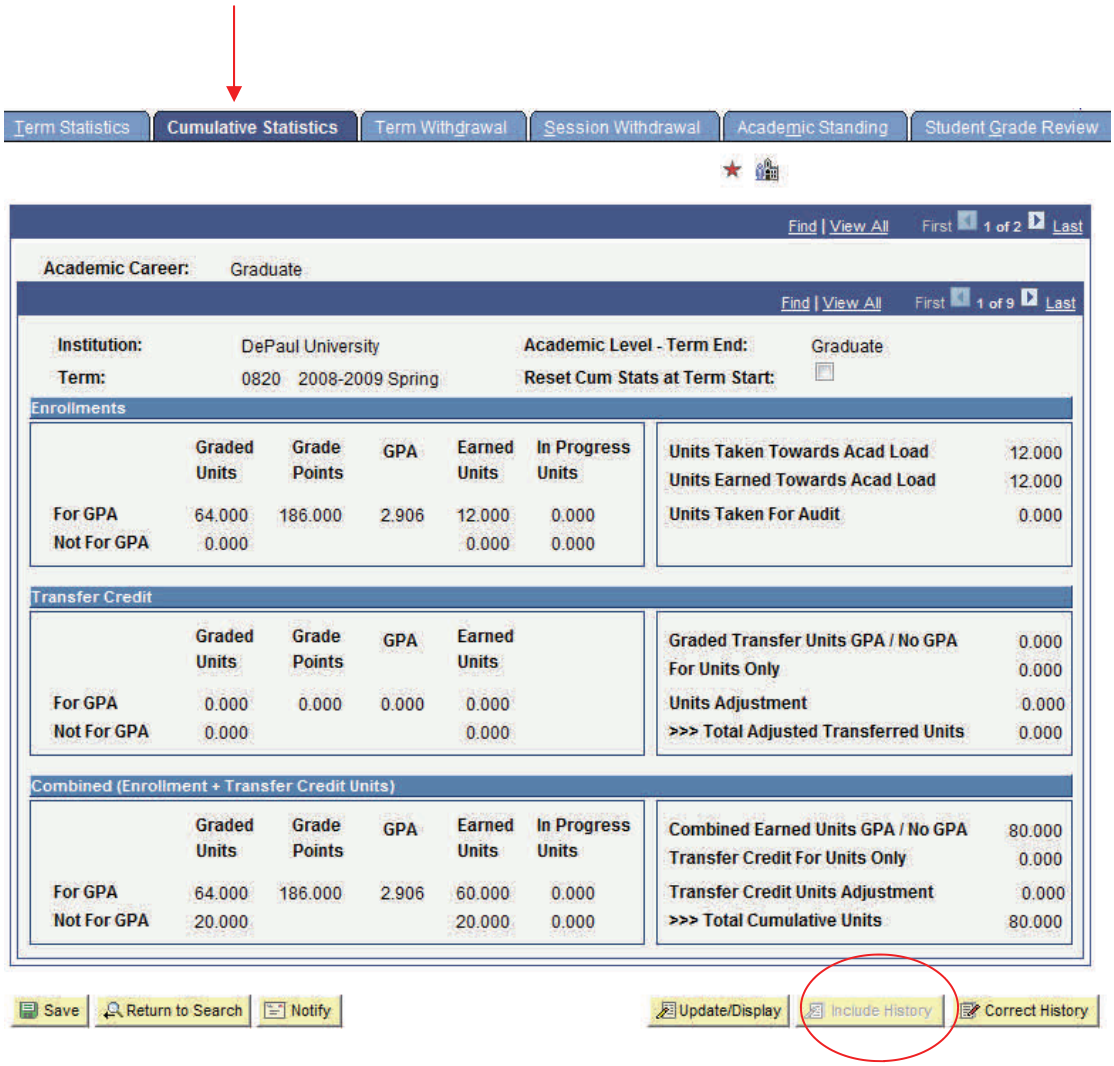
•Many intramural sports leagues require that each team member's enrollment be verified by Student Records before competing in regional championships. These requests come to Student Records via Lisa Hanson Lamey. These forms are to be printed, confirmed, and given to Patti Huerta for her signature. If a seal is required, stamp with the "No Seal Stamp" mentioned on page _____.

•Forward the completed form to the party mentioned by Lisa, and inform Lisa that the request is sent. (LHANSON3@depaul.edu)

VERIFICATIONS:ALUMNI & SPORTS

1. **Navigate to Term History** to find requested information such as credit hours in current term, class, and GPA (Ensure you are in Include History and are viewing the Cumulative Statistics tab)**:**

   Home > Records and Enrollment > Student Term Information > Term History



MANUAL VERIFICATIONS

1. **Before processing a Verification Request form you will need to ensure that a valid ID is attached**— *You absolutely must have ID before processing.*

   If the student does not include their ID, send them the appropriate form email (also, if student emails form and ID, please send the push-back email).

PLEASE NOTE: The form emails (found at the end of this section) may be tailored to specific times of each quarter, to reflect that a transmission will go out, or that it has not. Please feel free to make sure that the message sent to the student is directly applicable to their issue, as these requests are all unique.

2. **Audit the "Purpose" section of the form.**

   If any of the following reasons are listed, and no special forms or previous rejections (of the self service certificate) are attached, refer the student to using the self-service service certificate *(excluding F-1/J-1 students):*

   Insurance
   Loan deferment
   Other/None

   If the student requested the verification for loan deferment, you can send the appropriate form email. However, please confirm FIRST that the student's SSN is reported to DePaul, and that the NSC report is correct.

   Generally, the following purposes, plus any reason with documentation attached will be accepted for processing:

   Childcare
   International students
   Students missing SSN in PeopleSoft
   and
   Scholarship (with form/letters)
   Housing (with form from agency stating Section 8 or CHA requirements)

MANUAL VERIFICATIONS

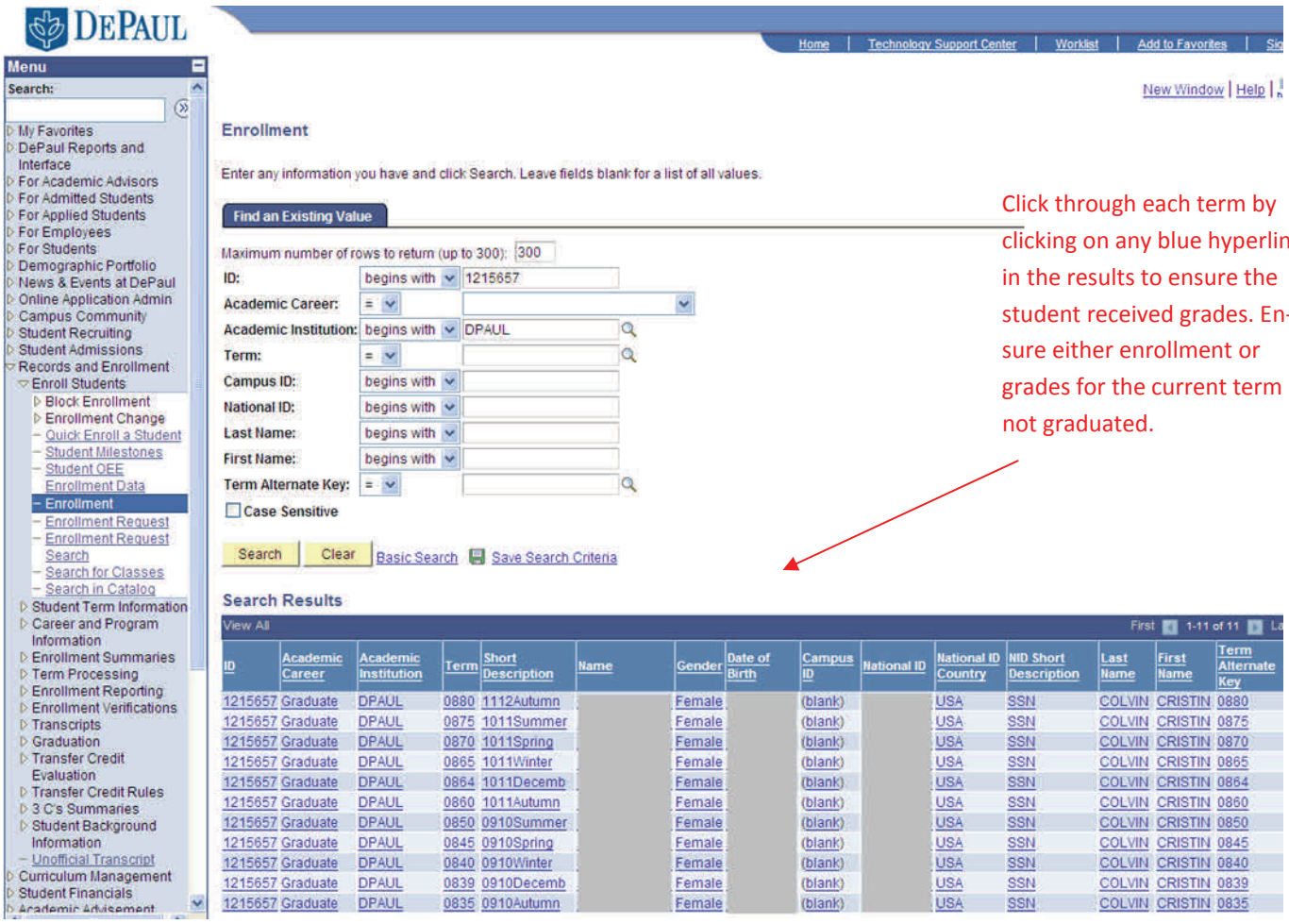
2a. The student may respond with a special reason as to why we need to print out a verification certificate.

If this response is received, consult the student's enrollment history and all reports to the National Student Clearinghouse to confirm accuracy in reports to lenders; for example, there may be an issue with an updated expected graduation date for a student enrolled for less-than half-time, or a student's Social Security number was previously unreported.

If the student's response indicates that a previously sent Campus Connect certificate was not accepted, proceed with processing (be sure to ask student if they have any documentation of this, as it is helpful to keep on file).

3. **Audit the student's record** to ensure that they have been matriculated and actually have enrollment**.**

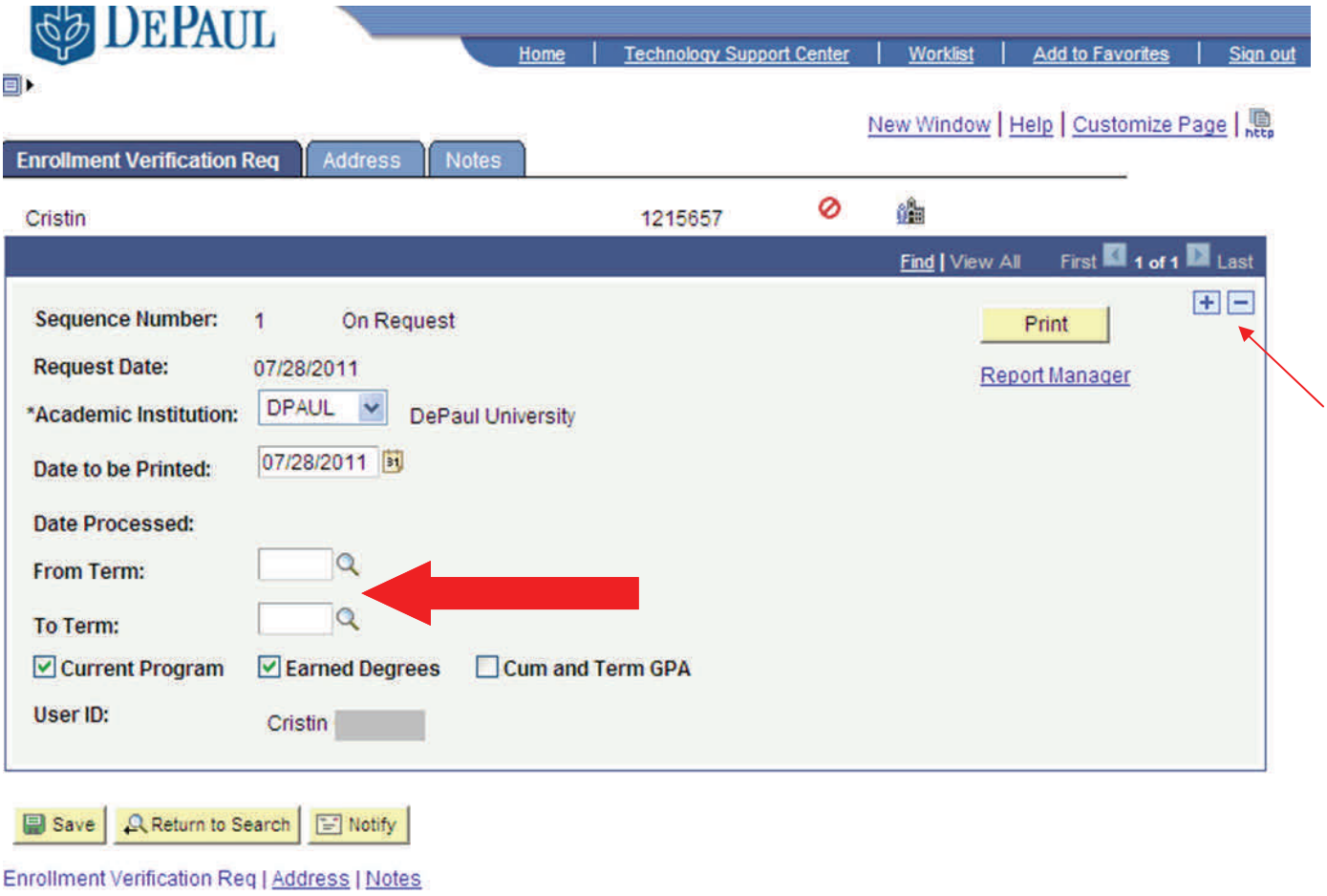
Home > Records and Enrollment > Enroll Students > Enrollment



MANUAL VERIFICATIONS

4. Print a certificate if the student's file contains current or past term enrollment.

Home > Records and Enrollment > Enrollment Verifications > Enrollment Verification



Ensure that the pending report is new (that is, that a previous 'Date to be Printed' is not a grayed-out screen). If a new report needs to be processed, click the plus sign on the top right of the window. In the "From Term" and "To Term" boxes, use the magnifying glass to select the desired terms.
NOTE: Once registration for a new quarter begins, please be sure to select terms even for entire enrollment history requests—we cannot print that future term even if they have registered in advance.

The address and notes tabs can be used to include a contact address under the letterhead, or to include a special note (per director approval).

Once you are ready, click the yellow "Print" button. The certificate should pop up within a few seconds.

MANUAL VERIFICATIONS

4a. If a student does not have enrollment, please email the student informing them that we do not have a record for them and explain the reasoning, which could be:

A. New student starting next academic year or quarter (can't print future terms)

B. dropped only classes before the W date, therefore has no grades

C. Accepted and matriculated, but never registered, for whatever reason

EXCEPTION: In extreme cases, a director may approve future terms to be printed, with the addition of a disclaiming note about reporting enrollment before the drop date: This enrollment verification is reflective of the student's current [quarter] term 20xx-20xx enrollment in our system as of today's date, [day, month, date, year]. This enrollment is subject to changes through the end of [W date: day, month, date, year], at which point an updated enrollment verification certificate can be made available.

In the cases other than new students, the student may need proof that they have no record from DePaul (for admissions or aid at another institution). In this case, a "Did Not Attend" letter is needed. See documents at: W:\ops\DEM\Student Records\Verification **(PLEASE NOTE: These letters need to be approved by Stacey or Sara).**

5. Once a verification certificate is printed, stamp with the Director of Registration and Records signature stamp. If any third party forms were included, write "see attached" on required spaces to refer to the certificate printed in PeopleSoft. Stamp signature lines with the stamp and include (312) 362-8610 if a contact number is requested.

If the contact is a childcare agency, a class schedule may be required. If the student has indicated that a self-printed schedule was not accepted, you can print one by following **For Academic Advisors > View my Advisees > View Data For Other Students** (by selecting Print Preview and zooming to 100% before printing, the schedule looks the most uniform). Print and stamp with the Records signature stamp on the left directly below the schedule.

MANUAL VERIFICATIONS

5a. We DO NOT:

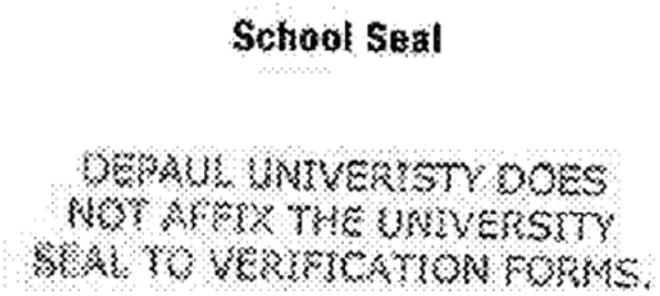
Include DOB, SSN, or gender

Include GPA or standing

Include behavioral information

Use the University Seal (we have a stamp to use that states this)

Signature Stamp (as of March 2012)



Stamp to be used if form asks for School Seal

6. **Email the student** the completion email.

7. **Please enter the information in the Manual Verification Metric** (W:\ops\DEM\Student Records\Team Records) and be sure to include the day completed and the day mailed or faxed. If sent to another office, please make note of contact and day sent.

   To save paper, please only print third party forms that will be sent. The request form and the completed documents can be scanned separately into ImageNow and immediately linked, for the convenience of DePaul Central intake staff. **Route Forward** if the request is completed.

MANUAL VERIFICATIONS

8. **If any third party forms require tuition information,** inform Ruben Picazo at rpicazo@depaul.edu and forward the form to him via interoffice mail. Be sure to scan a copy of the SR completed form first. Also, if it is to be sent internationally, Ruben appreciates the inclusion of an "Air-Mail" stamped envelope.

9. **If any third party forms require information regarding the student's financial aid**, inform Karen LeVeque at kleveque@depaul.edu and forward the form to her via interoffice mail. Be sure to scan a copy of the SR completed form first.

10. **If any third party forms require information regarding the student's moral character or any academic violations,** forward the information to the Dean of Students, Art Munin (Lincoln Park) via interoffice mail. If the student was a Law Student, forward to Natasha Hatchett in the Loop. Be sure to scan a copy of the SR completed form first.

Third Party Information

If a housing agency, child care provider, scholarship organization, or parent with a Direct Loan (PLUS loan) contacts Student Records directly requesting enrollment information, send the student the appropriate form email. Attach the Verification Request Form version 4(cdc) found in the W Drive.

If an organization such as a loan provider or screening agency sends a request asking for enrollment dates and degree information for a student, direct the group directly back to the NSC, using the form letter titled "Third Party Verification Letter." Also contact our liaison at the National Student Clearinghouse. Send an email (with PDF attachments, if possible) to degreeverify@clearinghouse.org , Attn: Sally. (Sally's number is: 703-742-7792).

MANUAL VERIFICATIONS EMAIL RESPONSES

Need ID to process verification:

Hi [Name],
We have received your Enrollment Verification Request. However, we are unable to process this request until we receive a photocopy of a valid form of ID. You can bring your ID into DePaul Central, mail us a copy at 1 E. Jackson Blvd. Attn: Student Records, Chicago, IL 60604, or fax it to us through our secure fax number (312)476.3212; we DO NOT accept emailed attachments. Once we receive this documentation, we will be able to send out your verification. Don't hesitate to contact us if you have any questions.
Thanks,

Received Emailed Attachments:

Dear [Name],
We received your additional documentation for your Verification request. However, due to security reasons, we cannot accept documents via email. We can only accept electronic documents through secure fax at (312) 476-3210 or in person at either DePaul Central location.
If you have any additional questions, please let us know.
Thanks,

Self-Service Certificate Push-Back:

Hi [Name],
We have received your verification request. However, we wanted to inform you of an option that may better suit your needs. On Campus Connect, you have the ability to print your own enrollment certificate. Simply follow *For Students > Records and Registration > Enrollment Verification > Obtain an enrollment certificate*. You can choose to print either a current term or entire enrollment certificate. If your organization has rejected this certificate, please let us know, and we will work with you to make sure the organization receives an acceptable verification. Please let us know if you have any further questions.
Thanks,

MANUAL VERIFICATIONS EMAIL RESPONSES

Automatic Deferment via NSC Push-Back:

Hello [Name],
We have received your verification request regarding your loan deferment. At the beginning of every quarter (and also periodically throughout each quarter), we transmit all enrollment to the National Student Clearinghouse. It is at this point that enrollment is available for automatic deferment (which is used by most lenders) and for verifications. Lenders will be notified at the beginning and continually throughout the quarter of your student status. If, for some reason, your lenders do not receive your enrollment during that time, or you receive notices from either organization, you may contact us and we will gladly make sure the lenders are notified.
The first transmission of QUARTER YEAR data will be completed by DATE, and will continue at least once a month after that time. Please let me know if you have any further questions.
Thanks,

Future Term Request Push-Back:

Hello [Name],
Unfortunately, we do not verify future terms of enrollment. **(COMPLETE WITH EITHER LOAN OR SELF-SERVICE INFO FROM ABOVE).**
Thanks,

Completion Email:

Dear [Name],
This message is to inform you that your verification request has been completed and forwarded to the parties listed on your request form. Please let us know if you have any further questions regarding your request.
Thanks!