

The following will generate a report listing graduating students for a specific term. This report can be downloaded into .PDF and/or excel.

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **Graduation** link.

[Graduation](#)

3. Click the **Reports** link.

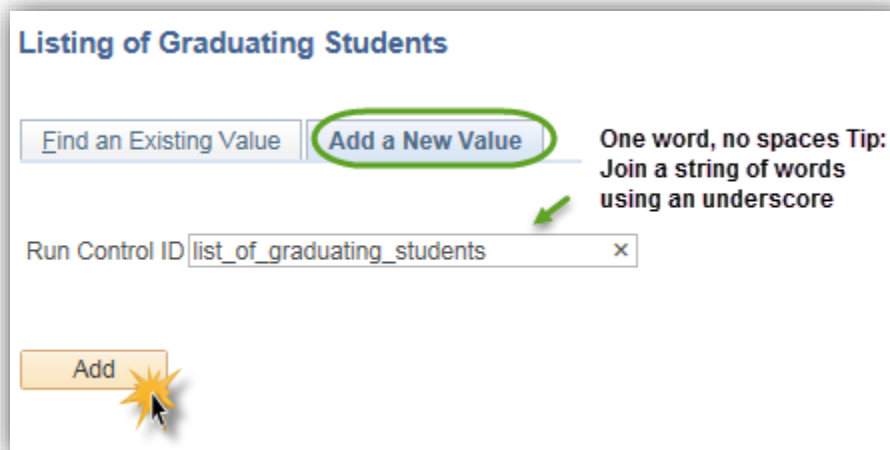
[Reports](#)

4. Click the **Listing of Graduating Students** link.

[Listing of Graduating Students](#)

5. If you have already created a Run Control ID for the Listing of Graduating Students you may press **Search** or **Enter**. If this is the first time running this report click Add a New Value. Click the **Add a New Value** tab.

6. Enter a desired Run Control ID. Note the Run Control ID must be one word, no spaces. If the Run Control ID is not one word with no spaces the process will not start. **Tip:** Use underscores to join a string of words. Click the **Add** button.



**Listing of Graduating Students**

[Find an Existing Value](#) **Add a New Value**

One word, no spaces Tip:  
Join a string of words  
using an underscore

Run Control ID

Add

7. On Listing of Graduation Students enter the Expected Graduation Terms. The Expected Graduation Terms for **Spring** Graduation must be the prior Fall/Winter Maxi Term. The Expected Grad Term for **Fall** Graduation must be the prior Spring/Summer Maxi Term. Click the **Look up Expected Graduation Terms** button.



8. Select the Expected Graduation Terms. You may scroll down or enter the Term into the begins with field and press Lookup (e.g. 2177). Click the **Look Up** button.

**Look Up**

Look Up Expected Graduation Terms

Search by: Term begins with  [Help](#)

**Look Up** Cancel Advanced Lookup

Search Results

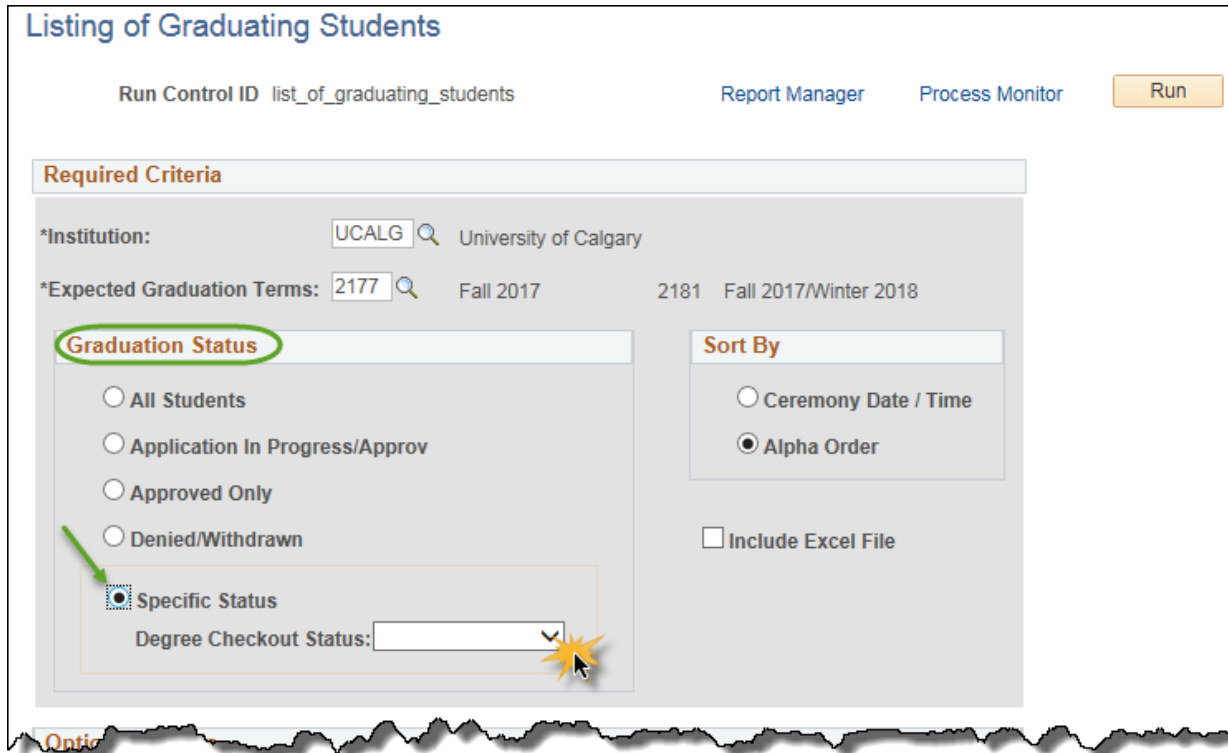
View 100 First 1-119 of 119 Last

Term	Description	Short Description	Academic Year
0517	Fall/Winter 1951/1952	F/W 51/52	1951
0537	Fall/Winter 1953/1954	F/W 53/54	1953
0597	Fall/Winter 1959/1960	F/W 59/60	1959
0617	Fall/Winter 1961/1962	F/W 61/62	1961
0623	Spring/Summer 1962	P/S 1962	1962
0627	Fall/Winter 1962/1963	F/W 62/63	1962
0633	Spring/Summer 1963	P/S 1963	1963
0637	Fall/Winter 1963/1964	F/W 63/64	1963
0647	Fall/Winter 1964/1965	F/W 64/65	1964
0653	Spring/Summer 1965	P/S 1965	1965
0657	Fall/Winter 1965/1966	F/W 65/66	1965
0663	Spring/Summer 1966	P/S 1966	1966
0667	Fall/Winter 1966/1967	F/W 66/67	1966
0673	Spring/Summer 1967	P/S 1967	1967
0677	Fall/Winter 1967/1968	F/W 67/68	1967
0683	Spring/Summer 1968	P/S 1968	1968
0687	Fall/Winter 1968/1969	F/W 68/69	1968
0693	Spring/Summer 1969	P/S 1969	1969

9. You may search for students under any of the Graduation Statuses, or you may specify any other Degree Checkout Status as part of your search criteria. If you do not wish to use one of the four generic Graduation Statuses provided, click the Specific Status option. Click the **Specific Status** option.

**Specific Status**

10. Click the **Degree Checkout Status** list.



11. The Degree Checkout Status lists several options:

**Applied (AG) - Applied for Graduation:**

Assigned when the student or staff updates a student's record to be considered for graduation for the specified Expected Graduation terms.

**Denied (DN):**

Assigned by the Faculty when it is determined that a student will not meet their degree requirements.

**Withdrawn (WD):**

Assigned when the student withdraws their application.

The following values are used by Faculty to track student status:

**In Review (IR)** - Program in Review

**Pend Cmtee (PC)** - Approved Pending Committee

**Pend Crses (PN)** - Pending U of C Course Work

**Pend Trnsf (PT)** - Pending Transfer Credit

**Special 1, 2, or 3 (P1, P2, P3):**

Pending Special Reason 1, 2, or 3 (Special Reasons are Faculty specific reasons.)

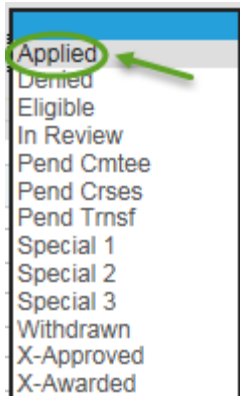
### X-Approved (AP):

This should not be selected because the results will likely yield no students. It is only used as an interim step in the completion process.

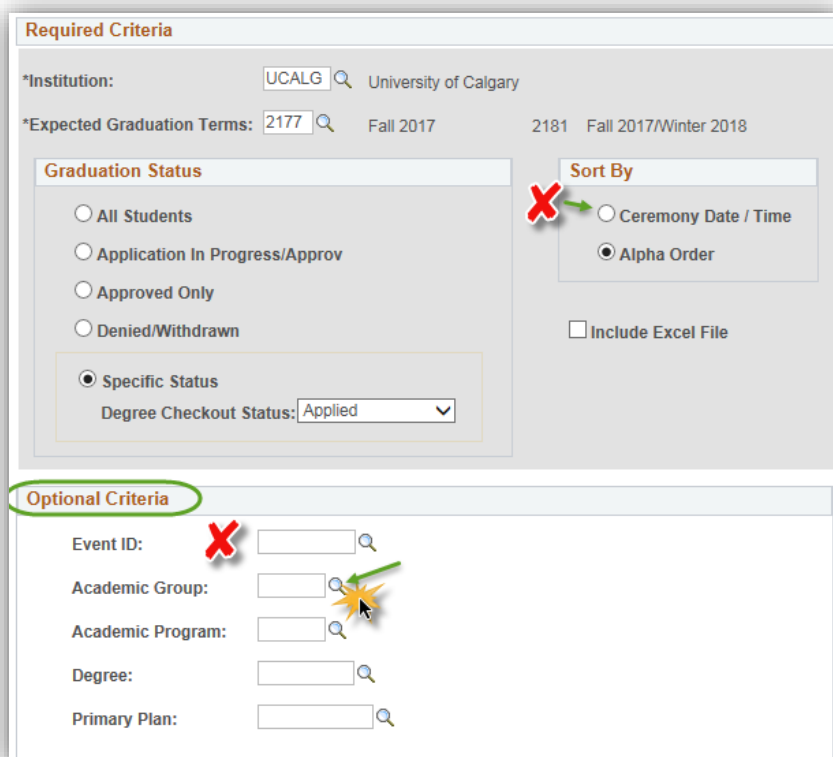
### X-Awarded (AW):

Selecting this status will show you students who are completed. This will yield the same results as selecting the generic Graduation Status of Approved Only.

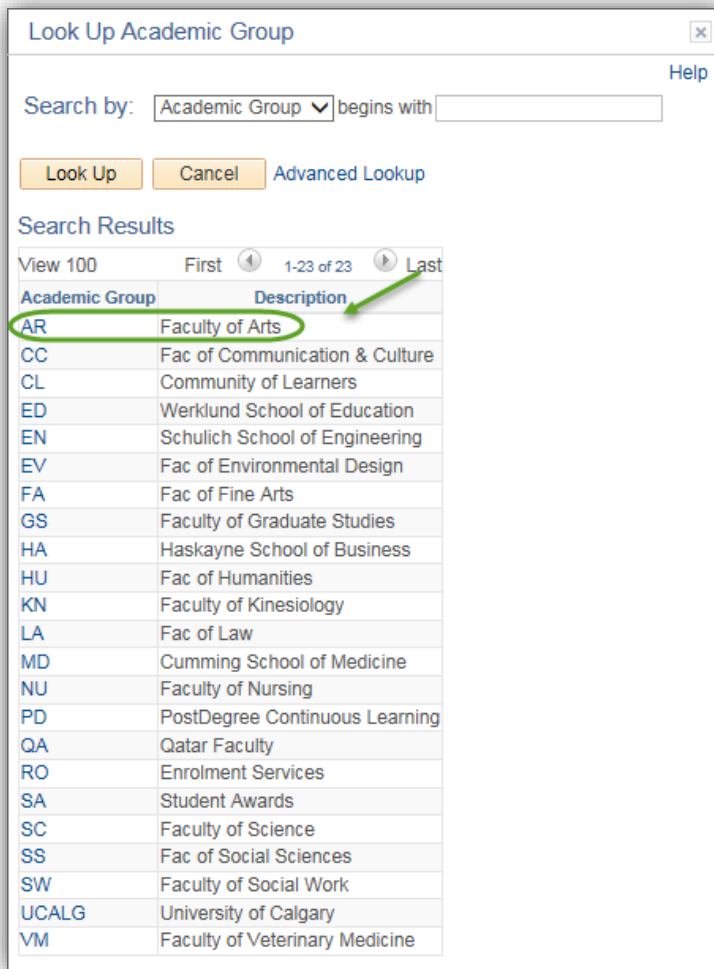
Click the **Applied** list item.



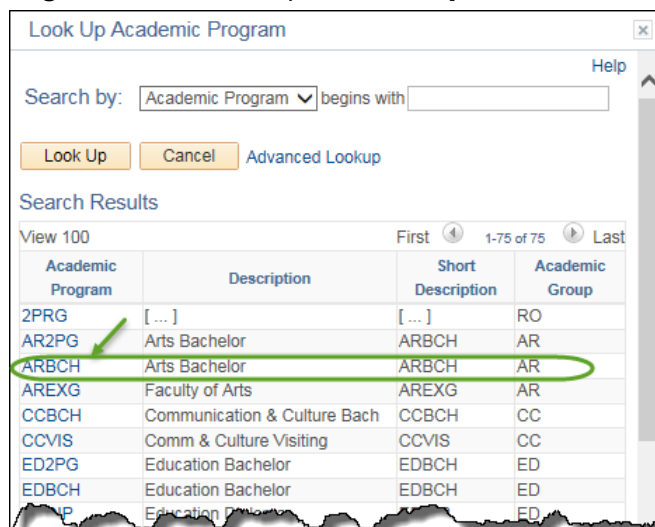
- Optional Criteria may be selected to further narrow search results. Event ID (along with the Sort By option of Ceremony Date/Time) is used by the Convocation Office only. Click the **Look up Academic Group** button.

A screenshot of a search criteria form. The 'Required Criteria' section includes fields for 'Institution' (UCALG University of Calgary) and 'Expected Graduation Terms' (2177 Fall 2017, 2181 Fall 2017/Winter 2018). Under 'Graduation Status', 'Specific Status' is selected with a dropdown menu set to 'Applied'. Under 'Sort By', 'Ceremony Date / Time' is selected with a red 'X' over it, and 'Alpha Order' is also selected. The 'Optional Criteria' section includes fields for 'Event ID', 'Academic Group', 'Academic Program', 'Degree', and 'Primary Plan', each with a search icon. A green circle highlights the 'Optional Criteria' section header, and a green arrow points to the 'Academic Group' search icon.

13. The Academic Group list displays. For this example click the **AR** link for Faculty of Arts.



14. Click the **Look up Academic Program** button. You may enter the Academic Program in the begins with field and press **Lookup**. For this example click the ARBCH link.



# Listing of Graduating Students

SA – Graduation



15. Click the **Look up Degree** button. For this example Click the **BA** Bachelor of Arts link.

Look Up Degree

Search by: Degree begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-136 of 136 Last

Degree	Description
<b>BA</b>	<b>Bachelor of Arts</b>
BA-2	Bachelor of Arts
BA-H	Bachelor of Arts - Honours
BA-H-2	Bachelor of Arts - Honours
BA15	Bachelor of Arts (15)
BA15-H	Bachelor of Arts - Honours(15)
BACCS	Bach of Accounting Science
BAJ	Bachelor of Journalism
BAJS	Bach of Appl Justice Studies
BAL	Barrister at Law
BASC	Bachelor of Applied Science
BBA	Bachelor of Business Admin
BBA-H	Bach of Business Adm - Honours
BC-ACHE	Adult Commnity & Higher Educ
BC-ARTH	Art Therapy
BC-CCSL	Career Counselling
BC-CTEX	Educational Contexts
BC-CTL	Curriculum Teaching & Learn
BC-EPEV	Energy Policy and the Enviro
BC-EV	Energy and the Environment
BC-ISE	Interpretative Studies in Educ
BC-LEAD	Educational Leadership

16. Click the **Look up Primary Plan** button. If desired you may select a Primary Plan (none selected in this example).

Look Up Primary Plan
✕

[Help](#)

Search by: Academic Plan begins with

Look Up
Cancel
Advanced Lookup

### Search Results

Only the first 300 results can be displayed.

View 100
First
◀
1-300 of 300
▶
Last

Academic Plan	Description
****_G	Generic - for validation only
****_M	Generic - for validation only
****_U	Generic - for validation only
1P	Single Academic Program
2P	Combined Academic Program
A-MAJ	Arts
AACH-G-LOC	AACH-G-LOC
AACH-LOC	AACH-LOC
AB-G-LOC	in Alberta
ABER-G-LOC	Aberdeen University
ABER-LOC	Aberdeen University
ACCO-INS	ACCO-INS
ACCT-G-SPC	Accounting
ACCT-MAJ	Accounting
ACCT-MIN	Accounting
ACEM-IMA	Applied Chemistry
ACEM-MAJ	Applied Chemistry
ACEMBSC	ACEM-BSC
ACEMBSC	ACEM-BSC-H
ACHE-G-CER	Adult Community & Higher Educ
ACHE-G-COH	Adult Community & Higher Educ
ACHE-G-SPC	Adult Community & Higher Educ
ACNP-G-SPC	Acute Care Nurse Practitioner
ACSC-IMA	Actuarial Science
ACSC-MAJ	Actuarial Science
ACSC-MIN	Actuarial Science

17. You may check off the Include Excel File option if you wish to generate a spreadsheet version of the report along with the PDF version that will automatically be generated. Click the **Include Excel File** link.



# Listing of Graduating Students

SA – Graduation



18. When completed with the Required Criteria and/or Optional Criteria you can run the report. This Run Control ID will be automatically saved for future use. Click the **Run** button.

**Run**

**Listing of Graduating Students**

Run Control ID list\_of\_graduating\_students Report Manager Process Monitor **Run**

**Required Criteria**

\*Institution: UCALG University of Calgary

\*Expected Graduation Terms: 2177 Fall 2017 2181 Fall 2017/Winter 2018

**Graduation Status**

All Students

Application In Progress/Approv

Approved Only

Denied/Withdrawn

Specific Status

Degree Checkout Status: Applied

**Sort By**

Ceremony Date / Time

Alpha Order

Include Excel File

**Optional Criteria**

Event ID:

Academic Group: AR Faculty of Arts

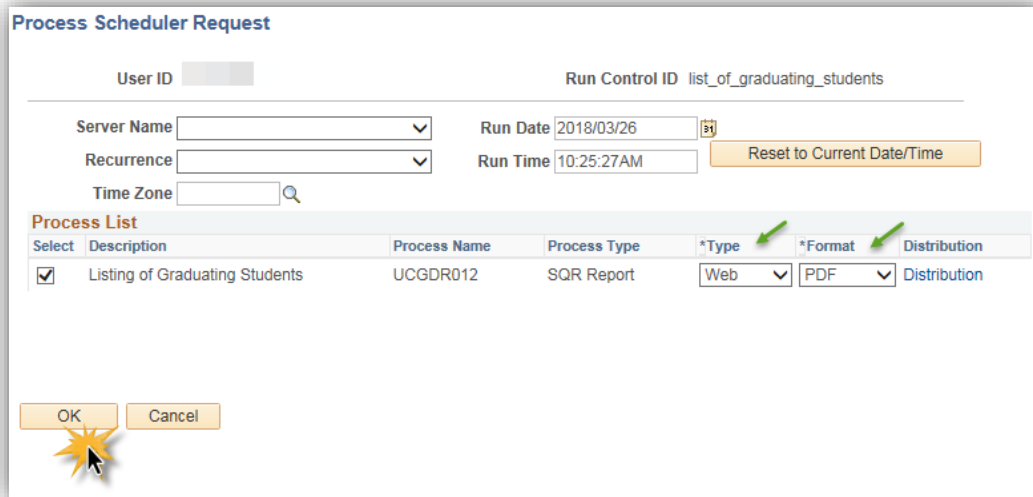
Academic Program: ARBCH Arts Bachelor

Degree: BA Bachelor of Arts



19. The Process Scheduler Request displays. No changes are required. Click the **OK** button.

**OK**



**Process Scheduler Request**

User ID  Run Control ID list\_of\_graduating\_students

Server Name  Run Date 2018/03/26

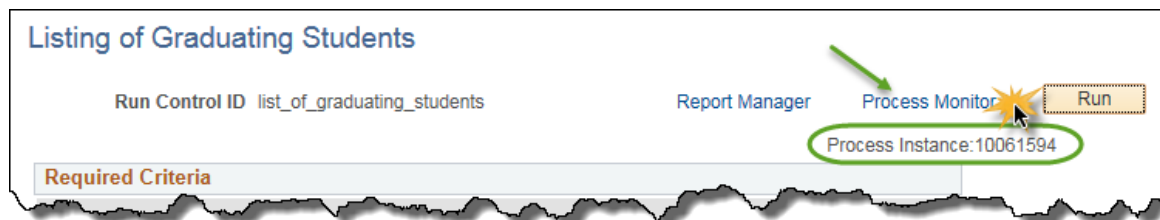
Recurrence  Run Time 10:25:27AM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Listing of Graduating Students	UCGDR012	SQR Report	Web	PDF	Distribution

20. Once the Process Instance number displays you can monitor the progress of the report. Click the **Process Monitor** link.

**Process Monitor**



**Listing of Graduating Students**

Run Control ID list\_of\_graduating\_students

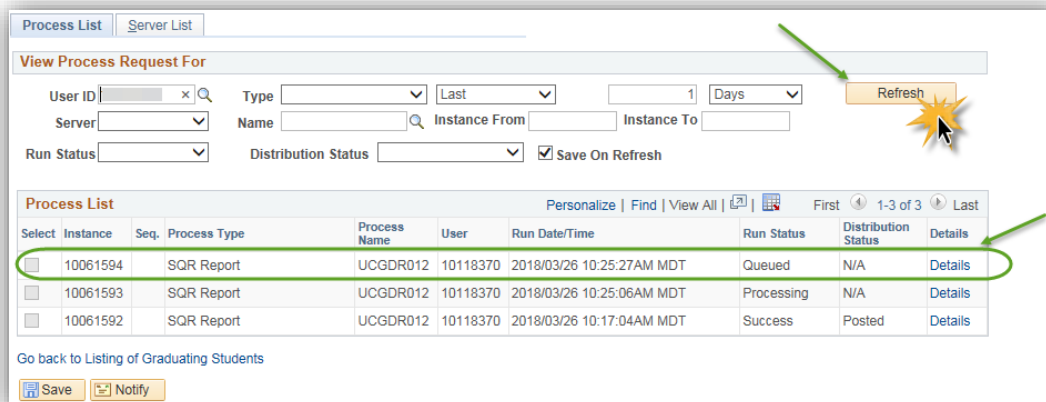
Report Manager [Process Monitor](#)

Process Instance: 10061594

**Required Criteria**

21. The Process List may list previous run control requests. If necessary, click the **Refresh** button until the Run Status reads Success and the Distribution Status reads Posted. Click the **Refresh** button.

**Refresh**



**Process List** | [Server List](#)

View Process Request For

User ID  x  Type  Last  1 Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	10061594		SQR Report	UCGDR012	10118370	2018/03/26 10:25:27AM MDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	10061593		SQR Report	UCGDR012	10118370	2018/03/26 10:25:06AM MDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	10061592		SQR Report	UCGDR012	10118370	2018/03/26 10:17:04AM MDT	Success	Posted	<a href="#">Details</a>

Go back to Listing of Graduating Students

# Listing of Graduating Students

SA – Graduation



22. Once the Run Status is Success, Posted and Details is displayed click on Details to view the report. Click the **Details** link.

**Details**

23. On Process Detail click the **View Log/Trace** link.

**View Log/Trace**

**Process Detail**

**Process**

Instance	10061594	Type	SQR Report
Name	UCGDR012	Description	Listing of Graduating Students
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	list_of_graduating_students	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

**Date/Time**

Request Created On	2018/03/26 10:25:34AM MDT
Run Anytime After	2018/03/26 10:25:27AM MDT
Began Process At	2018/03/26 10:25:46AM MDT
Ended Process At	2018/03/26 10:25:59AM MDT

**Actions**

Parameters	Transfer
Message Log	
Batch Timings	
<b>View Log/Trace</b>	

OK Cancel

24. On View Log/Trace the File List will include the .PDF report and, if include excel file was selected, the GraduatingStdnts.xls report will also be listed. Click the [.PDF](#) link.

### View Log/Trace

**Report**

Report ID 5556349      Process Instance 10061594      [Message Log](#)

Name UCGDR012      Process Type SQR Report

Run Status Success

Listing of Graduating Students

**Distribution Details**

Distribution Node PSREPORTS      Expiration Date 2018/05/10

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">GraduatingStdnts.xls</a>	57,994	2018/03/26 10:25:59.778034AM MDT
<a href="#">SQR_UCGDR012_10061594.log</a>	1,863	2018/03/26 10:25:59.778034AM MDT
<a href="#">ucgdr012_10061594.PDF</a>	42,656	2018/03/26 10:25:59.778034AM MDT
<a href="#">ucgdr012_10061594.out</a>	856	2018/03/26 10:25:59.778034AM MDT

**Distribute To**

Distribution ID Type \*Distribution ID

User

[Return](#)

25. The .PDF file will list the report for the Listing of Graduating Students based on the search criteria selected. *Note: For FOIP reasons some information has been removed.*

Report ID: [redacted]      University of Calgary - Graduation      Page No. 1

Process Instance: 10061594      Listing of Graduating Students      Run Date: 2018/03/26

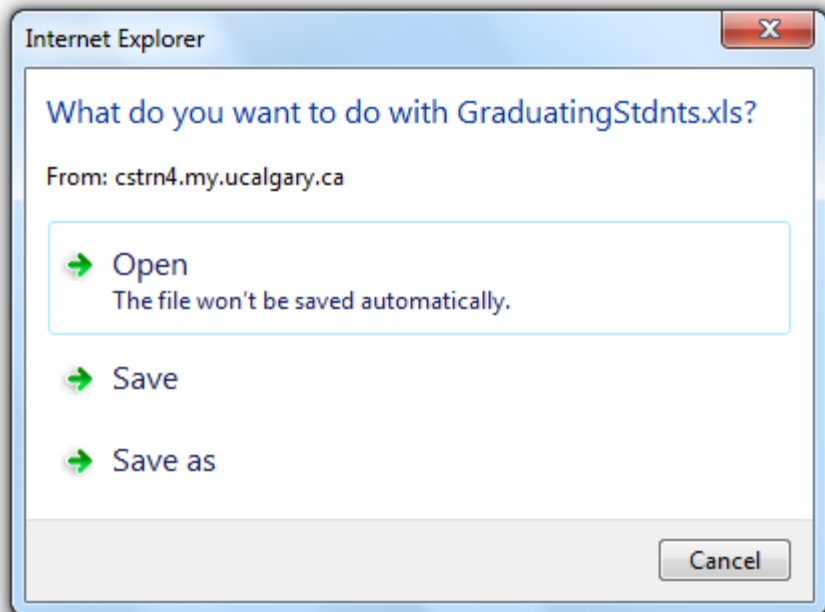
Run Time: 10:25:46

S.D.	Last Name	First Name	Middle Name	Cont. No.	Sex	Denom.	Res. No.	WU/PC	Program	Denom. Plan	Int. Primary Plan	Co-op	Other Plans/Sub-plans	Event	Attendee	Result
3	AA	SA		2181	AG				ABSCD	SA-CSD	N	POLL-MAL	SOCC1-WIN/LMGO-MAL/MSLS-WIN	5	I	hont@cam.ac.uk
3	AA	SA		2181	AG				ABSCD	SA-CSD	N	SAIS-MAL	JYNS-COM	5	A	hont@cam.ac.uk
2	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOBT-MAL		4	I	hont@cam.ac.uk
4	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOCH-MAL		5	I	hont@cam.ac.uk
0	AA	SA		2181	AG				ABSCD	SA-CSD	N	POLL-MAL		5	I	hont@cam.ac.uk
0	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOYC-MAL		4	I	hont@cam.ac.uk
1	AA	SA		2181	AG				ABSCD	SA-CSD	N	POLL-MAL	SOBT-WIN	5	W	hont@cam.ac.uk
1	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOBT-MAL		4	I	hont@cam.ac.uk
4	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOCC1-MAL	LMGO-WIN	4	I	hont@cam.ac.uk
3	AA	SA		2181	AG				ABSCD	SA-CSD	N	ABSC-MAL		5	I	hont@cam.ac.uk
4	AA	SA		2181	AG				ABSCD	SA-CSD	Y	SOBT-MAL		5	W	hont@cam.ac.uk
0	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOYC-MAL		4	A	hont@cam.ac.uk
1	AA	SA		2181	AG				ABSCD	SA-CSD	N	LMGO-MAL	SOCC1-WIN	4	I	hont@cam.ac.uk
2	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOCH-MAL	OSAM-WIN	5	A	hont@cam.ac.uk
1	AA	SA		2181	AG				ABSCD	SA-CSD	N	COMC-MAL	SOCC1-WIN	4	A	hont@cam.ac.uk
4	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOCH-MAL	JYNS-WIN	5	A	hont@cam.ac.uk
3	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOYC-MAL		4	I	hont@cam.ac.uk
2	AA	SA		2181	AG				ABSCD	SA-CSD	N	SOCC1-MAL	SOCC1-WIN	4	I	hont@cam.ac.uk
0	AA	SA		2181	AG				ABSCD	SA-CSD	Y	SOBT-MAL		4	I	hont@cam.ac.uk
5	AA	SA		2181	AG				ABSCD	SA-CSD	Y	SOCH-MAL		5	W	hont@cam.ac.uk

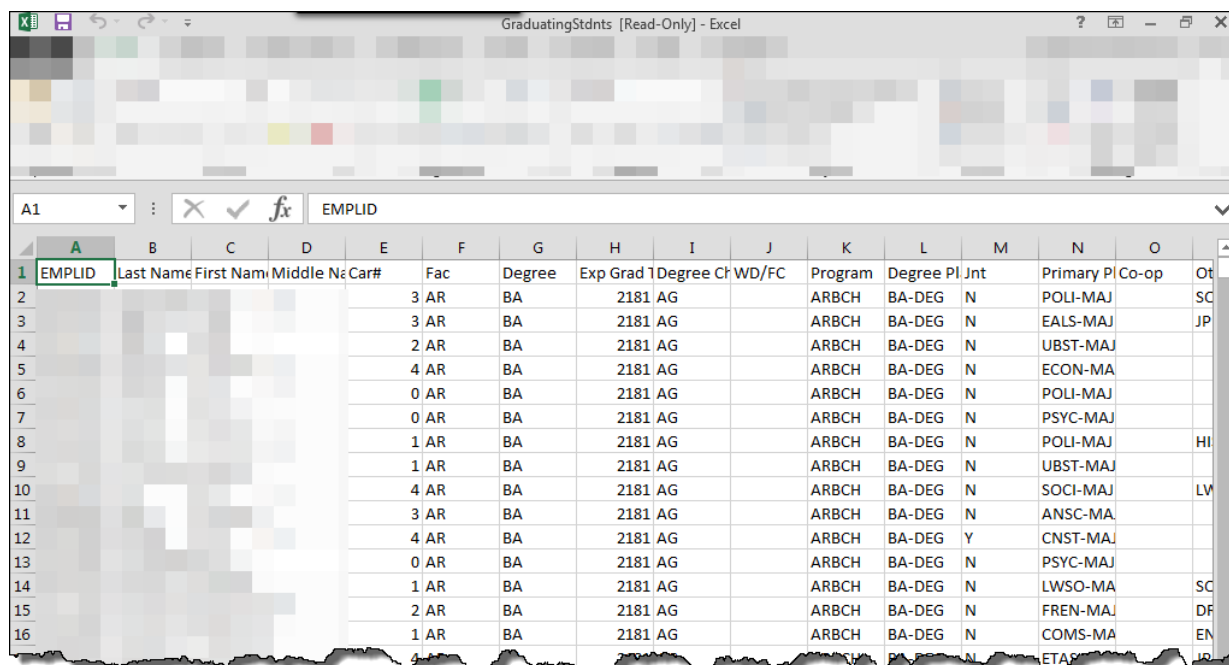
26. To view the excel report click on the file list. Click the [GraduatingStdnts.xls](#) link.

[GraduatingStdnts.xls](#)

27. You may be prompted to Open, Save or Save as. Click the **Open** button.



28. The excel file displays the same results as the .PDF file.



EMPLID	Last Name	First Name	Middle Name	Car#	Fac	Degree	Exp Grad	Degree Ch	WD/FC	Program	Degree Pl	Jnt	Primary Pl	Co-op	Ot
					3 AR	BA	2181	AG		ARBCH	BA-DEG	N	POLI-MAJ		SC
					3 AR	BA	2181	AG		ARBCH	BA-DEG	N	EALS-MAJ		JP
					2 AR	BA	2181	AG		ARBCH	BA-DEG	N	UBST-MAJ		
					4 AR	BA	2181	AG		ARBCH	BA-DEG	N	ECON-MA		
					0 AR	BA	2181	AG		ARBCH	BA-DEG	N	POLI-MAJ		
					0 AR	BA	2181	AG		ARBCH	BA-DEG	N	PSYC-MAJ		
					1 AR	BA	2181	AG		ARBCH	BA-DEG	N	POLI-MAJ		HI
					1 AR	BA	2181	AG		ARBCH	BA-DEG	N	UBST-MAJ		
					4 AR	BA	2181	AG		ARBCH	BA-DEG	N	SOCI-MAJ		LV
					3 AR	BA	2181	AG		ARBCH	BA-DEG	N	ANSC-MA		
					4 AR	BA	2181	AG		ARBCH	BA-DEG	Y	CNST-MAJ		
					0 AR	BA	2181	AG		ARBCH	BA-DEG	N	PSYC-MAJ		
					1 AR	BA	2181	AG		ARBCH	BA-DEG	N	LWSO-MA		SC
					2 AR	BA	2181	AG		ARBCH	BA-DEG	N	FREN-MAJ		DF
					1 AR	BA	2181	AG		ARBCH	BA-DEG	N	COMS-MA		EN
													ETAP		JD

For the corresponding online learning, consult [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining)

**End of Procedure.**