

Student

- Verify academic program (curriculum) is correct in MyDegrees
- Adjust academic program (curriculum) for Degree, Major, option and minors with advisor
- Work with advisor to make sure on track to graduate and register for correct courses
- Verify Transfer Work has been sent to Admissions.

Advisor

- Review students close to graduation using potential graduates list
- Review audit for accuracy and completeness
- Notify students if curriculum change is needed (add/delete minor, option, etc.)
- Create exceptions in MyDegrees if needed
- Add IA advisor notes if student will not reach 98/100% but will graduate
- Goal is a completed degree audit

Degree Clearance

- Provide potential graduates list to advisors
- Add students to graduation pool
- Point advisors to CORE graduation reports and provide ad-hoc reports when needed
- Notify students of their status
- Add holds for students not at 98/100% and clear holds as necessary

After Grades are Posted

- Use reports in conjunction with a review of audits for completeness
- Award Degrees
- Produce PDF of final audits for archiving