



ILLINOIS INSTITUTE OF TECHNOLOGY

# Online Graduation Application for Graduate Students

Graduate Academic Affairs  
MB, Room 110

# Agenda

1. Process Overview/General Information
2. Adding the Worklist myIIT Portal Channel
3. Student View of Graduation Application
4. Adviser Approval Process with Workflow



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# Process Overview

# Online Graduation Application

- Online graduation application, available to students in the myIIT portal
  - Replaces paper application for master's and Ph.D. level students
  - Validates student information, live from the Banner system (i.e., academic program information)
  - Application will open at the same time as registration for the term of graduation (e.g., Spring/Summer/Fall 2011 applications open on November 8, 2010)
- Note
  - Certificate students will continue using the paper application, form 528 (Main Campus only)
  - Students should RSVP for Commencement through the commencement committee's process

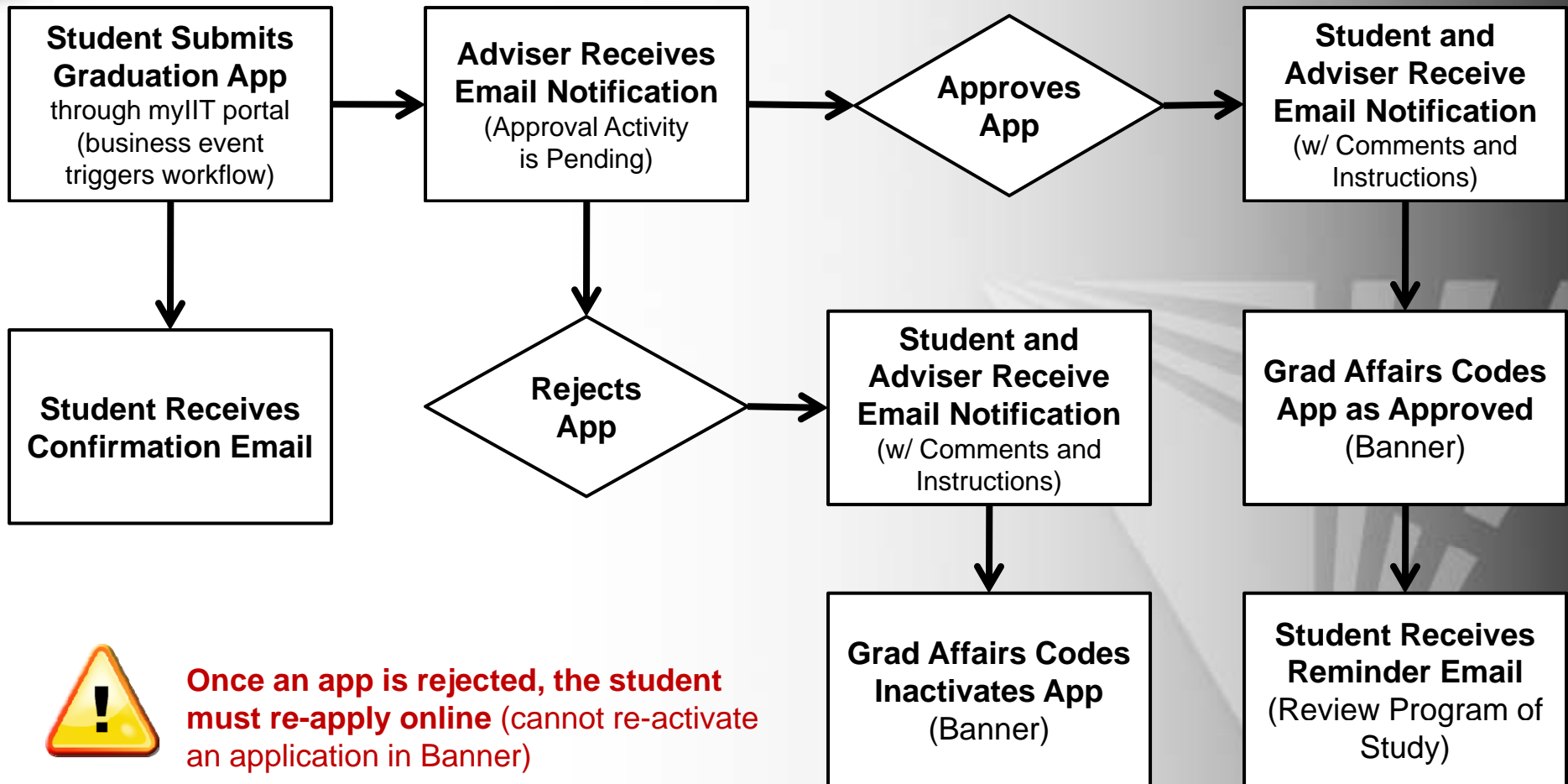
# Master's Level Students

- Eligible to apply once a minimum of 15 credits are earned
- Once application is submitted, will receive a detailed email confirmation with degree check-out process overview and links to resources for deadlines and thesis activities
- Uses SunGard Workflow software to send two student emails
  - Email one: graduation check-out overview
  - Email two: Program of Study review reminder (48 hours after submission)

# Ph.D. Level Students

- Eligible to apply once a minimum of 69 credits are earned
- Graduation application requires adviser approval
  - Uses SunGard Workflow software to expedite the approval process
- Adviser reviews application data in the myIIT portal
  - Application data includes status of non-course requirements (501A, Oral Defense, 501B, etc.)
  - Advisers are able to add comments when approving or rejecting an application
- Emails student at each step in the process, with adviser copied on final email
  - Sends a final approval email, includes adviser comments and check-out overview
  - Sends a Program of Study review reminder email 24-48 hours after adviser has approved application

# Graduation Application for Ph.D. Students: Complete Process



**Once an app is rejected, the student must re-apply online (cannot re-activate an application in Banner)**



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# Student Self-Service Graduation Application



## Banner Student Self Service

- Banner Self Service
- Registration
- Student Records**
- Student Account
- Update/View Personal information
- Order Official Transcripts

In the myIIT portal, the student selects the 'Student Records' link in the Banner Student Self-Service channel under the Academics tab



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- Personal Information
- Student**
- Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [View Unofficial Transcript](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Order Official Transcript](#)
- [Apply to Graduate](#)**
- [View Application To Graduate](#)

From the Student Records menu, the student selects 'Appy to Graduate'



Search

## Curriculum Selection

A20208396 Any Student  
Oct 22, 2010 04:07 pm

**i** **Select one curriculum (program) for this graduation application.** If the program below is incorrect, including minor, concentration/specialization and degree type information, **do not continue** with the application and contact the appropriate office below.

**Undergraduate students** should contact the Office of Undergraduate Academic Affairs, [ugaa@iit.edu](mailto:ugaa@iit.edu).

**Graduate Main Campus students** (including ID, Moffett and Rice campuses) should contact the Office of Graduate Academic Affairs, [gradcoll@iit.edu](mailto:gradcoll@iit.edu).

**Business students** should contact the Downtown Campus Registrar's Office, [registrar@stuart.iit.edu](mailto:registrar@stuart.iit.edu).

### Main Campus Graduate Certificate Students

At this time, certificate students may not use the online application. Please complete Form 528: [Graduate Certificate Application for Graduation](#).

### Select Curriculum

**Primary Degree**

Doctor of Philosophy

**Level:** Graduate Doctoral

**Program:** Doctor of Philosophy

**College:** College of Science & Letters

**Major:** Biology

Student selects appropriate program for graduation

Student specific instructions



Search

## Graduation Date Selection

A20208396 Any Student  
Oct 22, 2010 04:14 pm

Select a date for your expected graduation (degree conferral). Please note, this is date of the degree award not the date of the official IIT commencement ceremony.

\* indicates required field

### Curriculum

#### Primary Degree

Doctor of Philosophy

**Level:** Graduate Doctoral  
**Program:** Doctor of Philosophy  
**College:** College of Science & Letters  
**Major:** Biology

### Select Graduation Date

Graduation Date: \*

None	▼
None	
Date:Dec 20, 2010 Term:Fall 2010	
Date:May 14, 2010 Term:Spring 2011	
Date:Jul 23, 2011 Term:Summer 2011	

Student selects the term for which they are applying.


[ [View Transcript](#) | [View Graduation Applications](#) ]



Search

## Diploma Name Selection

A20208396 Any D. Student  
Oct 22, 2010 04:16 pm

 The name below is how your name will appear on the official IIT diploma. Should you wish to update this information, visit <http://www.iit.edu/registrar/>.

*Name*

Name:

Any Doctoral Student

Diploma name appears  
for review

[ [View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#) ]



Search

## Diploma Mailing Address Selection

A20208396 Any D. Student  
Oct 22, 2010 04:16 pm

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma. Please note, the address indicated below is for the sole purpose of diploma mailing and will not update or change your primary address on file. To update your primary address, visit the Academics tab in the myIIT portal.

\* indicates required field

### Current Diploma Mailing Address

Street Line 1: \* 1234 Any Street  
Street Line 2: Apt 1  
City: \* London  
Nation: United Kingdom

### Select an Address for your Diploma

One of your Addresses: \*

- None
- None
- New
- Keep Diploma Mailing Address
- Permanent (1234 Any Street)

Student is prompted to select a diploma mailing address. An address on file may be selected or a new address may be created.

[ [View Transcript](#) | [View Graduation Applications](#) | [View Addresses And Phones](#) ]



Search

## Diploma Mailing Address Selection

A20208396 Any D. Student  
Oct 22, 2010 04:17 pm

Please enter or edit a new mailing address for your diploma. Please note, the address indicated below is for the sole purpose update or change your primary address on file. To update your primary address, visit the Academics tab in the myIIT portal.

\* indicates required field

### Mailing Address For Diploma

Street Line 1: *	<input type="text" value="1234 Any Street"/>
Street Line 2:	<input type="text" value="Apt 1"/>
Street Line 3:	<input type="text"/>
City: *	<input type="text" value="London"/>
State or Province:	<input type="text" value="None"/> ▼
ZIP or Postal Code:	<input type="text"/>
Nation:	<input type="text" value="United Kingdom"/> ▼


Students may edit any diploma address.



Search

## Graduation Application Summary

A20208396 Any D. Student  
Oct 22, 2010 04:18 pm

 This is the information that will be submitted for your application to graduate.

### *Graduation Date*

**Date:** Dec 20, 2010  
**Term:** Fall 2010

### *Diploma Mailing Address*

**Street Line 1:** 1234 Any Street  
**Street Line 2:** Apt 1  
**City:** London  
**Nation:** United Kingdom

### *Curriculum*

**Primary Degree**  
Doctor of Philosophy  
**Level:** Graduate Doctoral  
**Program:** Doctor of Philosophy  
**College:** College of Science & Letters  
**Major:** Biology

Students may review  
all information before  
the application is  
submitted.



Search

## Graduation Application Signature Page

A20208396 Any D. Student  
Oct 22, 2010 04:19 pm

Your application for graduation has been received and sent to your adviser for consideration. If the application is approved, you will be notified by IIT email with appropriate instructions, if applicable.

Once the application is processed, your student account will be charged a \$250 processing fee. The fee does not apply to students deferring their graduation application. For graduation check-out questions, contact Graduate Academic Affairs, [gradcoll@iit.edu](mailto:gradcoll@iit.edu).

Please be advised, submission of the Application for Graduation is not a reservation for participation in the May IIT Commencement Ceremony. For Commencement information, visit <http://www.iit.edu/graduation/>.

**A20208396/1**

[\[ View Graduation Applications \]](#)

RELEASE: 8.3.0.1

[IIT.edu home](#)

Student specific  
confirmation page  
appears based on  
student level



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# Adviser Approvals Using Workflow

# Inside MyIT Portal

When a student's application is routed to the adviser, the activity will appear in the Workflow Worklist channel of MyIT. The adviser will also receive an email notification.

Workflow Worklist				
Organization	Workflow Name	Activity	Created	Details
Root	<b>Graduation Application (Student, Any-A20208396) TERM - 201110 Ready</b>	ADVISOR APPROVAL	22-Oct-2010 04:16:44 PM	

[Refresh](#) [Show Entire Worklist](#) [Open Workflow](#)

Workflow item name contains the student's name (Last, First), CWID, and application term.

# Approval Form

## Instructions

The Ph.D. candidate below has submitted an application for graduation. Your approval is required to confirm the student has successfully progressed in his or her academic program to be reviewed for the preliminary degree audit. If approved, a copy of this information will be sent to your IIT email.

## Student Information

### Student Information

Student Name: John A. Student  
Student ID: A20007132  
Program: Doctor of Philosophy in Computer Science  
Graduation Term: Fall 2010

### Status of Student Non-Course Requirements

Program of Study Filed: Satisfied  
Ph.D. Qualifying Exam: Satisfied  
Ph.D. Comprehensive Exam: Satisfied  
Preliminary Dissertation (501A): Satisfied  
Ph.D. Oral Examination: Not Satisfied  
Final Dissertation (501B): Satisfied  
Residency Requirement: Not Satisfied  
Course Re-Validation: Not Required  
Dissertation Fee: Not Satisfied

**Program of Study Note:** Students whose 'Program of Study on File' status is 'Satisfied' does not indicate that the Program of Study currently on file is up-to-date with completed courses. Students are advised to review the Program of Study prior to graduation and make any necessary revisions (previously form 406) if applicable.  
**Re-Validation of Outdated Courses (Course Re-Validation) Note:** Re-validation of Outdated Courses is required if any course under the GD (graduate doctoral) level was completed six or more years prior to the current semester and will be applied to the above Ph.D. program. Once a student has successfully completed the Oral Defense, course re-validation, if required, will be waived.

## Comments

Please enter any comments for the student below. All comments will be sent to the student via IIT email, exactly as entered. **Comments are required for rejected applications.**

\* Nonc

\* Application Decision  
 Approve  
 Reject

## Decision Options

Complete Save & Close Cancel

# Instructions

Instructions for adviser and general student program information.

The Ph.D. candidate below has submitted an application for graduation. Your approval is required to confirm the student has successfully progressed in his or her academic program to be reviewed for the preliminary degree audit. If approved, a copy of this information will be sent to your IIT email.

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## **Student Information**

Student Name: Any Student  
Student ID: A20208396  
Program: Doctor of Philosophy in Biology  
Graduation Term: Fall 2010

# Student Information

## Student non-course requirement information

### Status of Student Non-Course Requirements

Program of Study Filed:	Satisfied
Ph.D. Qualifying Exam:	Satisfied
Ph.D. Comprehensive Exam:	Satisfied
Preliminary Dissertation (501A):	Satisfied
Ph.D. Oral Examination:	Not Satisfied
Final Dissertation (501B):	Not Satisfied
Residency Requirement:	Not Satisfied
Course Re-Validation:	Not Required
Dissertation Fee:	Not Satisfied

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**Program of Study Note:** Students whose 'Program of Study on File' status is 'Satisfied' does not indicate that the Program of Study currently on file is up-to-date with completed courses. Students are advised to review the Program of Study prior to graduation and make any necessary revisions (previously form 406) if applicable.

**Re-Validation of Outdated Courses (Course Re-Validation) Note:** Re-validation of Outdated Courses is required if any course under the GD (graduate doctoral) level was completed six or more years prior to the current semester and will be applied to the above Ph.D. program. Once a student has successfully completed the Oral Defense, course re-validation, if required, will be waived.

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Policy clarifications

# Comments Section

Comment box for approval/rejection comments

Please enter any comments for the student below. All comments will be sent to the student via IIT email, exactly as entered.  
**Comments are required for rejected applications.**

\*

# Decision Options

Adviser approves or rejects application

\* Application Decision

Approve

Reject

Submit the decision by choosing the 'complete' button. 'Save & Close' will save your work and return the item back to your Worklist queue.

# Student Module Workflows

- **Leave of Absence and Official Withdrawal**
  - Launched October 1, 2010
- **Grade Change**
  - In-Progress
  - Allows online submission by faculty with electronic approvals
- **Student Petitions (Undergrad)**
  - Allows multi-level approvals and online submission
- **Academic Probation (Graduate)**
  - Planned for 2011
  - Alleviate paper forms and expedite advising and course repeats



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Technical Assistance

[gradcoll@iit.edu](mailto:gradcoll@iit.edu)

Training Materials

[www.iit.edu/graduate\\_college/  
academic\\_affairs/](http://www.iit.edu/graduate_college/academic_affairs/)

Select: Forms for Academic Units