

# REMOVING BARRIERS TO STUDENT DEGREE CONFERRAL

*Presenter:*

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*Atlantic Cape Community College*

*Jun 13, 2024*

# ORIGINAL PROCESS

- Student would need to fill out an application to graduate.
- Student would pay \$30 fee to graduate.
- Once payment posted, the student would end up on a list to be audited.
- Student would be audited and notified of results. (2-3 week process)
- This list was used to identify student who were eligible to walk in Commencement.

# CHALLENGE

- Not every student filled out the application at the same interval.
  - Some in Semester 1, others after they finished.
- \$30 was a genuine barrier for many students.
- Students who didn't apply in time didn't appear in the Commencement program and were potentially excluded from Commencement.
- Students who didn't apply were not certified as graduates, regardless of whether or not they wanted to participate in Commencement.

## Question # 1:

Why do students have to ask (apply) to graduate?



Answer I was given:

Because they have to tell us they want to graduate.





# QUESTION # 2: WHAT IS THE COST TO ISSUE A DIPLOMA?



Answer:

If a student participates in Commencement, it costs \$11.

If a student does not participate in Commencement, it costs \$18.





# IDEA!



# WHAT IF...

...students were automatically audited (reviewed)  
after completing 30 college level credits?

...audits are done in February, June, and October?

...we added \$2.50 to the general fee to embed the graduation fee?



HOW IS THIS GOING TO HAPPEN?

# SYSTEM LEVERAGE – ELLUCIAN COLLEAGUE

A primary job was built to identify students who meet the criteria of 30 completed college level credits, who do not yet have a record on SGRD. (This was done in collaboration with our IT department to verify correct mapping.)

Once the students are selected, a savelist is created and a second job is run to create the record on SGRD. The job is run using CGRF.

An informer report was mapped using the graduates file to gather information. We routinely access the information with its updates using a live excel.

These jobs are run nightly, so we always have the most current data of students hitting the 30 credit benchmark.

# STEP 1 – POPULATING SGRD

When a student has completed 30 college level credits, their SGRD screen (graduation screen) is populated.

The screenshot shows the SGRD - Student Graduation Data form for a student named Test Person - RB. The form is populated with the following information:

- Student Information:** Test Person - RB - 0998034 (CARD 1 of 1)
- Address:** 6 Sandrigham House, Woodbine NJ 08270
- Phone:** 609-625-1111
- Email:** rberenat@atlanticcc...
- Birth Date:** 04/21/1926
- Birth Name:** Elizabeth Windsor
- Chosen:** Elizabeth Windsor
- APP,MAI,PER,STU:** APP,MAI,PER,STU
- Entry Date:** 11/19/20
- Last 4:** --

The form includes several sections for graduation data:

- Eligible for Commencement:** No
- Requirements Complete:** No
- End Program on Commencement Date:** Yes
- Completion Date:** [Calendar icon]
- Student Program:** BIOG.AS Biology AS
- Degree Eval:** [Form icon]
- Graduation Term:** [Form icon]
- Will Pick Up Diploma:** [Form icon]
- Reunion Class:** [Form icon]
- Diploma Mailing Address:** 1 6 Sandrigham House
- Cty/St/Z:** Woodbine NJ 08270
- Country:** [Form icon]
- Graduation Honors:** 1 [Form icon]
- Degree Date:** [Calendar icon]
- CCDs Date:** [Calendar icon]
- Diploma Name:** Test Person - RB
- Phonetic Spelling of Name:** [Form icon]
- Hometown:** [Form icon]
- Attend Commencement:** [Form icon]
- Include Name in Program:** [Form icon]
- Commencement Site:** 0 Application Submitted
- Commencement Date/Time:** [Form icon]
- Military Status:** [Form icon]
- Additional Info:** [Form icon]
- Primary Location:** [Form icon]

# STEP 2 – CREATE LIVE EXCEL

Populates on spreadsheet with criteria listed here.

Graduates Adddate	Jun 12, 2024
Graduates Chgdate	Jun 12, 2024
Graduates Chgopr	RBOYKIN
Id	0998034*BIOG.AS
Grad Student	0998034
Last Name	Windsor
First Name	Elizabeth
Grad Diploma Name	Elizabeth Windsor
Stu Cmpl Cred	35
Stpr Eval Status	
Status	0
Grad Term	2025SP
Commencement Elig	N
Req Complete	N
Grad Attend Commencement	
Grad Cmpl Date	May 17, 2025
Stu Age	98
GPA	0.000
Grad Honors	
Grad Acad Program	BIOG.AS
Stpr Catalog	2023



# STEP 3 – THE EVAL PROCESS

Using BEVL, students are grouped together to do Batch Evaluations/Audits.

Students are notified of the audit results to their student email account using CRM Advise. The audit results are also documented on STRK in Colleague

If the student is going to be in their last semester during the Spring term, will only have two requirements outstanding at the end of the spring term, AND has a GPA above 2.0, the student is flagged as eligible for Commencement.

Atlantic Cape Community College  
Academic Evaluation  
Report Date: 06/12/24

**Student: Elizabeth Windsor (0998034)**

**Program:** Biology AS (BIOG.AS)  
**Catalog:** 2023  
**Anticipated Completion Date:** 08/30/25  
**E-Mail Address:** teststudent@buccaneer.atlantic.edu

This is an unofficial evaluation of the degree program listed above and is to be used for advisement purposes only. Official evaluations are issued only by the Enrollment Services office after an application for graduation has been submitted online with payment.

**Program Summary: (In Progress)**

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
<b>Institutional Credits:</b>	30.00	0.00	30.00	0.00	30.00
<b>Institutional GPA:</b>			Met		
<b>Overall Credits:</b>	60.00	35.00	25.00	0.00	25.00
<b>Overall GPA:</b>	2.000		Not Met		

(\*) Anticipates completion of in-progress and registered and planned courses

**Program Requirements:**

**1: General Education -Biology (Not started)**  
Credits Earned: 0 Complete all 4 subrequirements:

**A: Communication (Not started)**  
Take Composition I (ENGL-101) and Composition II (ENGL-102)

# STEP 4 – YOU’RE INVITED!

At the end of February, all students flagged as eligible for Commencement are sent an invitation to Commencement.

This is sent via Colleague to capture dates of transmission.



Dear Elizabeth,

We are so excited to invite you to join us for the 57th Annual Commencement Ceremony at the Mays Landing campus on May 16, 2024!

With successful completion of your 2024 Spring courses, you will become a graduate of Atlantic Cape Community College.

Eligible graduates MUST review and complete the [Graduate Information Confirmation form](#) in Self-service. Confirm the name you prefer to be on your diploma, and verify your mailing address.

Once this page is complete, you will receive a confirmation from our office.

Feel free to email me at [rberenat@atlanticcape.edu](mailto:rberenat@atlanticcape.edu) or call 609-343-5643 with any questions.

Congratulations!

Sincerely,  
R. Inez Berenato, Registrar  
Class of 2012


Stay Connected



[www.atlantic.edu](http://www.atlantic.edu)

# STEP 5 – THE RSVP & INFORMATION CONFIRMATION

The invitation links the student to the graduation overview page in Self-Service.



Academics • Graduation Overview

**i** There is no graduation application fee.

### Graduate Information Confirmation

[Back to Programs of Study](#)

**i** **Application Options** Application period closed. Application can only be viewed.

<b>Name and Hometown</b>	<b>Program of Study</b>
<b>Graduation Term</b> 2025 Spring Semester	Biology AS
<b>Preferred Name on Diploma</b> Elizabeth Windsor	<b>Diploma</b> Associate in Science
<b>Phonetic Spelling Example:</b> Jane Liley (Jane Ligh-lee - rhymes with highly) <i>no entry</i>	<b>Major</b> Biology

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### Commencement Details

I will participate in the Commencement ceremony on May 16, 2024

**Diploma Mailing Address**

Ship to preferred mailing address  
6 Sandrigham House  
Woodbine, NJ 08270

Ship to a new address

# STEP 6 – COMMENCEMENT LOGISTICS

When the student RSVPs, their name shows up on a list for our Commencement Manager to give them any information that is necessary depending on if they plan on participating in commencement.





# CONGRATULATIONS GRADUATE!!

