THE UNIVERSITY OF
MEMPHIS
College of Communication
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From:	Patsy Krech, College Advisor II
Date:	April 24, 2012
To:	Project Management Group
Re:	Student Intent to Graduate Application Process Team

Basic Assumptions:

- The current method for students to apply for graduation is outside of Banner and housed in the Commencement office database.

- The application form is not standardized; each College/School added specific instructions and information they deemed important.

Synopsis of Proposed Changes:

- Banner 8.5 upgrade improved the Self Service Banner application form, allowing the University to use a standardized application across all colleges and schools.
- A graduation/commencement channel will be created in the Portal under the MyDegree tab.
- Student's application data will be directly updated in Banner.
- Graduation Analysts will be able to roll student application data to the graduation form systematically to create the SOUGHT record, eliminating the need for manual entry or batch processing by the Registrar's office.
- Commencement data will be gathered with a web form and uploaded to Banner tables.
- Implementing the Banner Application form will eliminate the need for the Commencement database.
- Hyperion reports can be generated to provide information easily from Banner for graduation/certification and commencement processes, as well as for Alumni/Advancement.
- Scripts will be generated to automatically populate commencement data, such as hood color, gown type, term to graduate, and ceremony date, reducing errors.

Graduate School Improvements:

- Created three new Hyperion reports, eliminating several excel documents.
- Eliminated three signature lines.
- Modified the candidacy form to include thesis titles allowing the information to be entered in Banner in a timely manner.
- Creation of two new LDAP groups for ease of communication to degree seeking and non-degree seeking students.

Timeline:

- Below are the team's recommendations for September 2012 implementation for Fall 2012 Graduation and beyond:

    1. Team is working with ITD to create a new Graduation/Commencement channel for myMemphis to be completed by August 2012 to be implemented for September 8th go-live.
    2. Graduation Analysts will begin "creating applications" for students who have filed for December 2012 through August 2013 in Banner, by the ease of clicking on the "Create Application" icon.
    3. Students applying for May 2013 and beyond will use the new process beginning September 8th.
    4. Training all Graduation Analysts will begin in the summer.
    5. Commencement data identified will be imported into Banner with ITD assistance.

Future Recommendations:

- Graduation Certification Team needs to meet to incorporate the new Intent to Graduate process.

- Hyperion reports in the Graduation Analyst folder will be updated as needed due to changes.

Proposed Channel:

Intent to Graduate:
　Apply to Graduate (SSB link)
　View your Application (SSB link)

Commencement Form (link to form)

Commencement Office (link)

Commencement Checklist (link)