

Academic Administrator Graduation Portal

1. Navigation

In the MyU Portal, Administrators can access the graduation application for students in their designated programs from the Academic Administrator tab → Graduation Application.

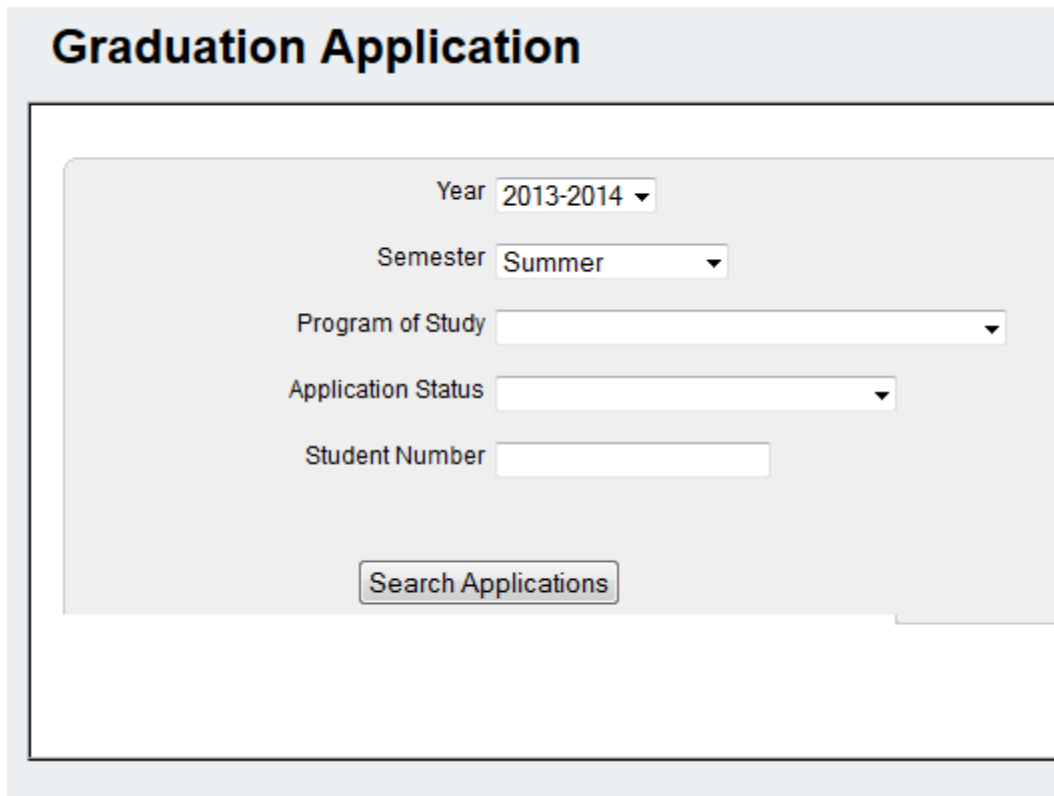
The screenshot displays the MyU Portal interface for the Academic Administrator. At the top left is the logo for THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER. A horizontal navigation bar contains tabs for New Student, Student, Faculty, Advisor, Academic Administrator (highlighted with a red box), Employee, Administrator, and Multicultural Affairs. Below this is a secondary navigation bar with links for Main, Faculty, Forms, Students, Tools & Resources, and Directories. A breadcrumb trail shows the path: Web Browser Settings > Messages from myU > Graduation Application. On the left side, there is a 'Detailed Navigation' menu with a list of items: Messages from myU, Academic Programs and Catalog, Batch Maintain Advisors, Student Status Report, Programs Without Priority, Student Holds Report, SOM Enrollment Report, Maintain Advisor - URL, Graduation Application (highlighted with a red arrow), and Student with Repeat Coursework. Below the navigation menu is a 'Portal Favorites' section that currently shows 'There are no items to display' and a 'Site Index' dropdown. The main content area is titled 'Graduation Application' and contains a search form with the following fields: Year (2013-2014), Semester (Summer), Program of Study, Application Status, and Student Number. A 'Search Applications' button is located at the bottom of the form.

2. How to Search

A. On this screen, you have the ability to search for applications. The required fields on this screen are 'Year' and 'Semester'. In addition, you have the ability to further filter your results by:

- Program of Study
- Application Status (Pending, Approved, Denied, Not Submitted, Cancelled by Registrar's Office)
- Student Number

After filling in the search criteria, select "Search Applications".



The screenshot shows a web interface titled "Graduation Application". Below the title is a search form with the following fields:

- Year: 2013-2014 (dropdown menu)
- Semester: Summer (dropdown menu)
- Program of Study: (empty dropdown menu)
- Application Status: (empty dropdown menu)
- Student Number: (empty text input field)

At the bottom of the form is a button labeled "Search Applications".

- B. When “Search Applications” is chosen, a new window will display all applications that fit the previous search criteria. If there are multiple applicants for that particular Graduation date, all of the applicant’s information will appear on the screen as below.

Graduation Application

Check/Uncheck All

<input type="checkbox"/>	Heidi Shoemake	Residency in Sports Physical Therapy	
Student Number	30092100	Graduation Date	May 2015
Program	Residency in Sports Physical Therapy	Degree Sought	Residency in Sports Physical Therapy
When Submitted	07/14/2014	Transcript	View Unofficial Transcript
Priority 2 Decision	<input type="text"/>		<input type="button" value="Approve"/> <input type="button" value="Submit"/>
Priority 1 Decision	You are not authorized to make Priority 1 Decision.		

- I. On the applicant screen, you can click the applicant’s name to see the details of their application.

Graduation Application

Check/Uncheck All

<input type="checkbox"/>	Heidi Shoemake	Residency in Sports Physical Therapy	
Student Number	30092100	Graduation Date	May 2015
Program	Residency in Sports Physical Therapy	Degree Sought	Residency in Sports Physical Therapy
When Submitted	07/14/2014	Transcript	View Unofficial Transcript
Priority 2 Decision	<input type="text"/>		<input type="button" value="Approve"/> <input type="button" value="Submit"/>
Priority 1 Decision	You are not authorized to make Priority 1 Decision.		

This will open an application details page (below), where you can also view the application as a PDF by clicking the 'PDF Form' button.

Graduation Applications

Application Details

[Go back](#)

[PDF Form](#)

Program **Doctor of Medicine**
Degree Sought **Doctor of Medicine**
Graduation Date **August 2014**
Full Legal Name **Heidi Shoemake**
Local Address **101 Main Street
Brandon, MS
39047**
Hometown **Brandon, MS**
Hometown Newspaper **Brandon Gazette**
Spouse **Husband Shoemake**
Spouse's Hometown **Brandon**
Parents

Parent's Name	Hometown	Current Address	
Parents info is not provided.			

Previous Degrees

College	Degree Received	Date Received
You don't have any previous degree in the student system.		

FERPA Hold **No**
Commencement Program **Your name will be listed in the Commencement program.**
Commencement **Yes**
Academic Regalia **Height: 4'1
Weight: 50
Chest Measurement : 10**
When Submitted **05/28/2014**
Priority 2 Decision
Priority 1 Decision
Registrar's Office Decision

- II. Also, from the applicant screen, you can click the 'View Unofficial Transcript' hyperlink to see their unofficial transcript.

<input type="checkbox"/> Heidi Shoemake Residency in Sports Physical Therapy			
Student Number	30092100	Graduation Date	May 2015
Program	Residency in Sports Physical Therapy	Degree Sought	Residency in Sports Physical Therapy
When Submitted	07/14/2014	Transcript	View Unofficial Transcript
			Approve ▾

Unofficial Transcript

Final Grades

 [Open in new window to print](#)

Grades listing generated on 06/16/2014 at 12:04:45 PM.


Student:	Heidi Shoemake (# 30092100)
Organization:	SOM-Office-Dean Medical School

This report is unofficial and is valid only for the grades displayed and the time shown. The report r

Summer 2014-2015				
	Course	Grade	Grade Description	Credits Earned
	MED 653	Special Medicine	95.0000	10
	MED 655	Gastroenterology	85.0000	10
Semester	GPA: Points: 0 Attempted Hours: 20.00 Earned Hours: 0 Graded Hours: 0			
Resident	GPA: Points: 0 Attempted Hours: 0 Earned Hours: 0 Graded Hours: 0			
Classification:	Not Available			

3. Priority Decisions

Based on your authorization, you will have the ability to approve or deny the application, using the dropdown, and include any personal notes that go with the decision. A Priority 2 decision must be submitted before a Priority 1 decision can be made. After you've made your decision and added any notes, click the Submit button. By approving, this suggests that the applicant is on track to graduate and is pending completion. The Registrar's office provides the final list closer to the graduation date.

<input type="button" value="Return to Search"/> <input type="button" value="Approve Selected"/> <input type="button" value="Deny Selected"/> <input type="button" value="Detailed Excel Report"/>			
<input type="checkbox"/> Check/Uncheck All			
<input type="checkbox"/> Heidi Shoemake Residency in Sports Physical Therapy			
Student Number	30092100	Graduation Date	May 2015
Program	Residency in Sports Physical Therapy	Degree Sought	Residency in Sports Physical Therapy
When Submitted	07/14/2014	Transcript	View Unofficial Transcript
Priority 2 Decision	Application looks good. I'm approving it.	Approve ▾ <input type="button" value="Submit"/> 	
Priority 1 Decision	<i>You are not authorized to make Priority 1 Decision.</i>		

After clicking the submit button for your decision, that decision is documented in the applicant details.

Parent's Name	Hometown	Current Address
Parents info is not provided.		
Previous Degrees		
College	Degree Received	Date Received
You don't have any previous degree in the student system.		
FERPA Hold No		
Commencement Program Your name will be listed in the Commencement program.		
Commencement Yes		
Academic Regalia Height: 4'1		
Weight: 50		
Chest Measurement : 10		
When Submitted 05/28/2014		
Priority 2 Decision <u>Approved by TJONES7-MC on 05/28/2014</u> <i><u>Application looks good. I'm approving it.</u></i>		
Priority 1 Decision		
Registrar's Office Decision		

To approve or deny multiple applications at one time, you can either check the box by each applicant manually or check the “Check/Uncheck All” box. Then choose the “Approve Selected” button or “Deny Selected” button, which applies to all applicants selected. Once you click Approve or Deny, the Priority Decision is recorded in the system.

Return to Search **Approve Selected** Deny Selected Detailed Excel Report

Check/Uncheck All

Heidi Shoemake Residency in Sports Physical Therapy

Student Number	30092100	Graduation Date	May 2015
Program	Residency in Sports Physical Therapy	Degree Sought	Residency in Sports Physical Therapy
When Submitted	07/14/2014	Transcript	View Unofficial Transcript
Priority 2 Decision	Application looks good. I'm approving it.		Approve Submit
Priority 1 Decision	You are not authorized to make Priority 1 Decision.		

To see a detailed excel report of multiple applications at one time, either check the box by each applicant manually or check the “Check/Uncheck All” box then click the “Detailed Excel Report” button. When choosing multiple applicants, there will be a separate row in the spreadsheet for each individual.

Return to Search Approve Selected Deny Selected **Detailed Excel Report**

Check/Uncheck All

Heidi Shoemake Residency in Sports Physical Therapy

Student Number	30092100	Graduation Date	May 2015
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Excel Output:

Student ID	Student Name	Program	Degree	Major	Track	Grad
30092100	Heidi Shoemake	Residency in Sports Physical Therapy	Residency in Sports Physical Therapy			Spring