



## Graduation Eligibility Quick Reference

Task	Completed	Initials
Task #1 – Verify Departments <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Course Department</a></u>	<input type="checkbox"/>	
Task #2 – Verify Subject Areas <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Course Subject Area</a></u>	<input type="checkbox"/>	
Task #3– Verify Areas of Study <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Course Area of Study</a></u>	<input type="checkbox"/>	
Task #4 – Verify EMIS CORE Subject Area <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Courses</a></u>	<input type="checkbox"/>	
Task #5 – Verify Courses <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Courses</a></u>	<input type="checkbox"/>	
Task #6 – Define Miscellaneous Items <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Miscellaneous Items</a></u>	<input type="checkbox"/>	
Task #7 – Create Rule(s) <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Rule Maintenance</a></u>	<input type="checkbox"/>	
Task #8 – Define CORE Overflow if using Total CORE Credit Line Items <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Core Overflow</a></u>	<input type="checkbox"/>	
Task #9 – Set Up Rule <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Rule Maintenance</a></u>	<input type="checkbox"/>	
Task #10 – Set Up Line Items <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Rule Setup</a></u>	<input type="checkbox"/>	
Task #11 – Eligibility Rule Assignments <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Eligibility Rule Assignments</a></u>	<input type="checkbox"/>	
Task #12 - Student Profile Bulk Update <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">Ad-Hoc Updates</a></u> » <u><a href="#">Student Profile Bulk Update</a></u>	<input type="checkbox"/>	
Task #13 – Student Profile Update – Additional Tab <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Edit Profile FY09 – Additional Tab</a></u>	<input type="checkbox"/>	
Task #14 - Review Building Grade Level defaults <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Grade Level Administration</a></u> » <u><a href="#">Building Grade Levels</a></u>	<input type="checkbox"/>	
Task #15 - Set Student Miscellaneous Values <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Miscellaneous Values</a></u>	<input type="checkbox"/>	
Task #16 - Enter Student Community Service <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Community Service</a></u>	<input type="checkbox"/>	
Task #17 – Enter Exemptions on FN Graduate Tab <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Edit Profile FY09 – FN-Graduate Tab</a></u>	<input type="checkbox"/>	
Task #18 – Student Eligibility Details <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Student Eligibility Details</a></u>	<input type="checkbox"/>	
Task #19 – Eligibility Report (R208) <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Eligibility Report (R208)</a></u>	<input type="checkbox"/>	
Task #20 - Eligibility Letters <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Eligibility Letters</a></u>	<input type="checkbox"/>	

Task #21 – Grade Card Graduation/Eligibility Display <u><i>StudentInformation » SIS » Marks » Marks Reports » Report Card Formatter (R700)</i></u>	<input type="checkbox"/>	
Task #22 – Print Grad Ver Line Items on Transcripts <u><i>StudentInformation » SIS » Marks » Marks Reports » Transcript Formatter (R702)</i></u>	<input type="checkbox"/>	