



Graduation Eligibility Quick Reference

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

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