Stage I: Initiating the Process

1. The Office of the Registrar will send an email to students with 90+ hours (and Post-Bacc) to apply for Progress Toward Degree in self-service. The email will include clear instructions and contact information for help.

2. The student will submit their Progress Toward Degree through myUCA (Self-Service).

Stage II: Curriculum and Status Check

1. The Office of the Registrar pulls an Argos report and reviews SO (Step One) status code. The Office of the Registrar will check curriculum—major, minor, and bulletin year—and run a Forgive / Repeat Audit for duplicate work (transfer and institutional). These functions support Degree Works.

2. The Office of the Registrar will update the status from SO to RC (Reviewed Curriculum) or ER (Error on Application). The ER code means there is an error with the curriculum record. The Office of the Registrar will work with the student to resolve any error.

> The status updates can be viewed in Self-Service (academic transcript and view progress toward degree) as well as in Argos.

Stage III: 90-Hour Audit

1. The Office of the Registrar runs **Progress Toward Degree 90 hour audit** (full audit). Notes:

> We are still working on the degree audit form (similar to the prior form). If you have any suggestions, please email Amanda Smallwood (graduation@uca.edu).
>
> The Office of the Registrar will check the Degree Works audit against the manual audit form. If any differences are identified the Degree Works audit will be given to the Degree Works Coordinator for review (and possible update). All of these findings will be reviewed and discussed in the Degree Automation Team meetings.

2. The Office of the Registrar will update the status to OT (On Track) or NE (Not Eligible).

Stage IV: Communication

1. Office of the Registrar will email the student, advisor(s), and department chair with the audit attached (manual audit form and Degree Works audit).

> The Office of the Registrar will leave the NE until the 120+ hours audit, when a full audit on all NE status applications will be run.
>
> We are working to get the Progress Toward Degree status and graduation term to display in Degree Works.

Progress Toward Degree: 120+ hour / Graduation Application

1. The Office of the Registrar will run the Graduation Application audit in the term the student is expecting to graduate.

> We begin this process after the last day to add/drop for the full-term part-of term
>
> We will update the status to PN (Pending) or LR (Lacking Requirements)

> The Office of the Registrar will check the Degree Works audit against the manual audit. If any differences are identified, the Degree Works audit will be given to the Degree Works Coordinator for review (and possible update).

2. For students with PN status, the Office of the Registrar will email the degree audit form with the PN status results to the student, advisor(s) and department chair. The Office of the Registrar will also email commencement information to the students with PN status.

3. The Office of the Registrar will email the advisor(s) and department chair the student's deficiencies (LR status) and email the student to contact their faculty advisor regarding their graduation audit.

> We leave the status as LR until we get a Term Change Form from the student. If we don't hear from the student we change to CN and send an email to the student to let them know we have canceled their application and they will have to reapply.

4. The Office of the Registrar runs **120+ hr. final degree audit** (after grades roll).

5. The Office of the Registrar will update the status to either AW (Awarded), NC (Degree Not Completed), TR (Transfer Credit Needed) XG (Incomplete Grade).

> Students with AW will be emailed regarding the completed process and degree award
>
> Students with NC will be emailed to contact their departmental advisor for the information regarding the deficiencies. The department chair and faculty advisor will be emailed the audit results in an attachment with an explanation of the deficiencies.
>
> If the student has a graduation application status of NC (Degree Not Completed), we will inactive the application and the student will have to reapply.
>
> Students with TR and XG are notified with the status of their graduation audit and the deadline to complete the process for that term

Student driven changes throughout the process

Term Change Form – If the student needs to change the graduation term and there is no change to their major or minor.

> When we receive a Term Change Form the status is updated to CN (canceled). We cancel the application to capture the history for Financial Aid. The student will reapply to capture the updated graduation term.

Major, Minor, Concentration, Bulletin (MMCB) Change Form - If a student sends the Office of the Registrar a MMCB Change Form to add or change a major, minor, concentration or bulletin, we will make the update in Banner, inactivate the prior application and have the student resubmit an application to the current curricula record. The application will appear as SO (Step One), and we will start the process from the beginning.