



North Carolina Community College System

**High School Equivalency (HSE) Graduation
Process**

Version 1.0

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1 Purpose

This document provides instruction on how to use the graduation process in the College Information System (CIS) Ellucian application to ensure data is reported to the National Reporting System (NRS) for Adult Education programming.

2 Academic Programs (PROG)

Before beginning the HSE graduation process, use the **PROG** form to set up academic programs. Refer to the applicable screen captures below that pertain to the HSE program(s) offered by the college.

PROG - Academic Programs
Program : HSEGED

Title: HSE GED
Desc: 1

Status: P Pending Date: 05/04/18 Appr Agency: Appr Person: Tc2602 Appr Dt: 05/04/18

Department: 1 CEA20 Basic Skills Programs Division: School:

Catalogs: 1 2017 2017-2018 Catalog Stu Select: Yes
Start/End Dt: Captive: No
Degree: Accred Exp: Types: 1
CCDs: 1 D Diploma Mths to Cmpl: Allow Grad: Yes
Majors: 1 Create Appl: No
Academic Level: BSP Basic Skills Addnl Info: Army Career Deg:

Grade Scheme: BSP Basic Skills Grade Schem
National ID:

Locations: 1

LEA:

Tran Group: AHS Adult High School Transc SOC Program: 1 SOC Network:

Figure 2.1 – PROG – Academic Programs – HSEGED

PROG - Academic Programs
Program : HSEHSET

Title: HSE HSET
Desc: 1

Status: P Pending Date: 05/04/18 Appr Agency: Appr Person: To2602 Appr Dt: 05/04/18

Department: 1 CEA20 Basic Skills Programs Division: School:

Catalogs: 1 2017 2017-2018 Catalog Stu Select: Yes
Start/End Dt: Captive: No
Degree: Accred Exp: Types: 1
CCDs: 1 D Diploma Mths to Cmpl: Allow Grad: Yes
Majors: 1 Create Appl: No
Academic Level: BSP Basic Skills Addnl Info: Army Career Deg:
Grade Scheme: BSP Basic Skills Grade Schem
National ID:
Locations: 1
LEA:
Tran Group: AHS Adult High School Transc SOC Program: 1 SOC Network:
2

Figure 2.2 – PROG – Academic Programs – HSEHSET

PROG - Academic Programs
Program : HSETASC

Title: HSE TASC
Desc: 1

Status: P Pending Date: 05/04/18 Appr Agency: Appr Person: To2602 Appr Dt: 05/04/18

Department: 1 CEA20 Basic Skills Programs Division: School:

Catalogs: 1 2017 2017-2018 Catalog Stu Select: Yes
Start/End Dt: Captive: No
Degree: Accred Exp: Types: 1
CCDs: 1 D Diploma Mths to Cmpl: Allow Grad: Yes
Majors: 1 Create Appl: No
Academic Level: BSP Basic Skills Addnl Info: Army Career Deg:
Grade Scheme: BSP Basic Skills Grade Schem
National ID:
Locations: 1
LEA:
Tran Group: AHS Adult High School Transc SOC Program: 1 SOC Network:
2

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Figure 2.3 – PROG – Academic Programs – HSETASC

3 Registration Person Entry (RGPE)

After the academic programs have been set up on the **PROG** form, access the **Registration Person Entry (RGPE)** form for the student to add the HSE program to the student record.

The screenshot shows the 'RGPE - Registration Person Entry' form. At the top, it displays 'ID : 0075552' and 'CESTAFF'. The form includes several sections:

- Personal Information:** Prefix/ Name (LFM) with a dropdown and search icon, Address (5 Linville Ct), City/ST/Zp/Cnty (Durham, NC, 27703, 032 Durham), Res Cnty/State (032 Durham, MI Michigan), Country, Phone/Ext/Type (336-957-8768, H), Origin/Date (ADV Advertisement, 12/01/08), SSN (333-21-8989), Birth Date (10/23/1955), Sex (F).
- High School:** Northern High School, St Year, End Year, CCD, MM/YR, Grad Type.
- Ethnicity and Race:** Ethnic (1), Archived Ethnic (2 Black, Non-Hispanic), Race (1).
- Other Fields:** Directory/Privacy, Stu Types/Date, Res Status/Date (IN in State, 08/20/09).
- Acad Programs Table:**

Acad Programs	Catalog	Stat	Admin Stat	Load Intent
5 HSEGED	2017	A Act		
- Additional Fields:** Educ Goals/Date (TR Transfer to Col, 08/24/09), Home Location.

 A red box highlights the search icon in the 'Catalog' column of the 'Acad Programs' table.

Figure 3.1 – RGPE – Registration Person Entry

Acad Programs: Detail beside the academic program.

The **Student Academic Program (SACP)** form displays.

RGPE - Registration Person Entry **SACP - Student Academic Program**

Knight, Unita D. ID: 0075552 SSN: 333-21-8989
Durham NC 27703 Home: 336-957-8768
Acad Program : HSEGED HSE GED

Academic Lvl Class Lvl Acad Lvl Standing

Status/Dt/Opr

Location/Catalog

Admit Status

Dept/Div/School

Acad Standing/Dt

Start/End Dt Ant Cmpl Dt

Degree

CCDs

Majors

Minors

Specializations

Primary Academic Program

Program Additions Advisors Counselors

DA Eval/Cust Printed Comments Comments

Figure 3.2 – SACP – Student Academic Program

Start/End Dt: Enter the suggested start date of **07/01/2017**.

The screenshot shows the 'SACP - Student Academic Program' form. At the top, there are tabs for 'RGPE - Registration Person Entry' and 'SACP - Student Academic Program'. The form header includes student information: Knight, Unita D., ID: 0075552 SSN: 333-21-8989, Durham NC 27703, Home: 336-957-8768. The academic program is 'HSEGED' and 'HSE GED'. Below this, there are fields for Academic Lvl (BSP), Class Lvl, and Acad Lvl Standing. A status dropdown is set to 'A Active'. A dialog box is overlaid on the form with the text 'Do you want to keep date history (Y/N)?' and two buttons: 'Y' and 'N'. The 'N' button is highlighted with a dashed border. Below the dialog, there are fields for Location/Catalog, Admit Status, Dept/Div/School (CEA20 Basic Skills Pro), Acad Standing/Dt (1), Start/End Dt (070117), and Ant Cmpl Dt. Further down, there are sections for Degree, CCDs (1 D Diploma), Majors, Minors, and Specializations, each with a '1' in a box and a '2' in a box. At the bottom, there are checkboxes for 'Primary Academic Program' (Yes), 'Program Additions', 'DA Eval/Cust', 'Advisors' (checked), 'Counselors', 'Printed Comments', and 'Comments'.

Figure 3.3 – SACP – Student Academic Program

Do you want to keep date history (Y/N)?: Select **N**.

Save and **Update** from both the **SACP** and **RGPE** forms.

4 Student Graduation Data (SGRD)

Use the **Student Graduation Data (SGRD)** form to create a graduate record.

The image shows a screenshot of the 'SGRD - Student Graduation Data' web form. The form contains various input fields for student information, including checkboxes for 'Eligible for Commencement' and 'Requirements Complete', date pickers for 'End Program on Commencement Date' and 'Completion Date', and dropdown menus for 'Student Program', 'Graduation Type', 'Commencement Site', 'Military Status', and 'Primary Location'. A yellow dialog box is overlaid on the form, displaying the message: '0075552 has no GRADUATES records. Create one (Y/N)?'. The dialog box has two buttons: 'Y' (Yes) and 'N' (No).

Figure 4.1 – SGRD – Student Graduation Data

Student LookUp: Enter the student ID number, then select **OK**.

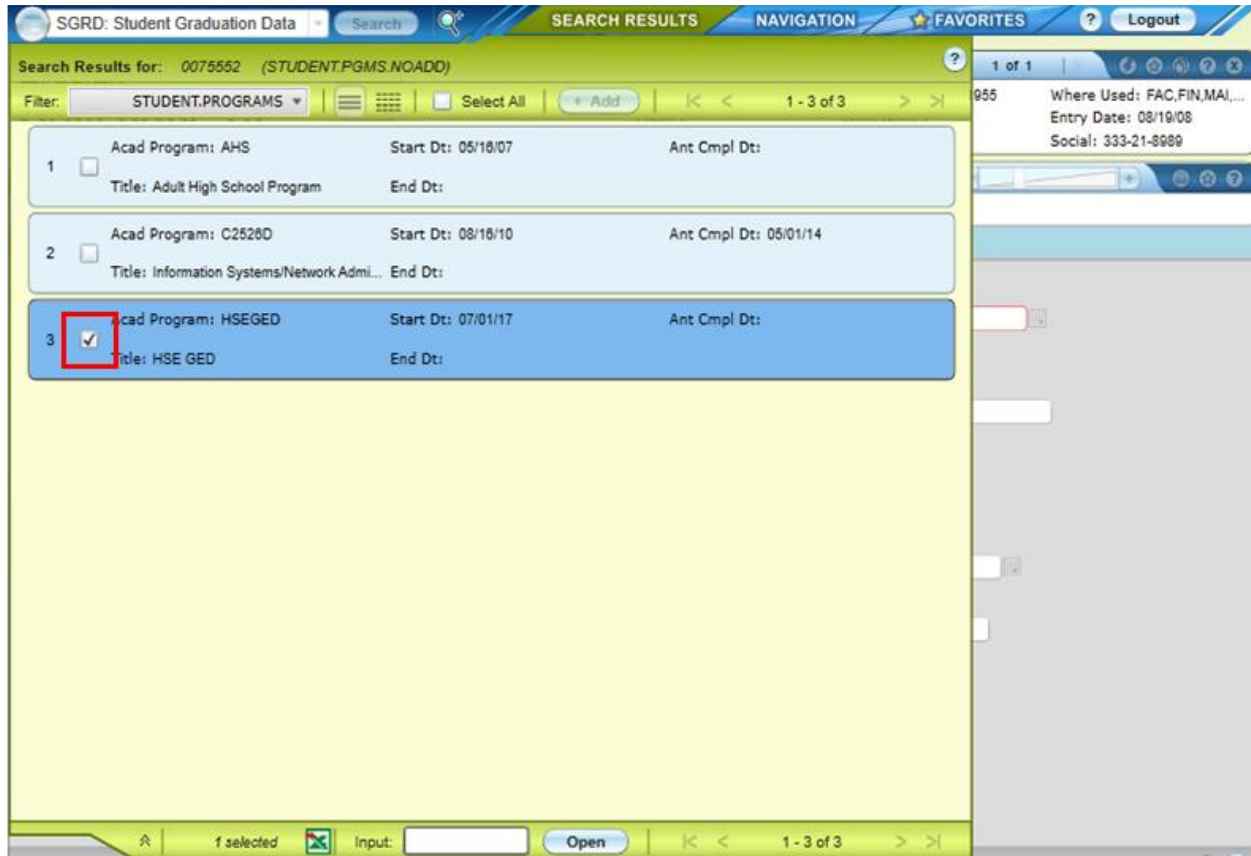


Figure 4.2 – SGRD – Search Results

On the **Search Results** screen, select the academic program from which you are graduating the student.

SGRD - Student Graduation Data

Student Program : HSEGED

Eligible for Commencement Requirements Complete

End Program on Commencement Date Completion Date

Student Program Degree Eval

Graduation Honors

Diploma Name

Primary Location

The Degree Evaluator has not marked this student program as "Completed"

Figure 4.3 – SGRD – Student Graduation Data

Eligible for Commencement: Enter Y.

Requirements Complete: Enter Y.

The Degree Evaluator has not marked this student program as “Completed”: Select **OK**.

Figure 4.4 – SGRD – Student Graduation Data

Eligible for Commencement: This field should already display **Yes**.

Requirements Complete: This field should already display **Yes**.

Completion Date: Enter the date the student passed the test or completed the credit.

End Program on Commencement Date: Enter **No**.

Save and Update.

5 Update Acad Credentials File (UACF)

Use the **Update Acad Credentials File (UACF)** form to update the academic credentials file for the student.

Note: Use the **UACF** form to update credentials for one student at a time.

UACF - Update Acad Credentials File

Non-Program Advisor Types to End: 1

Delete GRADUATES Records: Yes

Update Mode: Yes

Saved List Name: _____

Begin: _____ End: _____

Degree Date: _____ CCD Date: _____ Completion Date: _____

Acad Levels: 1 _____ 2 _____ Page 1 of 1

Acad Pgms Incl: 1 _____ 2 _____

Acad Pgms Excl: 1 _____ 2 _____

Commence Sites Incl: 1 _____ 2 _____

Commence Sites Excl: 1 _____ 2 _____

Students: 1 Unita D. Knight 2 _____

Eligible for Commencement: Yes

Requirements Completed: Yes

Additional Selection Criteria: N

Figure 5.1 – UACF – Update Acad Credentials File

Delete GRADUATES Records: Enter **Yes**.

Update Mode: Enter **Yes**.

Students: Enter the student's name.

Eligible for Commencement: Enter **Yes**.

Requirements Completed: Enter **Yes**.

Save and Update.

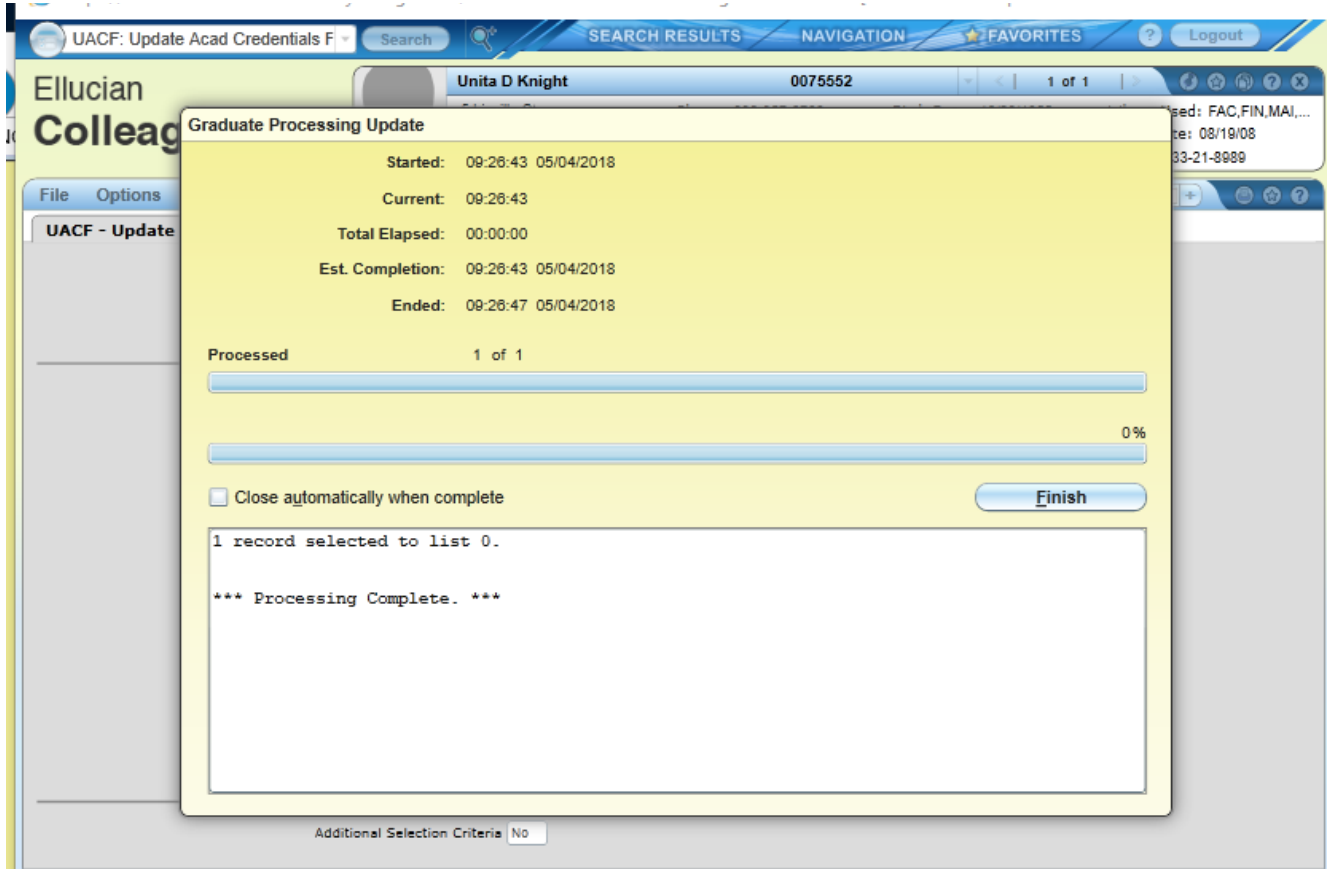


Figure 5.2 – Graduate Processing Update

6 Institutions Attended Summary (ST-IASU)

Use the **Institutions Attended Summary (ST-IASU)** form to ensure graduation has taken place.

The screenshot shows the Ellucian Colleague UI for the ST-IASU form. The user is Unita D Knight (ID: 0075552). The form title is "IASU - Institutions Attended Summary". Below the title is a table with the following data:

Institution	Start Dt	End Dt
0034450 Northern High School		11/05/08
0076142 Immaculata High School		
0076143 Mumford High School	1972	07/09/09
0019943 North Carolina Community College	07/01/17	12/15/17

Figure 6.1 – IASU – Institutions Attended Summary

Verify that the entries in the **Start Dt** and **End Dt** fields are correct for the student.

7 Student Academic Program (SACP)

Use the **Student Academic Program (SACP)** form to ensure graduation has taken place.

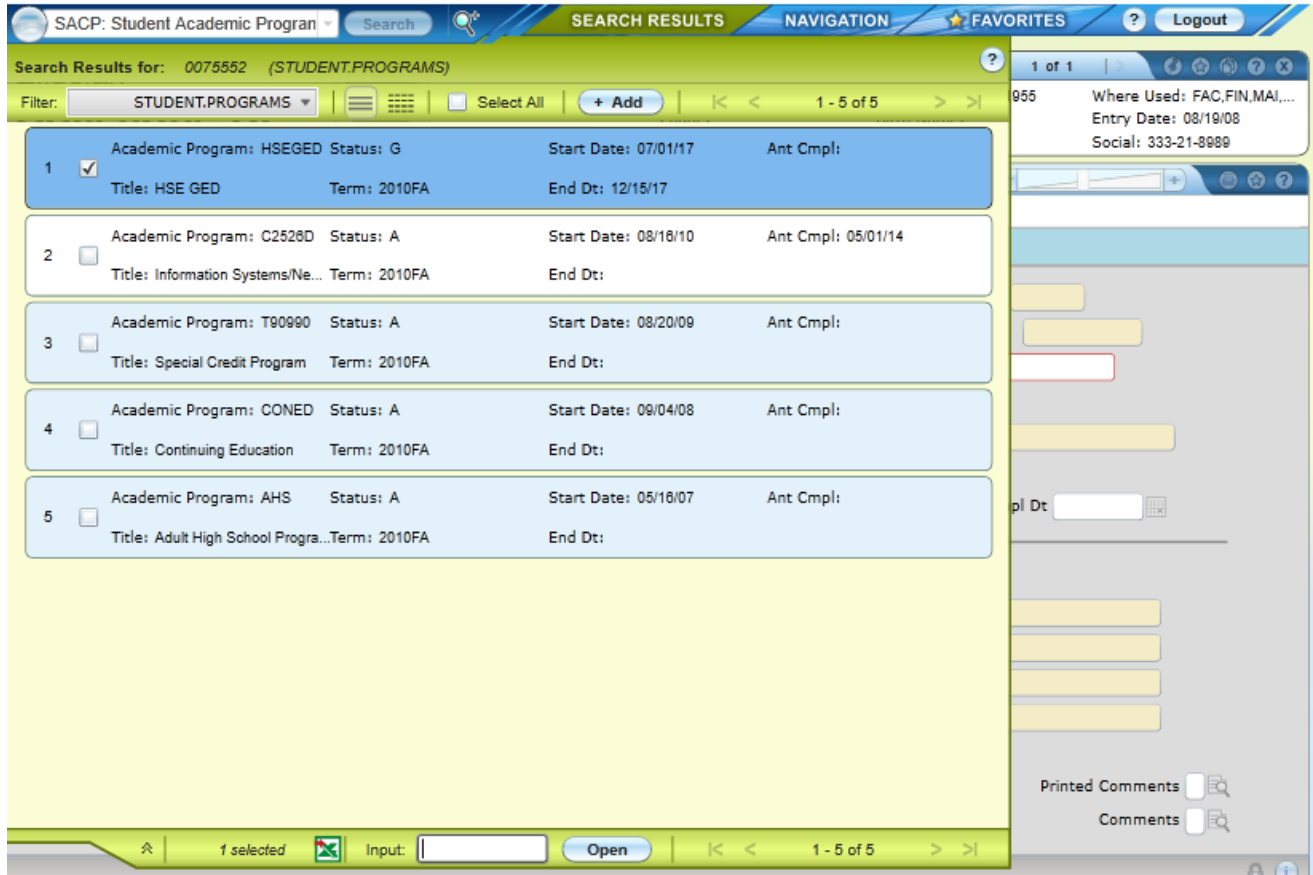


Figure 7.1 – SACP – Search Results

Verify that the **Status** is **G** for the student.

SACP - Student Academic Program
Acad Program : HSEGED HSE GED

Academic Lvl Class Lvl Acad Lvl Standing

Status/Dt/Opr

Location/Catalog

Admit Status

Dept/Div/School

Acad Standing/Dt

Start/End Dt Ant Cmpl Dt

Degree

CCDs

Majors

Minors

Specializations

Primary Academic Program

Program Additions

DA Eval/Cust

Advisors

Counselors

Printed Comments

Comments

Figure 7.2 – SACP – Student Academic Program

Verify that the **Status** is **G** for the student.

Verify that the entries in the **Start/End Dt** fields are correct.

8 Period of Participation Information (XLEPI)

Use the **Period of Participation Information (XLEPI)** form to verify that the entries in the **Program**, **Status**, **Dip Earned Dt**, and **Grad** fields are correct.

XLSP - Student Maintenance/Inquiry		XLESI - NRS Student Data		XLEPI - Period of Participation Information	
Rpt Year : 2018	Age : 61	Pop# : 1	Stu Type : N	Pgm Area :	Verified : P/R : P
Intake Dt	Sep Date	Reason	Print POP Summary <input type="checkbox"/>		
08/16/2017			Test/Placement <input type="checkbox"/>		
Student Data/Other	1		HS Data <input type="checkbox"/>		
	2		Disability <input type="checkbox"/>		
	3		Errors <input checked="" type="checkbox"/>		
	4				
Section	Hours	Release Dt	Educ Lvl		
1 AHS-ENG2-01	70.00		10 - Tenth Grade		
2			Cntry Last Sch Att		
			US - US Based		
Total	70.00		Employ Status		
			FT - Full Time		
AHS/HSE Info					
Req. Grad Credits		Credits Dt/Earned	1		
Cred. Transferred In		Total Creds Earned at CC			
1st Class Att Dt		HSE ID			
1st Class Cmpl Dt					
Program	Status	Dip Earned Dt	Grad		
HSEGED	G	12/15/17	Y		

Figure 8.1 – XLEPI – Period of Participation Information