North Carolina Community College System

High School Equivalency (HSE) Graduation Process

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## Publication Change History

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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.

Figure 2.1 – PROG – Academic Programs – HSEGED
Figure 2.2 – PROG – Academic Programs – HSEHISET

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.

![RGPE - Registration Person Entry](image)

**Figure 3.1 – RGPE – Registration Person Entry**

**Acad Programs**: Detail beside the academic program.
The **Student Academic Program (SACP)** form displays.

**Figure 3.2 – SACP – Student Academic Program**

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

**Figure 4.1 – SGRD – Student Graduation Data**

**Student LookUp**: Enter the student ID number, then select **OK**.
On the Search Results screen, select the academic program from which you are graduating the student.
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](image)

**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.

![IASU - Institutions Attended Summary](image)

**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.

![Image of SACP form search results]

Figure 7.1 – SACP – Search Results

Verify that the Status is G for the student.
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.

![Figure 8.1 – XLEPI – Period of Participation Information]