

Processing Graduation Applications using the GradApp Admin System

This process is for Chairs/Program Coordinators reviewing *Certificate/Diploma* applications.

The Grad App System can be found online at <https://isapp.viu.ca/VIUWEB/main.asp>

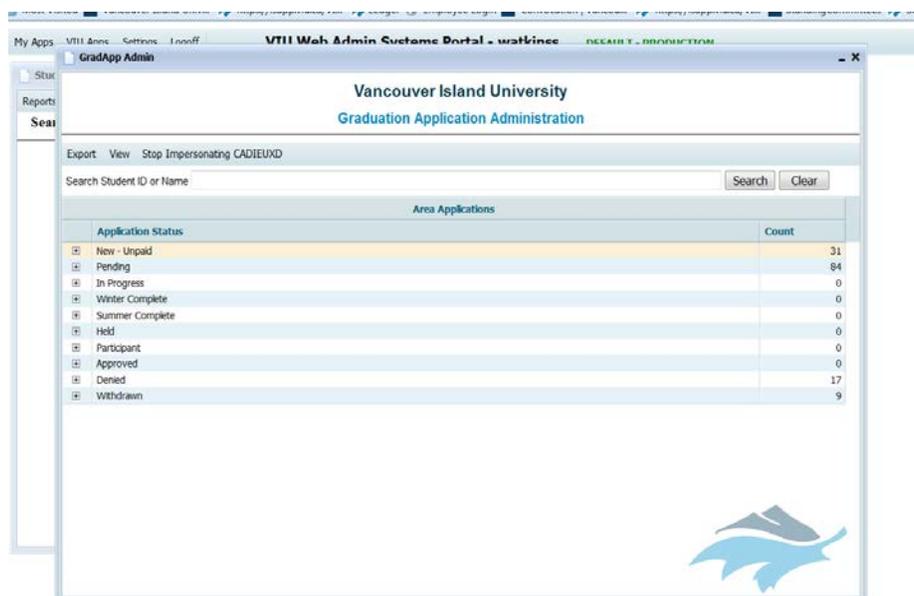
You will be asked to log in using your CAPITAN username and password. Go to **VIU Apps**, then **GRADApp Admin**. If you are not able to log in successfully, email the graduation coordinator, Lyn Johnson (lyn.johnson@viu.ca), to check that you are listed as an advisor in the system for the appropriate credentials.

Grad App Main Screen

From the main screen, you are able to do the following tasks:

1. Review the applications of students who have applied to graduate from your program
2. Export to Excel a list of students whose applications have “In Progress” or “Held” status
3. Export to Excel a list of all students who have applied to graduate from your program

If you are sharing advising responsibilities for one program with another person, you will also be able to select whether you are viewing all applications for the program, or just those applications that you have claimed.



Application Status

When you log into the Grad App System, you will see a list of categories that you will use to process applications. Some of these categories are very specific in their use; others are like folders that you can use to organize the applications as they are submitted.

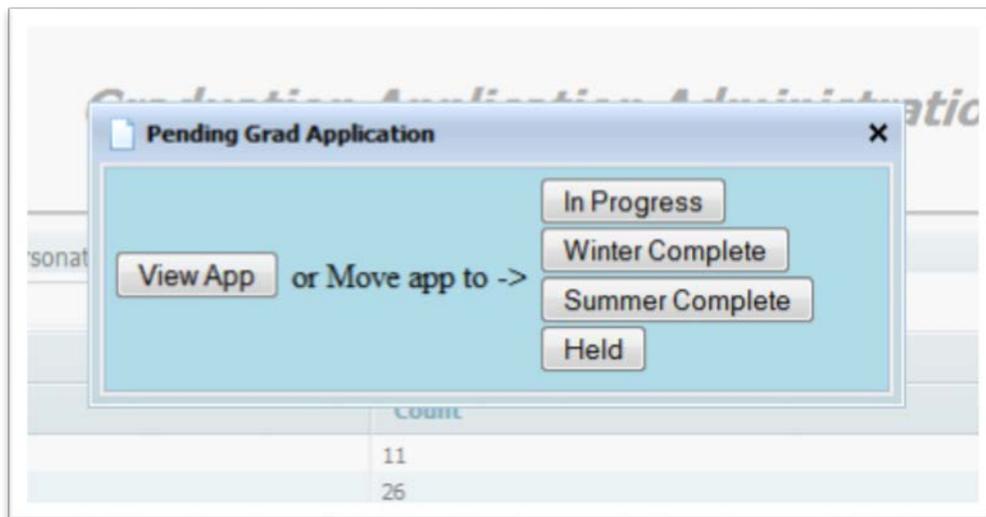
Status	What This Means	What You Can Do
New-Unpaid	Students have submitted applications to graduate, but have not yet paid the \$52.00 Graduation & Alumni Fee.	If the fee is unpaid, you are unable to view or process the application. Once the fee has been paid, the application will be moved to "Pending."
Pending	Students have submitted the application and paid the fee.	You can view the application and begin processing.
In Progress	This is an organizational folder.	Some advisors use this folder to identify students who are close to finishing their program.
Winter Complete	This is an organizational folder.	Some advisors use this folder to identify students who will complete the requirements of their program after the fall semester.
Summer Complete	This is an organizational folder.	Some advisors use this folder to identify students who will complete the requirements of their program after the spring or summer semesters.
Held	This is an organizational folder.	Some advisors use this folder to identify students who have almost met the requirements of their program save for the last credits or transfer credit from another institution. Please enter a brief, dated and initialed note in the "Information" field explaining why it is "Held."
Participant	Used solely for students who <ul style="list-style-type: none"> • have applied to attend an upcoming convocation ceremony • will not have all requirements completed by that date • are reasonably expected to have all requirements completed and grades submitted by no later than 30 days after the ceremony date. 	Advisors should use this status after careful review, and only when the student meets all 3 conditions. This status means the student can be listed in the convocation program and attend the ceremony.
*Approved	Students who have fully met the requirements of their program.	Once you've confirmed that a student has met the requirements of their program, please set the status to "Approved."

Denied	This student is not eligible to graduate from this program.	If a student has submitted an application but will not meet the requirements of that program, set the status to “Denied” and notify the student of that decision. Please enter a brief, dated and initialed note in the “Information” field explaining why it is “Denied.”
Withdrawn	This student has withdrawn from the program.	If a student has withdrawn from their program, set the status to “Withdrawn.” Please do not use this status if they are just repeating a course (“Held” or “Pending” is usually appropriate then), or need to change or cancel their convocation date (have them email convocation@viu.ca to request this).

Review applications

To find an application, you can review by category by clicking on the “+” button next to a status category, or you can search for a specific application by student ID or name.

Double-click on an application (not those listed as “New-Unpaid; you won’t be able to open those until the fee is paid) and the following dialogue box will appear:



To view the application without claiming it, click “View App.”

To claim the application, click on one of the following selections: “In Progress,” “Winter Complete,” “Summer Complete,” or Held.”

The application will then open for you to review:

Student 568684856
HUANG, JING
yemi.77@163.com

Display Name Jing Huang

Application Submitted 2-Oct-2016

Exclude from Lists No

Convocation Selected January 27, 2017

Degree Delivery Presented at the Convocation Ceremony

Advisor BRISCOE, PETER

Completed Deadline 28-Feb-2017

Credential Hospitality Management

Information

GPA 0

With Distinction N Credential not currently eligible for automated With Distinction.

Application Status Approved

Active Yes

Update Cancel

On the application form, you will be able to review the following information:

Field	Description	What Can You Change
Student Information	Student ID, name, and email	
Display Name	The name to be printed on the parchment.	If the student wishes to have this name changed, they can contact Lyn Johnson at lyn.johnson@viu.ca .
Application Submitted	The date the application was submitted	
Exclude from Lists	Students may opt out of having their name printed in the convocation program and in any grad lists. They opt out via a tickbox in the graduation application when they submit it.	
Convocation	The convocation ceremony the student wishes to attend. If a student does not wish to attend a ceremony, the field "Convocation" will say "None."	If the student wishes to change or cancel their convocation date, they should contact convocation@viu.ca .
Advisor	The advisor reviewing this application.	This field can be changed to another advisor if appropriate.
Completed Deadline	The deadline given to the student to complete their program requirements if they're attending a convocation ceremony.	

Credential	Credential applied for.	
Major/Minor/Concentration 1/2/3 <i>*If applicable</i>	Please note that in order for the application to be properly processed, any specializations will have to be approved by changing the "Approved" field to "Yes."	These fields can be changed by advisors if necessary.
Information	This field is very important for leaving brief notes to yourself, other advisors, the graduation coordinator (Lyn Johnson), and the convocation coordinator (Gail Smith) regarding this student's application. Any information left in this field is not made available anywhere else in the student's record, so it is not seen by the student. <i>Please date and initial all notes.</i>	
GPA *Degree Programs Only	Please enter the graduating GPA in order for the application to be properly processed.	Not required
With Distinction *Degree Programs Only	For those degree programs who offer distinction to their students, this field will be calculated automatically.	
Application Status	Use one of the statuses to organize and ultimately process each application.	

Click on "Update" to save changes; click on "Cancel" if you wish to discard changes.

Final Processing

Once the application is approved, it will be processed by the Records department. This happens every week. The graduation notation is added to the student's record and the parchment is printed. The parchment is then distributed as per the student's request, either by mail, held for pick up at the Registration Centre, or presented at the convocation ceremony the student is attending.

An email is sent to the student notifying them that this action has been taken and that they are officially graduated.