



North Carolina Community College System

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

Version 1.1

September 2019

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Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

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Table of Contents

1	Purpose	2
2	Academic Programs (PROG)	3
3	Registration Person Entry (RGPE)	6
4	Student Graduation Data (SGRD)	9
5	Update Acad Credentials File (UACF)	13
6	Institutions Attended Summary (ST-IASU)	15
7	Student Academic Program (SACP)	16
8	Period of Participation Information (XLEPI)	18

1 Purpose

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

2 Academic Programs (PROG)

Before beginning any HSE graduation process, use the **PROG** form to set up the 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: SOC Program: 1 SOC Network:
Locations: 1 Tran Group: AHS Adult High School Transc 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: SOC Program: SOC Network:
Locations: 1 Tran Group: AHS Adult High School Transc Page 1 of 1

Figure 2.3 – PROG – Academic Programs – HSETASC

Program : HSEMP

Title: HSEMP

Desc: 1

Status: P Pending Date: 08/28/19 Appr Agency: Appr Person: Tc2600 Appr Dt: 08/28/19

Department: 1 CEA20 Basic Skills Programs Division: School:

Catalogs: 1 2019 2019-2020 Catalog Stu Select: Yes

Start/End Dt: Captive: No

Degree: Accred Exp: Types: 1

CCDs: 1 D Diploma Mths to Cmpl: Allow Grad: Yes Grad Elig:

Majors: 1 Create Appl: No

Academic Level: BSP Basic Skills Addnl Info:

Grade Scheme: BSP Basic Skills Grade Scheme Army Career Deg:

National ID: SOC Program: SOC Network:

Locations: 1 Tran Group: BSP Basic Skills Transcript

1		
2		

Figure 2.4 – PROG – Academic Programs – HSEMP

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
ID : 0075532 CESTAFF

Prefix/ Name (LFM) Units

Address

City/ST/Zp/Cnty

Res Cnty/State

Country

Phone/Ext/Type

Origin/Date

SSN Birth Date Sex

High School St Year End Year CCD MM/YR Grad Type

Ethnic Race

Archived Ethnic

Directory/Privacy

Stu Types/Date

Res Status/Date

Acad Programs

	Catalog	Stat	Admin Stat	Load Intent
5 HSEGED	<input type="text" value="2017"/>	<input type="text" value="A Act"/>	<input type="text"/>	<input type="text"/>

Educ Goals/Date

Home Location

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 displays 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'. Fields include Academic Lvl (BSP), Class Lvl, Acad Lvl Standing, Status/Dt/Opr (A Active), Location/Catalog, Admit Status, Dept/Div/School (CEA20 Basic Skills Pro), Acad Standing/Dt (1), Start/End Dt (070117), and Ant Cmpl Dt. A yellow 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'. Below the dialog box, there are sections for Degree, CCDs (1 D Diploma), Majors, Minors, and Specializations. 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**.

SEARCH RESULTS FOR:
STUDENT.PGMS.NOADD
0075546

STUDENT.PROGRAMS Input Open

1	Acad Program: CONED Title: Continuing Education	Start Dt: 06/10/09 End Dt:	Ant Cmpl Dt:
2	Acad Program: AHS Title: Adult High School Program	Start Dt: 01/01/08 End Dt:	Ant Cmpl Dt:
3	Acad Program: C45830 Title: Mammography	Start Dt: 08/16/10 End Dt:	Ant Cmpl Dt: 02/01/14
4	Acad Program: A10100 Title: Associate in Arts	Start Dt: 08/18/14 End Dt:	Ant Cmpl Dt: 12/31/16
5	Acad Program: HSEMP Title: HSEMP	Start Dt: 08/28/19 End Dt:	Ant Cmpl Dt:

+ Add 1 - 5 of 5 Open 0 Selected Select All

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**.

SGRD - Student Graduation Data

Student Program : HSEGED

Eligible for Commencement Yes Requirements Complete Yes

End Program on Commencement Date Completion Date

Student Program Degree Eval

Graduation Term

Will Pick Up Diploma Reunion Class

Diploma Mailing Address

City/St/Zip

Country

Graduation Honors

Degree Date

CCDs Date

Diploma Name

Phonetic Spelling of Name

Hometown

Attend Commencement Include Name in Program

Commencement Site

Commencement Date/Time

Military Status

Additional Info

Primary Location

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.

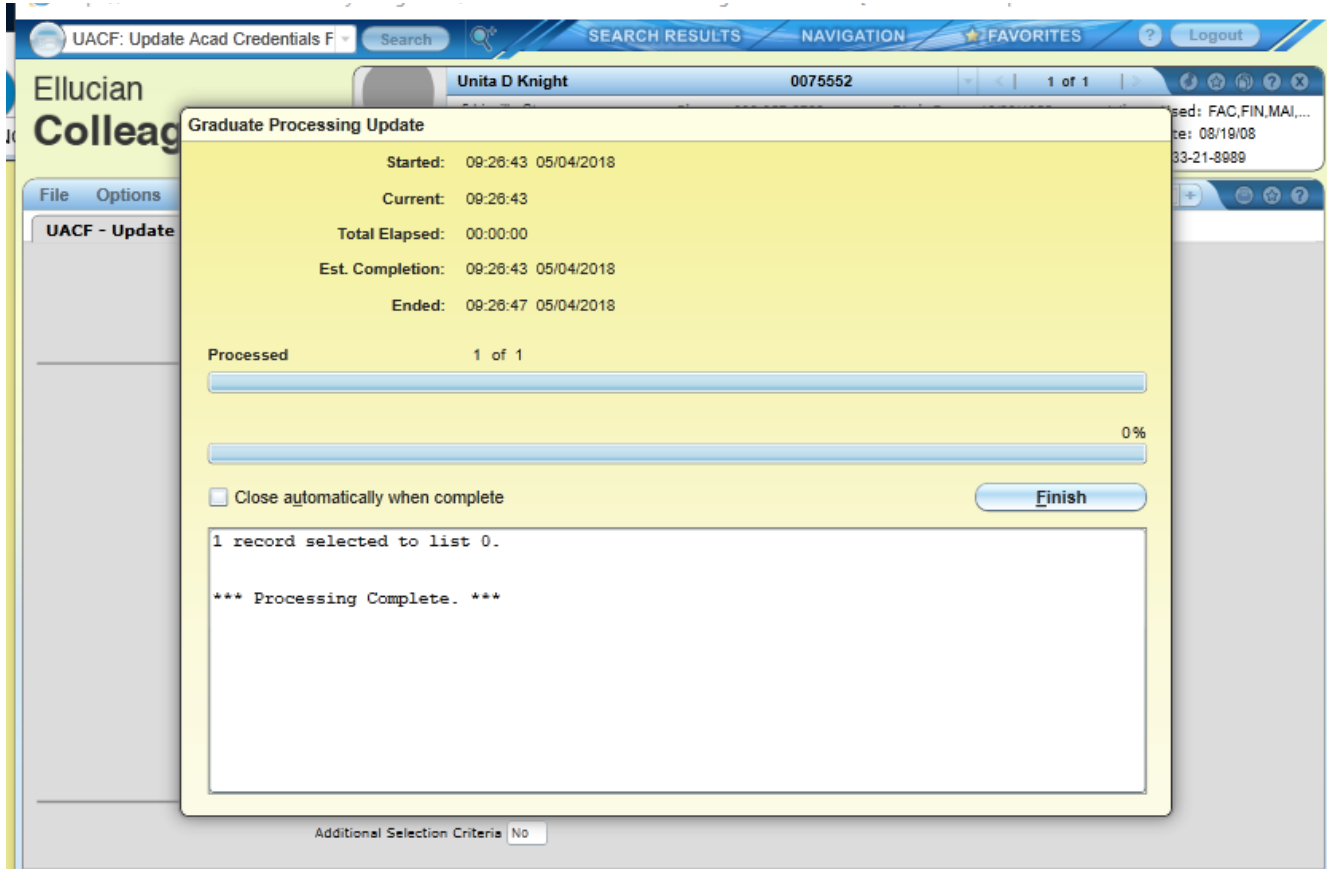


Figure 5.2 – Graduate Processing Update

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". The table below lists the institutions attended:

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.

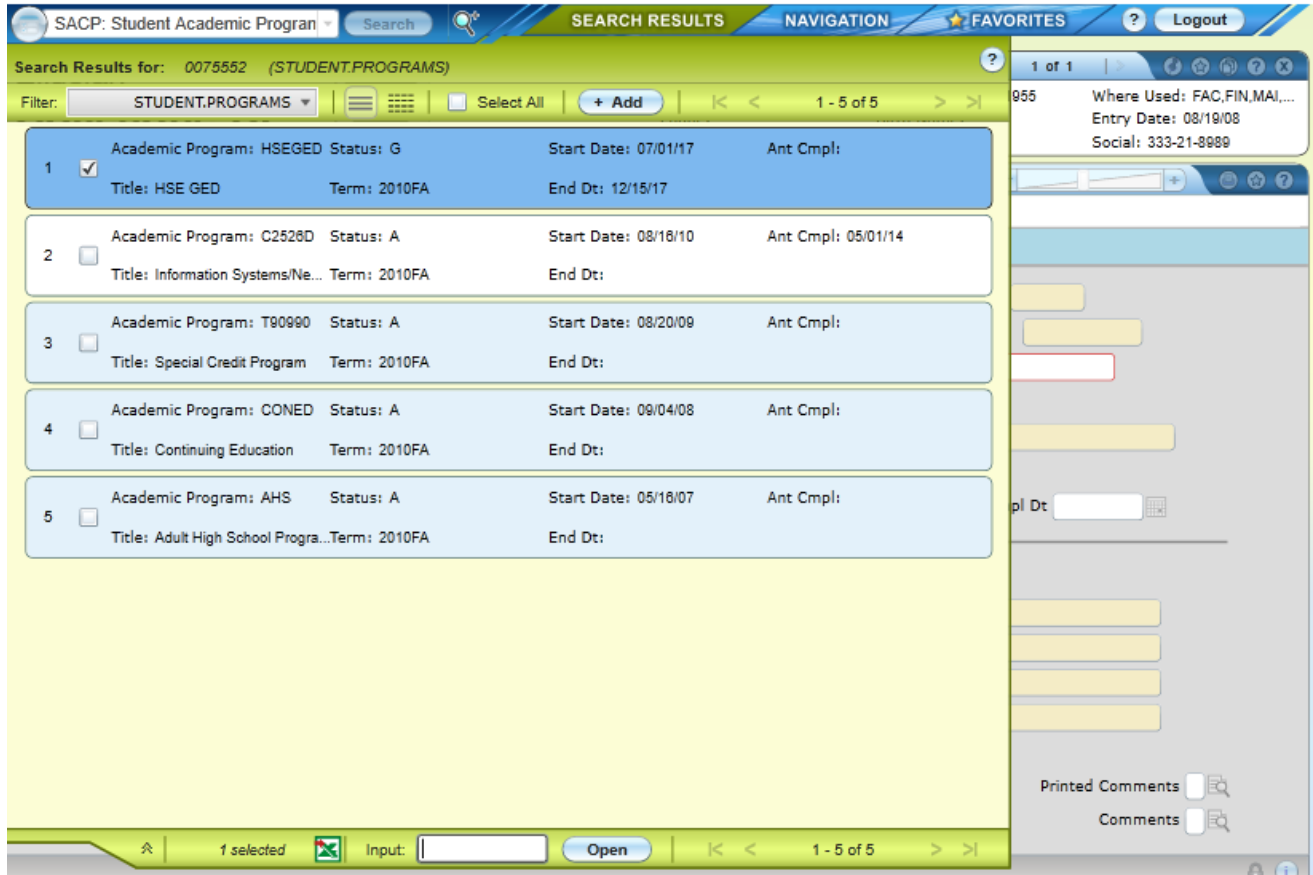


Figure 7.1 – SACP – Search Results

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 Page 1 of 1

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