North Carolina Community College System

High School Equivalency (HSE) Graduation Process

Version 1.1

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Publication Change History					
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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.

Version #: Updated version number of document as of published revision.
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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.

Figure 2.1 – PROG – Academic Programs – HSEGED

Figure 2.2 – PROG – Academic Programs – HSEHISET

Figure 2.3 – PROG – Academic Programs – HSETASC

PROG - Academic Programs ☆   New Record

Program : HSEMP

| Title | HSEMP |
| Desc | 1 |

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

| Department | Division | School |
| 1 CEA20 Basic Skills Programs | | |

Catalogs	1	2019 2019-2020 Catalog	Stu Select	Yes
Start/End Dt			Captive	No
Degree		...	Accred Exp	
CCDs	1	D Diploma	Types	1	∨
Majors	1	...	Mths to Cmpl	
Academic Level	BSP Basic Skills	Allow Grad	Yes	Grad Elig	
Grade Scheme	BSP Basic Skills Grade Schem	Create Appl	No
National ID		...	Addnl Info	
Locations	1	...	Army Career Deg	
LEA		∨	SOC Program	SOC Network
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.

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**.

Figure 4.2 – SGRD – Search Results

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

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.

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**.
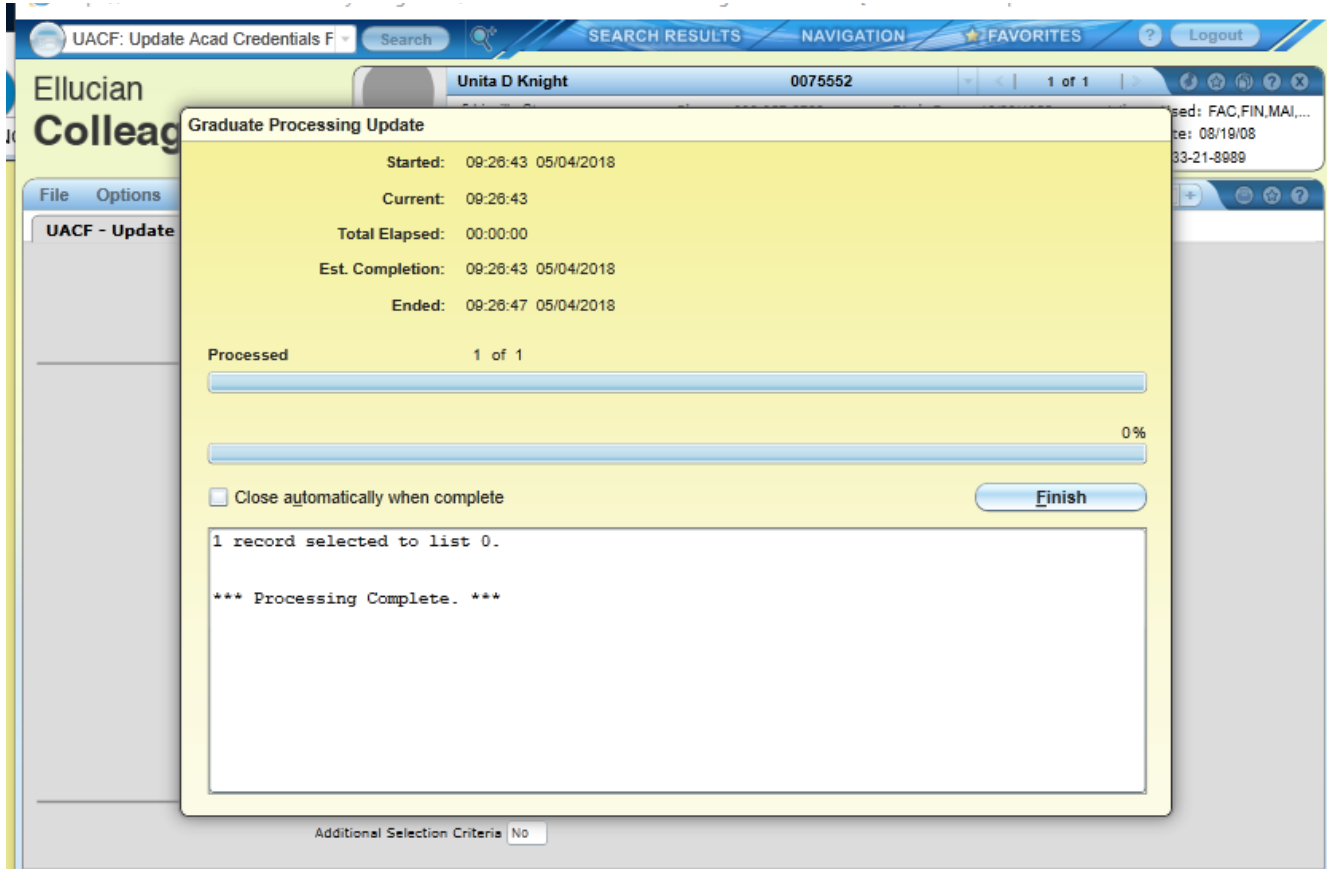
Figure 5.2 – Graduate Processing Update

6 Institutions Attended Summary (ST-IASU)

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

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.

Figure 7.2 – SACP – Student Academic Program
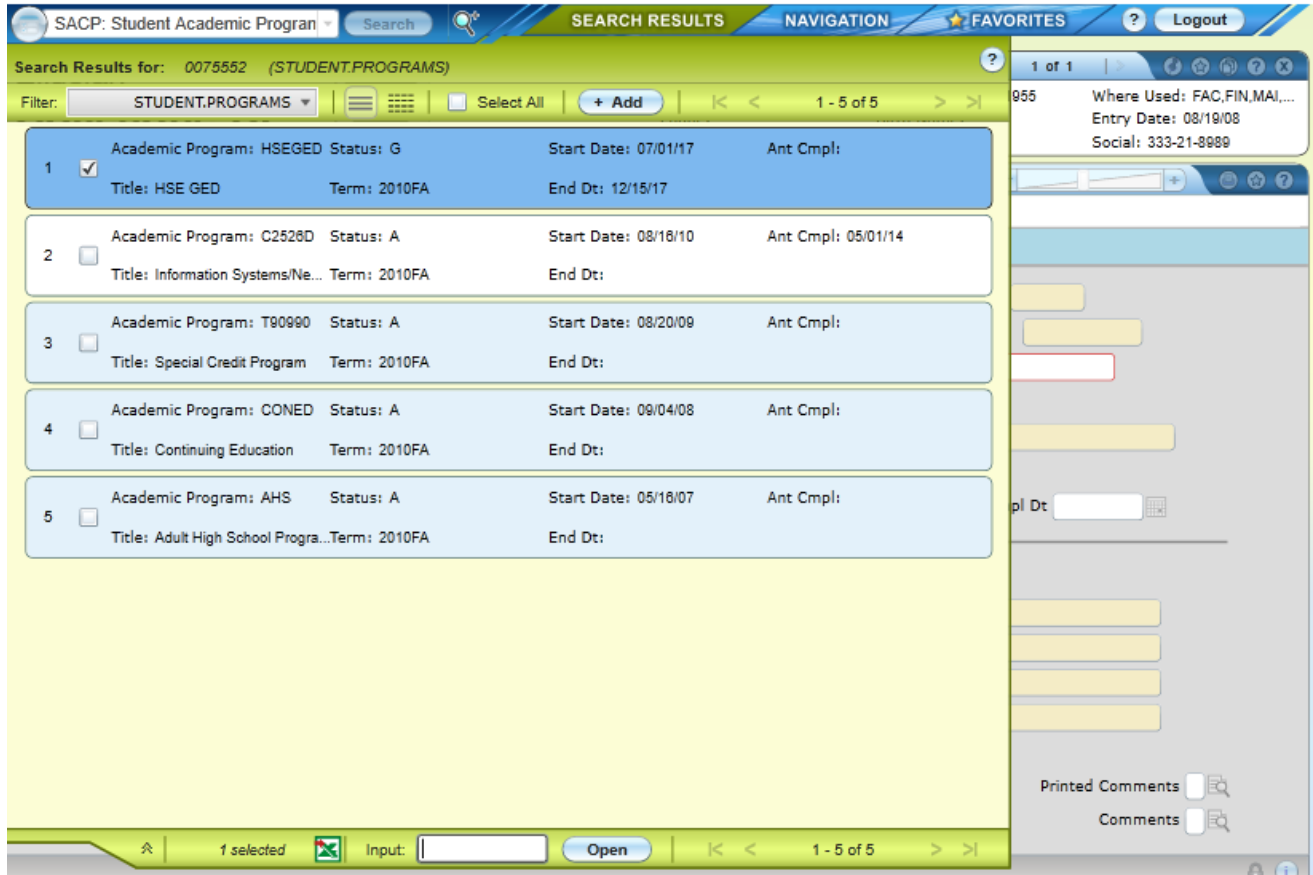
Verify that the **Status** is **G** for the student.

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		
	08/16/2017				Print POP Summary
					Test/Placement
Student Data/Other	1				HS Data
	2				Disability
	3				Errors X
	4				

	Section	Hours			
			Release Dt		
1	AHS-ENG2-01	70.00	Educ Lvl	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