## Commencement — Diploma Tracking in S3

Diploma tracking during Commencement is important to let us know where a diploma is at any given time. Departments must track their diplomas from the time they are delivered to the department until they are returned to the University Registrar's Office. At any given time, we should be able to locate a diploma by checking its diploma status.

A diploma's full tracking history can be viewed under the student's Academic Info ► Degree ► Degree Certification screen.

In order to update diploma tracking:

- I. Go to the **Graduation Management** screen under the **Registrar** tab.
- 2. Enter the necessary information under College, Department, and Major as necessary to pull up the roster of your expected graduates.
  - Since you will only receive diplomas based on primary major, be sure to select "Primary Major" from the Level drop-down menu.
  - You may find it helpful to click on the "Degree" column header in order to sort students by degree.
- 3. Use the check-boxes in the right-hand column to select each student for which you received a diploma. If you did not receive the diploma, leave the student un-checked.
- 4. Click the gear-wheel icon in the upper right of the screen and select "Bulk Update."
- 5. From the drop-down, select "Diploma Tracking" to update diploma tracking status for all the selected students.

6. Select the proper diploma tracking code:

- DT In Department This is the code to insert when the diploma is delivered to you.
- DC Received @ Ceremony Assign this code to diplomas that were given to students at the diploma ceremony. If the actual diploma was not given to the student, it should not get this code.
- DI Returned To Mail For diplomas returned to the University Registrar's Office that are to be mailed. If the diploma needs to be re-ordered first or the diploma is pending certification, do not use this code.
- DP Returned Re-order For diplomas returned to the University Registrar's Office that are to be re-ordered. It is assumed that we will be mailing re-ordered diplomas once they arrive, so be sure the mailing address (in Degree Certification) is correct.
- DG Returned Destroy For diplomas returned to the University Registrar's Office that are to be destroyed. Use this code if the student will not be graduating for May (not just pending certification).
- PE Returned Pend Cert For diplomas returned to the University Registrar's Office that are still pending certification. It is assumed that we will be mailing diplomas once they are certified, so be sure the mailing address (in Degree Certification) is correct.
- ER Given in Error If the diploma was accidentally distributed at Commencement and should not have been, use this code.
- AU Address Updated If you have updated a student's diploma mailing address, this helps us track when it was last changed.
- 7. Press the "Save" button to insert the chosen tracking status for all the selected students.

**Note:** Departments do not have to insert tracking codes for Financial/Student Affairs holds and releases; these will be inserted by Enrollment Services. Nor is it necessary to indicate receipt of a blank case with a letter for a student with a hold. Departments can simply input the DT code if/when the diploma is released and arrives at their office.

## Carnegie Mellon University

University Registrar's Office

Carnegie   S3 admin Mellon	Go	Permissions   Help   Feedback	
Student Course		Admission	Regis
Record Support	Graduation Support  -> Graduation Management  -> Commencement Program File	Maintenance	

Step 1: Graduation Management, under the Registrar tab.

LEVE	L		COLLEGE			DEI	PARTMENT		MAJOR/MINOR			STATUS(ES)		
Prin	nary Major		CIT - Carne	gie Institut		EC	E - Electrical 8	Com: ?			?	Potential; In Pr	ogress	; ?
EXPE	CTED GR	AD SEMESTER	DEGREE(S)			но	NORS							
S14	- Spring 2	014 ?			?									
													Find	Clear
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V	268 ma	tches found												
1	DEGREE	LAST NAME	FIRST NAME	MIDDLE	EXP		DEGREE	MAJOR	STATUS		UNIV	COL DIPLOMA		
	STATUS			NAME	GRAD SEM						HON	HON TRACKING		
		Anonymous	Joeseph		S14	0	BS	ECE	In Progress	0	No	No		Update
	The second secon	Asparagus	Arthur	Q	S14	0	BS	ECE	In Progress	0	No	No	0	Update
		Bailey	George		S14	0	BS	ECE	In Progress	0	Yes	No	0	Update
	m	Banner	Bruce		S14	0	8S	ECE	In Progress	0	Yes	No	0	Update
							Minor(s):	JAPAN	In Progress					
<b>_</b>		Kent	Clark		S14	0	BS	ECE	In Progress	0	No	No		Update
							Additional Major(s):	HISPAN	In Progress					
		Romanoff	Natasha		S14	0	BS	ECE	In Progress	6	Yes	No	0	Update
							Minor(s):	ECO	In Progress					
		Stark	Anthony		S14		MS	ECE	In Progress	0	No	No		Update
10		Wayne	Bruce	т	S14		PHD	ECE	In Progress	6	No	No		Update

**Step 2:** A roster of students in Graduation Management, sorted by Degree.

LEVE	а.		COLLEGE			DE	PARTMENT		MAJOR/MINOR			STAT	JS(ES)		
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V		Asparagus	Arthur	Q	S14	0	BS	ECE	In Progress	0	No	No		0	Update
7	<b>T</b>	Bailey	George		S14	0	BS	ECE	In Progress	0	Yes	No		0	Update
7		Banner	Bruce		S14	6	BS	ECE	In Progress	6	Yes	No		6	Update
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		Romanorr	Natasha		S14	0	BS Minor(s):	ECE	In Progress In Progress	U	Yes	No		0	Update
7		Stark	Anthony		514		Minor(s)I	ECE							Update
									In Progress	0	No	No			_
7		Wayne	Bruce	т	S14		PHD	ECE	In Progress	0	No	No			Update

**Step 3**: Selecting students. Note that you can hold down SHIFT to select a range of students.

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	Bulk Up	date
STATUS(E		
Potential:	In Progres	

Step 4: Bulk Update under the Gear Wheel

Bulk Update						
8 stude	nts are selected for	bulk update.				
Field:	Diploma Tracking	•				
Value:	DT - Diploma in Dept	?				
r				Save Cancel		

Step 5-7: Setting the Diploma Tracking status

## List of Diploma Tracking status codes:

<b>Code</b> AD	<b>Translation</b> Alumni DB	<b>Inserted By</b> System	<b>Description</b> Entered by system process; can be ignored by departments.
AU	Address Updated	URO/Depts	Student's diploma mailing address has been updated.
BA	Bad Address	URO	August and December only. A valid diploma mailing address was not given.
СН	Student Affairs Hold	URO	A Student Affairs (Community) hold exists for the student. Diploma may not be released.
CR	Stu Affairs Release	URO	Student Affairs (Community) hold has been removed. Diploma may now be released.
DB	Returned by Mail	URO	Diploma was returned to URO by the USPS as undeliverable.
DC	Received @ Ceremony	Depts	Diploma was received by the student during Commencement.
DG	Returned - Destroy	Depts	Diploma returned to URO to be destroyed; student will not graduate for current sem.
DI	Returned - To Mail	Depts	Diploma returned to URO to be mailed to student.
DM	Mailed to Student	URO	Diploma mailed by URO to student via USPS.
DO	Ordered	System/URO	Diploma has been ordered.
DP	Returned - Re-order	Depts	Diploma returned to URO to be re-ordered and mailed to student.
DR	Re-ordered	System/URO	Diploma has been re-ordered.
DT	In Department	Depts	Diploma has been received by the department for Commencement.
DU	Mailed via UPS	URO	Diploma mailed by URO to student via UPS.
DY	Destroyed	URO	Diploma has been destroyed by URO.
DZ	Received frm Printer	URO	URO has received diploma from printing vendor.
ER	Given in Error	Depts/URO	Diploma was given during Commencement by mistake; should not have been given.
EX	Extra Dip Destroyed	URO	URO has destroyed an extra/duplicate diploma.
FH	Financial Hold	Stud. Accts.	A financial hold exists for the student. Diploma may not be released.
FR	Fin Hold Released	Stud. Accts.	Financial hold on student's account removed. Diploma may now be released.
HL	Honors Flagged	System	Entered by system process; can be ignored by departments.
MP	Mailed by Paradigm	URO	August and December only. Diploma mailed directly to student from printing vendor.
OR	Dir Release Override	URO	Diploma released despite presence of hold by authorization of University Registrar/ Director of Student Accounts.
PE	Returned - Pend Cert	Depts	Diploma returned to URO because degree is pending certification. Will be mailed upon degree certification.
PU	Picked up at HUB	URO	Diploma picked up by student at The HUB. No longer being used.
RP	Ready for HUB Pickup	URO	Diploma is ready to be picked up by student at The HUB. No longer being used.
VI/V2	URO Check 1/2	URO	URO checks to make sure diploma can be released.