# 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.
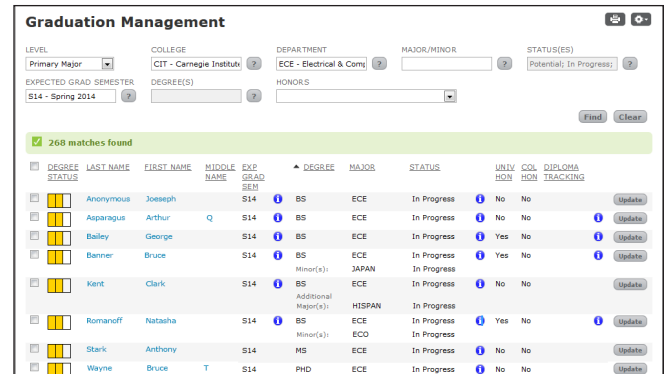
In order to update diploma tracking:

1. 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 arriv**e, 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.
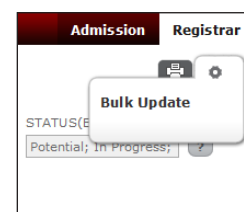
Carnegie Mellon University
University Registrar's Office
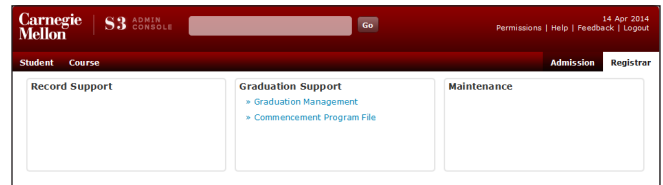
Step 1: *Graduation Management, under the **Registrar** tab.*
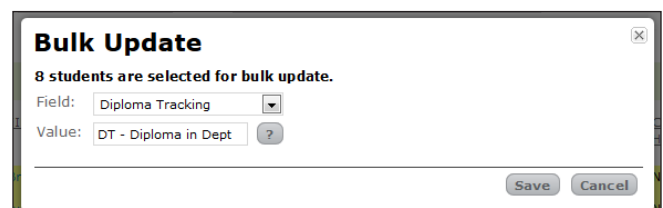

Step 2: *A roster of students in Graduation Management, sorted by Degree.*
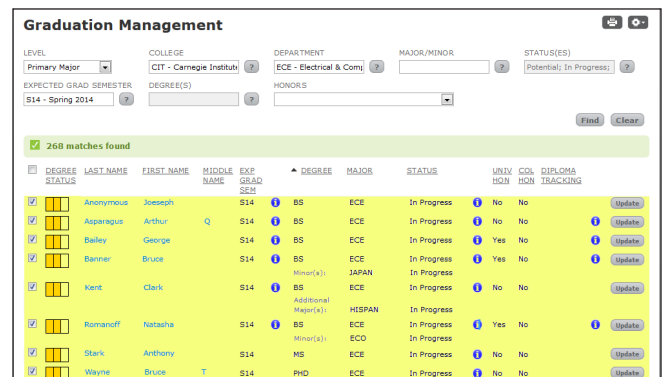
Step 3: *Selecting students. Note that you can hold down SHIFT to select a range of students.*

Step 4: *Bulk Update under the Gear Wheel*

Step 5–7: *Setting the Diploma Tracking status*

List of Diploma Tracking status codes:

Code	Translation	Inserted By	Description
AD	Alumni DB	System	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.
CH	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.
V1/V2	URO Check 1/2	URO	URO checks to make sure diploma can be released.