

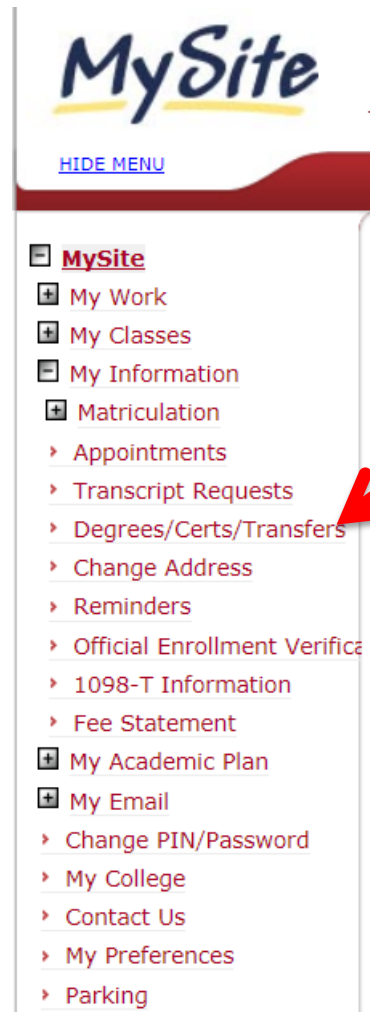


# Online Graduation Application and Awards Management System

# Online Graduation Application

- Developed as a convenient way for students to apply for all awards including:
  - Degrees
  - Certificates of Achievement
  - Transfer Certifications
  - Occupational Skills Awards
- Provided an efficiency for the department

# Online Graduation Application: The Student Side



10/30/2014

# Online Graduation Application: The Student Side



Welcome Joyce Semanik

[SHOW MENU](#)

MySite > My Information > Degrees/Certs/Transfers

## My Awards (Degrees/Certificates/Transfers/Skills Awards)

Occupational Skills, Certificates of Proficiency and Certificates of Completion are not posted on transcripts.

[Apply for Award](#)

### Awards

<a href="#">College</a>	<a href="#">Award Designation</a>	<a href="#">Award</a>	<a href="#">Award Designation Type</a>	<a href="#">Award Term</a>	<a href="#">Apply Date</a>	<a href="#">Award Status</a>	<a href="#">Status Reason</a>
-------------------------	-----------------------------------	-----------------------	--	----------------------------	----------------------------	------------------------------	-------------------------------

You have no Awards and Award Applications on record.

10/30/2014



# Online Graduation Application: The Student Side

## Please select a college:

Please select the college from which you are attempting to receive the award.

Saddleback College

## What Award are you applying for?

Please select the Award by clicking on the icon.



### Transfer Certification

Apply for this award if you are transferring to the California State University (CSU) or University of California (UC). Some private and other public colleges/universities may accept this certification. Please check with your counselor for which transfer certification you qualify for.



### Associate Degree or Associate Degree for Transfer

Apply for this award if you have completed the prescribed program of study including general education and major preparation. The Associate Degree for Transfer is designed to provide a clear pathway to a CSU major and baccalaureate degree.



### Certificate of Achievement

Apply for this award if you have completed the requirements for a Certificate Program.



### Occupational Skills Award

Apply for this award if you have completed the requirements in a Career Technical program (6-17.9 units) in a specific field of study. All courses for the Occupational Skills Award must be completed at Saddleback College.

# Online Graduation Application: The Student Side

## Award Application Progress

(1) [Select an Award](#) > (2) Verify Qualifications

### Associate Degree - Verify Qualifications

The following conditions must be satisfied before proceeding with the application:

- Completed at least 45 units of degree coursework.
- Submitted official transcripts from all college/universities to Admissions and Records.
- For students who have completed AP, IB, CLEP, ROP:  
Submitted official reports for Advanced Placement, International Baccalaureate (IB), CLEP, or Regional Occupational Programs (ROP).
- For students who have coursework from other countries:  
Submitted foreign transcripts through an approved credential evaluation service showing detailed course descriptions with unit and GPA breakdown.
- If you have questions or concerns, please see a counselor prior to submitting an application.

<< Back





Next >>

# Online Graduation Application: The Student Side

## Award Application Progress

(1) [Select an Award](#) > (2) [Verify Qualifications](#) > (3) Select a Program

### Associate Degree - Select a Program

<b>Term: *</b>	Fall 2014	
<b>Catalog Year: *</b>	2014-2015	
<b>Award Designation: *</b>	AS - Associate in Science (Select Designation)	
<b>General Education Pattern: *</b>	AA - Associate in Arts AS - Associate in Science AAT - Associate in Arts - Transfer AST - Associate in Science - Transfer	
Multiple majors must have 12 units each.		
Select one or more programs for your Associate Degree.		
<b>Program(Major): *</b>	<input type="checkbox"/> Accounting <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Administrative Medical Assistant <input type="checkbox"/> Advanced Culinary Arts <input type="checkbox"/> Advanced Fashion Design And Apparel Manufacturing <input type="checkbox"/> Alcohol and Drug Studies	

For separate degrees, you must have completed 12 units between conferral of the last degree. A separate award application must be submitted for each degree.

Refer to the "Catalog Rights and Continuous Enrollment" policy in the [college catalog](#) for more information.

<< Back    Next >>

# Online Graduation Application: The Student Side

## Award Application Progress

(1) [Select an Award](#) > (2) [Verify Qualifications](#) > (3) Select a Program

### Associate Degree - Select a Program

<b>Term: *</b>	Fall 2014	
<b>Catalog Year: *</b>	2014-2015	
<b>Award Designation: *</b>	AS - Associate in Science	
<b>General Education Pattern: *</b>	(Select Pattern)	

Multiple majors must have 12 units of General Education. Select one or more programs for your General Education.

<b>Program(Major): *</b>	<div>(Select Pattern) Associate Degree GE Requirements CSU GEC CSU IGETC Second Degree UC and CSU IGETC UC IGETC <input type="checkbox"/> Administrative Medical Assistant <input type="checkbox"/> Advanced Culinary Arts <input type="checkbox"/> Advanced Fashion Design And Apparel Manufacturing <input type="checkbox"/> Alcohol and Drug Studies</div>	
--------------------------	---	--

For separate degrees, you must have completed 12 units between conferral of the last degree. A separate award application must be submitted. Refer to the "Catalog Rights and Continuous Enrollment" policy in the [college catalog](#) for more information.

<< Back

Next >>






# Online Graduation Application: The Student Side

## Award Application Progress


(1) [Select an Award](#) > (2) [Verify Qualifications](#) > (3) Select a Program

### Associate Degree - Select a Program

<b>Term: *</b>	Fall 2014	▼	
<b>Catalog Year: *</b>	2014-2015	▼	
<b>Award Designation: *</b>	AS - Associate in Science	▼	
<b>General Education Pattern: *</b>	CSU GEC	▼	

Multiple majors must have 12 units unique to each program.

Select one or more programs for your Associate Degree:

<b>Program(Major): *</b>	<div><input type="checkbox"/> Real Estate Escrow</div> <div><input type="checkbox"/> Real Estate Sales/Broker</div> <div><input checked="" type="checkbox"/> Registered Nurse</div> <div><input type="checkbox"/> Registered Nurse: LVN to RN</div> <div><input type="checkbox"/> Retail Management</div> <div><input type="checkbox"/> School Age Care and Recreation</div>	
--------------------------	--	---

For separate degrees, you must have completed 12 units between conferral of the last degree. A separate award application must be submitted.

Refer to the "Catalog Rights and Continuous Enrollment" policy in the [college catalog](#) for more information.

<< Back

Next >>

10/30/2014

# Online Graduation Application: The Student Side

## **Award Application Progress**

(1) [Select an Award](#) > (2) [Verify Qualifications](#) > (3) [Select a Program](#) > (4) Complete the Application

## **Associate Degree - Complete the Application**

List ALL colleges you have attended:

**Have you previously applied for this Award?**

- ☐ Yes  
☒ No

**Do you have coursework in progress at another institution?**

- ☐ Yes  
☒ No

# Online Graduation Application: The Student Side

## Award Application Progress

(1) [Select an Award](#) > (2) [Verify Qualifications](#) > (3) [Select a Program](#) > (4) [Complete the Application](#) > (5) Application Confirmation

## Associate Degree - Application Confirmation

Your application is almost done! If all the information below is correct, please click the Submit button to complete your application.

**College:** Saddleback College  
**Term:** Fall 2014  
**Catalog Year:** 2014-2015  
**Award Designation:** AS - Associate in Science  
**General Education Pattern:** CSU GEC  
**Program(s):** Registered Nurse

Optional Information:

**Colleges attended:**

Arizona State

**Have you previously applied for this Award?** No

**Do you have coursework in progress at another institution?** No

<< Back

Submit

10/30/2014



# Online Graduation Application: The Student Side

## My Awards (Degrees/Certificates/Transfers/Skills Awards)

Occupational Skills, Certificates of Proficiency and Certificates of Completion are not posted on transcripts.

Apply for Award

### Awards

<a href="#">College</a>	<a href="#">Award Designation</a>	<a href="#">Award</a>	<a href="#">Award Designation Type</a>	<a href="#">Award Term</a>	<a href="#">Apply Date</a>	<a href="#">Award Status</a>	<a href="#">Status Reason</a>
S	<a href="#">Associate in Science</a>	Registered Nurse	Degree	Fall 2014	10/28/2014	Submitted	<a href="#">Submitted</a>

Student can view details of application by clicking on the link

Status is updated and can be viewed by the student.

10/30/2014



## Award Detail - Associate in Science in Registered Nurse

### Associate in Science

---

**Application ID:** 47067

**College:** Saddleback College

**Catalog Year:** 2014-2015

**Award Term:** Fall 2014

**Commencement Year:** 2015

**Completion Date:** 12/20/2014

### Award Information

---

**Applied For:** Associate in Science in  
Registered Nurse

**Path to General Education  
Completion:** CSU GEC

### General Information

---

Units Completed and All Institutions GPA values are provided  
after your award status is updated by an evaluator.

**Units Completed:** 41.00

**All Institutions GPA:** 3.9500 ⓘ

### Transcript Information

---

**Transcript Text:** Registered Nurse  
10/30/2014



**Application Date: 10/28/2014**

**Created By: jsemanik**

**Updated Date: 10/29/2014**

## **Status**

---

**Assigned To:** Joyce Semanik

**Award Status:** In-Progress

**Commencement Status:** Candidate

### **Evaluator Comments:**

<u>Date</u>	<u>By</u>	<u>Comment</u>
10/29/2014	Joyce Semanik	Trick or Treat!!
10/29/2014	Joyce Semanik	Trick or Treat!!!

**Questions? Please contact:** [jsemanik@saddleback.edu](mailto:jsemanik@saddleback.edu)

10/30/2014



# Online Graduation Application The Student Side

- Sherpa Messaging Service
  - Student receives an automated email each time evaluator updates the award application.

# Online Graduation Application: The Student Side

**From:** Saddleback Admissions and Records [mailto:noreply@socccd.edu]

**Sent:** Tuesday, October 28, 2014 2:57 PM

**To:** Joyce Semanik

**Subject:** Your award application has been submitted



## SADDLEBACK COLLEGE

Student ID: 346998

Award ID: 47067

Dear Joyce Semanik,

Thank you for submitting your Fall 2014 Degree application for Associate in Science in Registered Nurse. Your confirmation number is: 47067

You will continue to receive emails regarding any updates to your application during the evaluation process. You may also view the current status of your application anytime by going to the [Degrees/Certs/Transfers](#) link in MySite.

10/30/2014





# Online Graduation Application: The Student Side

Please select a college:

Please select the college from which you are attempting to receive the award.

Saddleback College

What Award are you applying for?

Please select the Award by clicking on the icon



## Transfer Certification

Apply for this award if you are transferring to the California State University (CSU) or University of California (UC). Some private and other public colleges/universities may accept this certification. Please check with your counselor for which transfer certification you qualify for.



## Associate Degree or Associate Degree for Transfer

Apply for this award if you have completed the prescribed program of study including general education and major preparation. The Associate Degree for Transfer is designed to provide a clear pathway to a CSU major and baccalaureate degree.



## Certificate of Achievement

Apply for this award if you have completed the requirements for a Certificate Program.



## Occupational Skills Award

Apply for this award if you have completed the requirements in a Career Technical program (6-17.9 units) in a specific field of study. All courses for the Occupational Skills Award must be completed at Saddleback College.

# Online Graduation Application: The Student Side

## Select a Transfer Pattern



### California State University (CSU GEC)

The twenty-three campuses of the CSU are considered "practical training institutions". Their goal is to provide the education, training, and experiences necessary for a student to find entry level employment **[More]...**



### University Of California (UC IGETC)

The University of California is considered to be the finest collection of research institutions in the United States. Thus, the UC focuses on research and theory and not practical training. **[More]...**



### Both CSU and UC (CSU IGETC)

Many students are unsure to which university they wish to attend. Students can use a lower-division general education pattern called IGETC that is acceptable at both UC and CSU. Then students can **[More]...**

# Online Graduation Application: The Student Side

## **Award Application Progress**

(1) [Select an Award](#) > (2) [Select a Transfer University](#) > (3) Verify Qualifications

## Transfer Certification - Verify Qualifications

The following conditions must be satisfied before proceeding with the application:

- Submitted official transcripts from all college/universities to Admissions and Records.
- For students who have completed AP, IB, CLEP, ROP:  
Submitted official reports for Advanced Placement, International Baccalaureate (IB), CLEP, or Regional Occupational Programs (ROP).
- For students who have coursework from other countries:  
Submitted foreign transcripts through an approved credential evaluation service showing detailed course descriptions with unit and GPA breakdown.
- If you have questions or concerns, please see a counselor prior to submitting an application.

<< Back

Next >>

# Online Graduation Application: The Student Side

## Award Application Progress

(1) [Select an Award](#) > (2) [Select a Transfer University](#) > (3) [Verify Qualifications](#) > (4) Complete the Application

## Transfer Certification - Complete the Application

List ALL colleges you have attended:

If you are completing the requirements for the Transfer Certification, you are entitled to be awarded a Saddleback College Certificate of Achievement. Do you wish to receive a Certificate of Achievement?

- ☒ Yes  
☐ No

<< Back

Next >>

# Online Graduation Application: The Student Side

## **Award Application Progress**

(1) [Select an Award](#) > (2) [Select a Transfer University](#) > (3) [Verify Qualifications](#) > (4) [Complete the Application](#) > (5) Application Confirmation

## Transfer Certification - Application Confirmation

Your application is almost done! If all the information below is correct, please click the Submit button to complete your application.

**College:** Saddleback College  
**Pattern:** CSU GEC - Pattern for CSU Transfer

Optional Information:

**Colleges attended:**

Arizona State

**If you are completing the requirements for the Transfer Certification, you are entitled to be awarded a Saddleback College Certificate of Achievement. Do you wish to receive a Certificate of Achievement?**

Yes

<< Back

Submit

10/30/2014



# Online Graduation Application: The Student Side

## My Awards (Degrees/Certificates/Transfers/Skills Awards)

Occupational Skills, Certificates of Proficiency and Certificates of Completion are not posted on transcripts.

Apply for Award

### Awards

<a href="#">College</a>	<a href="#">Award Designation</a>	<a href="#">Award</a>	<a href="#">Award Designation Type</a>	<a href="#">Award Term</a>	<a href="#">Apply Date</a>	<a href="#">Award Status</a>	<a href="#">Status Reason</a>
S	<a href="#">Full Transfer Certification</a>	General Education	Transfer Certification	Fall 2014	10/28/2014	Submitted	<a href="#">Submitted</a>
S	<a href="#">Associate in Science</a>	Registered Nurse	Degree	Fall 2014	10/28/2014	Submitted	<a href="#">Submitted</a>

10/30/2014



# Online Graduation Application: The Student Side

**From:** Saddleback Admissions and Records [mailto:noreply@socccd.edu]

**Sent:** Tuesday, October 28, 2014 3:21 PM

**To:** Joyce Semanik

**Subject:** Your award application has been submitted



## SADDLEBACK COLLEGE

Student ID: 346998

Award ID: 47069

Dear Joyce Semanik,

Thank you for submitting your Fall 2014 Transfer Certification application for Full Transfer Certification - CSU GEC. Your confirmation number is: 47069

You will continue to receive emails regarding any updates to your application during the evaluation process. You may also view the current status of your application anytime by going to the [Degrees/Certs/Transfers](#) link in MySite.

Saddleback College • 28000 Marguerite Parkway • Mission Viejo, CA 92692 • [www.saddleback.edu](http://www.saddleback.edu)

10/30/2014



# Online Graduation Application:

## The Staff Side

10/30/2014





## Award Applications

<b>College:</b>	Saddleback College	<b>Assigned:</b>	All	<b>Award Term:</b>	Fall 2014
<b>Award Designation Type:</b>	(Select All)	<b>Award Status:</b>	(Select All)	<b>Submitted From:</b>	10/28/2014
<b>Award Designation:</b>	(Select All)			<b>Submitted To:</b>	10/28/2014
<input type="button" value="Search"/>					

Assign Selected Awards Applications to: J. Semanik

Select	College	App ID.	Std No.	Last	First	DOB	Award	Award Term	Award Status	Apply Date	Commencement Year	Assigned
<input type="checkbox"/>	S	47043			Nicole	11/20/1984	<a href="#">Certificate of Achievement in Human Services Generalist</a>	Fall 2014	Submitted	10/28/2014		0
<input type="checkbox"/>	S	47060			Shannen	8/8/1977	<a href="#">Certificate of Achievement in Gerontology</a>	Fall 2014	Submitted	10/28/2014		0

## Award Detail - Associate in Science in Registered Nurse

**Application ID:** 47067


**College:** Saddleback College

**Requested Catalog Year:** 2014-2015

**Catalog Year:**\* 2014-2015 ▼

**Award Term:**\* Fall 2014 ▼

**Commencement Year:**\* 2015

**Completion Date:** 12/20/2014 

### Award Information

**Designation Type:**\* Degree ▼

**Designation:**\* AS - Associate in Science ▼

**Award:**\* Associate in Science in Registered Nurse ▼

**Pattern:**\* CSU GEC ▼

**Transfer Certification:**

- ☐ Area A
- ☐ Area B
- ☐ Area C
- ☐ Area D
- ☐ Area E
- ☐ American Institutions

☐ This Award is part of a multiple major

10/30/2014



## General Information

---

Units Completed:\* 41.00

District GPA: 3.95

Cumulative GPA:\* 3.95

Honors Code:

## Transcript Information

---

Major Description:

Registered Nurse

Transcript Text:

*(How the Award will display on  
Transcript and Diploma)*

Associate in Science Degree  
Granted: 12/20/2014  
Major: Registered Nurse

Application Date: 10/28/2014

Created By: jsemanik

Updated By: jsemanik

Updated Date: 10/28/2014

[View History](#)

## Other Colleges Attended

---

Arizona State

## Student Responses

---

### Previously applied for this Award

- ☐ Yes  
☒ No

### Coursework in progress at another institution

- ☐ Yes  
☒ No

### Receive a Certificate of Achievement

- ☒ Yes  
☐ No

10/30/2014

## Status

---

**Assigned To:**\*

J. Semanik

**Award Status:**\*

Submitted

**Status Reason:**

Carried Over to Next Term

Completed

Deleted

Denied

In-Progress

Pending

Received

**Commencement Status:**

**Evaluator Comments:**

Submitted

Add Comment

☐ Visible To Student

## Status

**Assigned To:\*** J. Semanik

**Award Status:\*** Denied

**Status Reason:**

- ☒ Continuous enrollment
- ☐ Course deficiency for the General Education requirement
- ☐ Course deficiency for the Major requirement
- ☐ A minimum grade-point average of 2.0 in all units attempted at Saddleback college and an overall grade-point average of 2.0 for all units attempted
- ☐ Miscellaneous
- ☒ Missing transcript(s)
- ☐ A minimum of 60 units of course credit is required for the Associate degree
- ☐ Substandard grade (in Major or GE required course)
- ☐ At least 12 units must be earned in residence between conferral of a previous degree
- ☐ Residency requirement: of the 60 units required for the degree, at least 12 units must be completed in residence at Saddleback College

**Commencement Status:**

**Evaluator Comments:**

Add Comment

☐ Visible To Student

Date	By	Comment	Visible to Student
10/29/2014	Joyce Semanik	Trick or Treat!	<input type="checkbox"/>
10/30/2014			

## Status

<b>Assigned To:</b> *	J. Semanik	▼
<b>Award Status:</b> *	In-Progress	▼
<b>Status Reason:</b>		
<b>Commencement Status:</b>	Candidate	▼
<b>Evaluator Comments:</b>		
<input type="button" value="Add Comment"/>		<input checked="" type="checkbox"/> Visible To Student

Date	By	Comment	Visible to Student
10/29/2014	Joyce Semanik	Trick or Treat!!!	<input checked="" type="checkbox"/>



# SADDLEBACK COLLEGE

Student ID: 346998

Award ID: 47067

Dear Joyce Semanik,

Your Fall 2014 Degree application for Associate in Science in Registered Nurse is now in progress which means that an evaluation has been completed and is being mailed to you. Please make sure that your mailing address and email are updated and correct in MySite so you are able to receive our correspondence.

You will usually receive an initial evaluation which will be followed by a final evaluation after all grades are posted at the end of the semester. Once you receive your evaluation and if you have any questions, you may reach Joyce at [jsemanik@saddleback.edu](mailto:jsemanik@saddleback.edu).

You may also view the current status of your application anytime by going to the [Degrees/Certs/Transfers](#) link in MySite.

10/30/2014





# Online Graduation Application

- Benefits:
  - Convenience for students in applying
  - Ability for students to receive updates on the progress of their application
  - Benefit to staff by reducing the amount of data entry and reduced phone calls
  - Reduction in the use of paper

# Online Graduation Application

## Questions??

Julie Pahan, Evaluator  
[jpahan@saddleback.edu](mailto:jpahan@saddleback.edu)

Joyce Semanik, Registrar  
[jsemanik@saddleback.edu](mailto:jsemanik@saddleback.edu)

10/30/2014



# Online Graduation Application

Thank you!!

10/30/2014

