

MyClarion Faculty Center Quick Reference – Approve Graduation

1. Go to www.clarion.edu/myclarion and select “Login”.
2. Select the **Faculty Center** link.
3. Select the **Advisor Center** tab at the top of the screen.
4. Your **My Advisees** tab has column called Approve Graduation (this column will only appear if a student has applied for graduation). You have to be listed as an advisor for the student in the student information system to approve graduation for the student.


The approve link will also include the term the student has applied to graduate. The Approve Graduation link may appear but it does not mean that the student has completed all degree requirements.

The degree audit link will take you directly to the degree audit.

You will also be able to see any graduation notes you added (explained in more detail on the next page).

Faculty Center		Advisor Center		Search			
my advisees	cu my advisees	student center	general info	transfer credit	academics	cu admissions	
My Advisees							
Notify	Name	ID	View Student Details	Advising Notes	Approve Graduation	Degree Audit	Graduation Note
1	Blocked for Privacy		View Student Details		Approve Graduation 2017 FALL	Degree Audit	Student will not graduate until Spring 2018. JO 3/27/17
2			View Student Details		Graduation Approved 2017 SPRING	Degree Audit	
3			View Student Details			Degree Audit	
4			View Student Details		Graduation Approved 2017 FALL	Degree Audit	Student will finish their last class in winter intercession. Change graduation term to winter. JO 3/18/17
5			View Student Details		Graduation Approved 2017 FALL	Degree Audit	Student needs to take one more class. JO 3/29/17
6			View Student Details			Degree Audit	
7			View Student Details		Graduation Approved 2017 SUMMER	Degree Audit	Needs to take PSY 211 in summer.
8			View Student Details		Approved by Registrar 2017 SUMMER	Degree Audit	Student will transfer in a class from CCAC in the summer. JO 3/27/17
9			View Student Details			Degree Audit	
10			View Student Details			Degree Audit	
11			View Student Details		Failing Audit per Registrar 2017 SPRING	Degree Audit	
12			View Student Details			Degree Audit	

- You can sort by the different status values in that column by clicking on the Approve Graduation link.
 - Approve graduation – advisor needs to review audit and approve graduation
 - Graduation approved – advisor has approved graduation
 - Approved by Registrar – preliminary check done by Registrar’s Office and student is or will clear requirements (ie. portfolio or written comp exam that we know the student expects to complete before the end of the term)
 - Failing Audit per Registrar – preliminary check done by Registrar’s Office and student is NOT clearing degree requirements (ie. student may need to register for classes, course substitutions may be needed, student may have an incomplete from a previous semester)



	Notify	Name	ID	View Student Details	Advising Notes	Approve Graduation	Degree Audit	Graduation Note
1	<input type="checkbox"/>	Blocked for Privacy		View Student Details		Graduation Approved 2017 WINTER	Degree Audit	Course sub for CIS 402 sent on 3/27/17. JO 3/27/17
2	<input type="checkbox"/>		View Student Details		Graduation Approved 2017 SUMMER	Degree Audit	Needs to take PSY 211 in summer.	
3	<input type="checkbox"/>		View Student Details		Graduation Approved 2017 SPRING	Degree Audit		
4	<input type="checkbox"/>		View Student Details		Graduation Approved 2017 FALL	Degree Audit	Student needs to take one more class. JO 3/29/17	
5	<input type="checkbox"/>		View Student Details		Graduation Approved 2017 FALL	Degree Audit	Student will finish their last class in winter intersession. Change graduation term to winter. JO 3/18/17	
6	<input type="checkbox"/>		View Student Details		Failing Audit per Registrar 2017 SPRING	Degree Audit		
7	<input type="checkbox"/>		View Student Details		Approved by Registrar 2017 SUMMER	Degree Audit	Student will transfer in a class from CCAC in the summer. JO 3/27/17	
8	<input type="checkbox"/>		View Student Details		Approved by Registrar 2017 SPRING	Degree Audit		
9	<input type="checkbox"/>		View Student Details		Approved by Registrar 2017 SPRING	Degree Audit	Add a note to student already approved by Registrar. JR	
10	<input type="checkbox"/>		View Student Details		Approved by Registrar 2017 SPRING	Degree Audit		
11	<input type="checkbox"/>		View Student Details		Approve Graduation 2017 WINTER	Degree Audit		
12	<input type="checkbox"/>		View Student Details		Approve Graduation 2017 WINTER	Degree Audit	Student will not graduate until Spring 2018. JO 3/27/18	
13	<input type="checkbox"/>		View Student Details		Approve Graduation 2017 SUMMER	Degree Audit		

- Review the degree audit of the student and ensure that ALL requirements will be completed BEFORE approving graduation. If you are submitting any course substitutions or waivers, please complete the form and forward for signatures immediately.

7. Select the **Approve Graduation** link for the student. Select the graduation approved checkbox and select OK. You will only see academic plans for your advisor name.

You can also add any relevant graduation notes in the box under the graduation approval area. Please add the date you added the note and your initials to the notes area because the Registrar's Office may have notes on the student in their side of the system also. You can also update this area as needed.

Student Advisor

Richele Botzer 11030091

Find | View All First 1 of 1 Last

*Academic Institution: CLARU Clarion University of PA

*Effective Date: 07/21/2015

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*Advisor Role: Advisor *Advisor Number: 3

*Academic Career: UGRD Undergraduate

*Academic Program: UBUSA UGRD Business Admin & Info Sci

Academic Plan: BS CS Computer Science BS

Academic Advisor: 10460554 ODonnell, Jon P

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

Advisor Graduation Notes

OK Cancel Apply

Please note: your My Advisee list will not change based on your updates until you refresh your screen.

General Information

- Students are to apply for graduation the semester before they expect to graduate.
- Students finishing up requirements in summer walk through the Spring commencement ceremony. Students finishing up requirements in winter intersession walk through the Winter commencement ceremony.
- Access to approve graduation is limited to only your advisees. You will not be able to approve graduation for students who are not your advisees.

- Students are able to see the status of their graduation application in their MyClarion Student Center.
- The applied for graduation status will not be updated in the students' MyClarion Student Center until some point after drop/add for the term. Since students may not successfully complete all classes for the current term and may change their schedule for the following term, this status will not be updated until the term they expect to graduate.
- Reports indicating the status (comp/fail) of the students preliminary degree audit results will be sent to advisors, department chairs, and dean's periodically. You will be able to see who is failing the audit and who still needs graduation approved.