Adviser Information
Early Degree Audit Review for Graduating Seniors

Early Degree Audit Review for Graduating Seniors:
E-reports listing advisees who have applied for graduation and their graduation status will run before the term of graduation and then again on the night of the 5th day of classes Spring and Fall and the 9th or 10th day of classes Summer.

- This e-report will list students who have applied for graduation and will indicate one of the following:
  1. All Requirements Met
  2. At Least One Requirement Has Not Been Met

- Advisers should review degree audits for each of their advisees where At Least One Requirement Has Not Been Met is indicated.
- It is important that advisers check the degree audit e-reports before the term of graduation and again after the 5th day of classes, for advisees who have applied to graduate but have not met graduation requirements.
- Go to Early Degree Audit Review Dates under Adviser Information for specific dates.

How to Access E-report:
1. Login to AccessPlus and select the uBusiness tab
2. Select e-reports from the left menu bar
3. Click on Continue if Confidentiality Statement appears
4. Under All Searches (on left) select
   a. DegAdt Ugrad Early Grad Review (before the 5th day of classes) and
   b. DegAdt Ugrad Cur Sem Grad Sr Lst (after the 5th day of classes).
5. Search Criteria box will appear. Complete and click on Search
6. A list of students graduating will appear.
7. This list will indicate if a student has All Requirements Met (All Met In-Prog Used) or At Least One Requirement Not Met (At Lst 1 Req. Not Met). See example below.
8. There could be more than 1 page to the report. One page will list students who have the major as a primary major and the second page will list students who have the major as an additional major. Be sure to review all pages of each major/curriculum.

<table>
<thead>
<tr>
<th>UNIV ID</th>
<th>Student Name</th>
<th>MAJOR MINOR MINOR MAJOR</th>
<th>Degree Progrm Status</th>
<th>Adviser Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111111</td>
<td>SAMPLE, JOSEPH</td>
<td>ADVRT PSYCH DSGN</td>
<td>At Lst 1 Req Not Met</td>
<td>Adviser Name</td>
</tr>
<tr>
<td>2222222222</td>
<td>SMITH, JANE</td>
<td>ADVRT</td>
<td>At Lst 1 Req Not Met</td>
<td>Adviser Name</td>
</tr>
<tr>
<td>3333333333</td>
<td>TEST, JAMES</td>
<td>ADVRT</td>
<td>All Met In-Prog Used</td>
<td>Adviser Name</td>
</tr>
</tbody>
</table>

9. Review e-report for advisees who have the message At Least One Requirement Has Not Been Satisfied indicated. If you can clear up the unmet requirement, updates should be submitted to your college office immediately so changes can be made to the student’s degree audit.

Graduation Evaluator Degree Audit Checks
- Graduation Evaluators will begin checking audits and notifying graduating seniors who have unmet degree audit requirements beginning the second week of the term of graduation.
- Students will be notified of their graduation status by email before midterm and will be able to review their graduation status in AccessPlus under (Student Tab/Graduation/Graduation Status) at any time.
- Graduation Evaluators will update each student’s graduation status in AccessPlus as changes occur throughout the semester and will notify students and advisers by email.

On-line Graduation Status System:
- Student’s graduation status can be viewed in AccessPlus under Faculty/Adviser Tab/Dept Advising Servs/. Enter student ID number/select Graduation Status
- When a student applies for graduation their graduation status will indicate Active until the Evaluator checks requirements for that student.
- Advisers will be notified of their advisee’s graduation status by email only if there is a problem with the student’s graduation.
- Advisers can view their advisee’s graduation status in AccessPlus anytime.
- As changes occur throughout the semester the Graduation Evaluators will update each student’s graduation status in AccessPlus and notify students and advisers by email.
Graduation Status Emails Sent to Students and Advisers:

- **All Requirements Met:** Students will receive the following email:
  
  Your application for graduation has been received for the current term and a graduation review completed.
  You have met all graduation requirements based on your current ISU schedule and transcript as of (date/time).
  
  1. View your graduation status: Log into http://accessplus.iastate.edu, select the 'Student' tab, choose 'Graduation' on the left hand menu, then select 'Graduation Status'

- **Unmet Requirements:** Students and their adviser will receive the following email:
  
  You have unmet graduation requirements based on your current ISU schedule and transcript as of (date/time).
  
  1. View your graduation status: Log into http://accessplus.iastate.edu, select the 'Student' tab, choose 'Graduation' on the left hand menu, then select 'Graduation Status'

Undergraduate Graduation Check List (information for current term graduating seniors):

http://www.graduation.iastate.edu/undergrad/undergrad-checklist

Graduation and Commencement Website:

http://www.graduation.iastate.edu/

Graduation Evaluator Contact Information:

- LAS, Design, Vet Med Colleges: Deb Lettow – email dsletto@iastate.edu or phone 294-2754
- AGLS and Business Colleges: Jenny Froyd – email jlfroyd@iastate.edu or phone 294-3632
- Engineering and Human Sciences: Jenni Keitges – email jlak@iastate.edu or phone 294-0770