Adviser Information
Early Degree Audit Review for Graduating Seniors

Adviser Early Degree Audit Review:
E-reports listing advisees who have submitted an application for graduation and their current graduation status will run as follows.

1. Approximately 3-4 weeks before the term of graduation
2. The night of the 5th day of classes Spring and Fall semesters and the night of the 10th day of classes Summer Semester.
3. Check Early Degree Audit Review Dates under Adviser Information for specific dates:

The e-reports will list students who have submitted an application for graduation and will indicate one of the following:

- All Requirements Met
- At Least One Requirement Has Not Been Met

Advisers should run and 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 e-reports as follows:

1. 3-4 Weeks before the term of graduation
2. The 5th day of classes after the term has started.
3. 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.

How to Access E-report:
1. Login to AccessPlus and select the uBusiness tab
2. Select e-reports from menu on the left under General
3. Click on Continue when Confidentiality Statement appears
4. Click on arrow to the left of All Searches in menu column. Select one of the following:
   - DegAdt Ugrad Early Grad Review (before the 5th day of classes)
   - DegAdt Ugrad Cur Sem Grad Sr Lst (after the 5th day of classes)

Search Criteria box will appear. For a quick search of a major complete search criteria as follows:

1. In Major field select Equals and then type major abbreviation (example: PSYCH) in empty box to right
2. Click on Search (blue box on lower left of criteria box)
3. Double click on box to left of major where appropriate term of graduation is listed
4. A list of students who have submitted an application for graduation in this major will appear

Report will indicate one of the following for each student:

- All Requirements Met (All Met In-Prog Used)
- At Least One Requirement Not Met (At Lst 1 Req. Not Met)
- Adviser Name

Example:

<table>
<thead>
<tr>
<th>UNIV ID</th>
<th>Student Name</th>
<th>Major</th>
<th>Minor</th>
<th>Minor</th>
<th>Major</th>
<th>Degree Program Status</th>
<th>Adviser Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>111111111</td>
<td>SAMPLE, JOSEPH</td>
<td>ADVRT</td>
<td>PSYCH</td>
<td>DSGN</td>
<td></td>
<td>At Lst 1 Req Not Met</td>
<td>Advisor Name</td>
</tr>
<tr>
<td>222222222</td>
<td>SMITH, JANE</td>
<td>ADVRT</td>
<td></td>
<td></td>
<td></td>
<td>At Lst 1 Req Not Met</td>
<td>Advisor Name</td>
</tr>
<tr>
<td>333333333</td>
<td>TEST, JAMES</td>
<td>ADVRT</td>
<td></td>
<td></td>
<td></td>
<td>All Met In-Prog Used</td>
<td>Advisor Name</td>
</tr>
</tbody>
</table>

The report will contain one or two pages:

1. First page will list students who have the major as a primary major
2. Second page will list students who have the major as an additional major
3. Be sure to review all pages for each major

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:

- When a student applies for graduation their graduation status will indicate *application is currently under review* until the Graduation Evaluator checks requirements for that student.
- Advisers can view their advisee’s graduation status in AccessPlus under Faculty/Adviser Tab/Dept Advising Servs/. Enter student ID number/select Graduation Status
- Advisers can view their advisee’s graduation status in AccessPlus anytime.
- Advisers will be notified of their advisee’s graduation status by email *only* if there is a problem with the student’s graduation.
- 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