Commencement Roadshow 2015
Office of the University Registrar

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Stanford University
## Spring 2014-15 Degree Candidates

<table>
<thead>
<tr>
<th>Degree</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>1319</td>
</tr>
<tr>
<td>GSB</td>
<td>481</td>
</tr>
<tr>
<td>LAW</td>
<td>260</td>
</tr>
<tr>
<td>MED</td>
<td>76</td>
</tr>
<tr>
<td>UG</td>
<td>1380</td>
</tr>
</tbody>
</table>

Data as of 4/29/15
Important Dates

• June 3: Multiple Deadlines
  • Late Application to Graduate
  • University Thesis, DMA final project, Ph.D. dissertation (noon)
  • Withdrawal of Application to Graduate
  • Final FINAL deadline for ALL late forms or changes

• Past Deadlines:
  • April 10: Application to Graduate Deadline
  • April 17: Final Study List Deadline
    • Coterm course transfer
    • MMF Deadline
    • Deadline to update major, minor or degree plan
    • Deadline for AP/Transfer credit
Department UG Graduation Clearance

- Requirements for Major, Minor, or Degree Program
- Department specific GPA and units
- Submit final Recommending List
- School of Engineering reviews School Level requirements

- Reminder: Check if your students have applied to Graduate!
University UG Graduation Clearance

- Units to Graduate (180 or 225)
- University GPA minimum (2.0)
- GERs, Language, Writing Requirements
- Registration Status
- Major Minor Course Approval Form
- Final Recommending List Completion
Major Minor Course Approval Form

- Verifies no overlap of courses
- Required for:
  - UG students with Multiple Majors, Minor, or dual degree
- Not Required for:
  - Single major, secondary major, interdisciplinary honors, subplan
- Deadline: April 18
- No longer accepted after Late Application to Graduate

Stanford University
Undergraduate Distinction

• Top 15% GPA of Graduating Students
• Includes students from Summer 2013-14 through Late Application to Graduate deadline
• Students are not notified until Commencement

• Friday May 8th at 5pm – All Department Nominations are due to Registrar’s Office
Undergraduate Advising and Research (UAR)

• UG Students may verify progress towards University Requirements with UAR
• UAR will be at SSC the Friday prior to Commencement
• Registrar’s Office, SSC, UAR work together to catch graduation issues prior to Rec List Deadline, and Friday after this Deadline
DEPT: GR Graduation Clearance

• Department requirements for degree
• Department specific GPA and units
• Completion of Departmental Milestones
  • Master’s program proposal
  • Reading committee approval
  • University orals
  • Master’s thesis, final projects or essays
• Candidacy dates active through June 14
• Check student applied to graduate
• Review Final Recommending Lists
University: GR Graduation Clearance

- University GPA requirements (3.0)
- Residency requirements
- Registration Status
- Milestones have been met
- Candidacy not expired
- No Holds
Final Recommending List Deadlines

- **Now - June 3rd (LAG)**
- Depts start reviewing FRL via STF View Recommending List also check student plans. Double check that students who are eligible to graduate are on the Rec List
- Start updating approval actions and “Save”. Can continue to save and update
- Save button is for your use only. Update does not go to Reg Office

- **Mon, June 8, 2:00 pm:**
  - PHD, DMA, and MED due

- **Thurs, June 11, 2:00 pm:**
  - Masters, ENG, UG, GSB, LAW due
Important Information about Rec Lists

• Tutorial
  • Website Navigation: Registrar.Stanford.edu → Staff
    Graduation & Commencement → Final Recommending List

• Check Setup for Staff and Chair ASAP!

• Set Up Proxy Today!
Final Rec List Actions

• June 3- June 8 (PhD) OR June 11 (Masters, UG)
  • “Submit” button becomes available and depts can submit FRL to Reg Office as students are cleared for graduation

• After FINAL submission, click “Route to Chair”

• No Edits after “Route to Chair” is selected –If a change is needed, call or email Reg Office

• Follow up on Chair Approvals
Degree Checkout Status and To-Dos

- **Applied**: Initial Status
- **In Review**: University Requirements are in Progress
- **Pending**: University Requirements are Complete
- **Denied**: By University OR Department (or both)
- **Approved**: By University AND Department

- UG students see “To Do’s” in Axess for Incomplete requirements, as well as receive email reminders
- GR students will see DEPT checklist, DISS checklists and any HOLDS, as applicable.
Spring 2014-15 Grading Deadlines

• **Friday, May 29:** Faculty/proxy spring grading opens

  Please encourage faculty to submit grades for graduating students as early as possible

  (The Registrar’s Office will send a courtesy reminder email to faculty the week of Commencement reminding them to submit grades for all graduating students.)

• **Thursday, June 11 (12:00 noon):** Deadline for submission of grades for graduating students

• Graduating students appear on faculty grade rosters followed by a red “**”

GNR grades will not be assigned until midnight 24 hours after the regular grading deadline (June 16)
Missing & Continuing Grades

• **Missing Grades:** Instructors must submit grade change cards to the Office of the University Registrar for missing grades (i.e. “GNR” grades) that are over a year old (4 quarters old)

• **N Grades:** Instructors should also review records for continuing courses (graded “N”) that are not in progress during Spring Quarter 2015;
  ✓ submit grade cards for the student’s *terminal* quarter of enrollment in the course (if terminal quarter was prior to Spring Quarter 2014)
  ✓ have instructors issue final grade in Axess (if terminal quarter was Spring Quarter 2014 or later)

• **Tuesday, May 12:** Target date to resolve all missing grades for prior quarters
Diploma Deadlines

Monday, June 1
• Deadline for spring students to make ceremony (diploma distribution) changes in Axess.
• After June 1st, all students must go to the Student Services Center, in person, and fill out a diploma distribution form to make this change or email a scanned diploma distribution form to: diploma-processing@lists.stanford.edu

Friday, June 12 (2:00-4:00pm)
• Diploma pickup for schools/departments will be at Encina Hall Room 101.
• Department can review Diplomas in Encina Room 108.
• For any issues please visit the Registrar’s Office, located at the Galvez Modular.

Friday, June 12 (4:00-6:00pm)
• Diploma Troubleshooting Issues, email Reid Kallman: reidk@stanford.edu

Sunday, June 14 (1:00-3:00pm)
• Students can pickup diplomas at the Student Services Center, located at Tresidder Union, 2nd Floor, if they have selected this diploma distribution option.
Diplomas – Post Commencement

Diplomas

- **No Show Diplomas**: please return them to SSC and direct students to pick them up at SSC after commencement Sunday.

Diploma Covers

- **Extra Diploma Covers**: after commencement please drop off at RO/SSC in the week following commencement.

RO drops off, please email **lizzyc@stanford.edu**.
Diploma Covers

Diploma Cover Pickup at Bambi Modular

- Address: 320 Panama Street

- The Registrar’s Office has designated the following times to hand out covers:
  - Thursday, May 21 from 9:00-11:00am
  - Friday, May 29 from 9:00-11:00am

- Walk Through Diploma Covers: Please continue to encourage your students to return their walkthrough diploma covers to the Student Services Center
Electronic Diplomas

- New this year beginning with Autumn 2014-15 graduates
- Available to Alumni four weeks after degree conferral via MyLocker: https://mylocker.stanford.edu/

Additional Electronic Diploma Information: https://studentaffairs.stanford.edu/registrar/students/cediploma
Academic Information Listed on Diploma

http://studentaffairs.stanford.edu/registrar/students/diplomas

- All Diplomas bear the signatures of the current University:
  - Chair of Board of Trustees
  - President
  - School Dean

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<tr>
<th></th>
<th>Undergraduate Diploma</th>
<th>Graduate or Professional School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major(s) (academic plan)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Minor</td>
<td>No</td>
<td>Ph.D. only</td>
</tr>
<tr>
<td>Secondary Major</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Concentration (aka subplan)</td>
<td>If applicable and approved by your department or school</td>
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</tr>
<tr>
<td>Interdisciplinary Honors</td>
<td>Yes, if applicable</td>
<td>N/A</td>
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<tr>
<td>Departmental Honors</td>
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</tr>
<tr>
<td>Distinction</td>
<td>Yes, if applicable</td>
<td>N/A</td>
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<tr>
<td>Degree</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Date of Degree Conferral</td>
<td>Yes</td>
<td>Yes</td>
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Student Services Center

• All Student Questions

• Friday June 12\textsuperscript{th}: Work with UAR and RO for denied students. SSC hours are 9-4pm

• Students who opted for diploma pick up may also do so on Commencement Sunday and ongoing
SSC Reminders

• Remind graduating students that all balances must be paid on their University Bill prior to graduation to avoid diploma holds.

• Approve GFS entries prior to May 15th

• Request that students Update their email and address info in Axess after graduation
Resources

• Registrar’s Office Commencement Website:
  • Registrar.Stanford.edu
  • Staff Commencement

http://studentaffairs.stanford.edu/registrar/staff/commencement
Thank You! Questions?

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