

## Graduation Eligibility Quick Reference

Task	Completed	Initials
Task #1 – Verify Departments. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Course Department</a></u>	<input type="checkbox"/>	
Task #2 – Verify Subject Areas. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Course Subject Area</a></u>	<input type="checkbox"/>	
Task #3– Verify Areas of Study. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Course Area of Study</a></u>	<input type="checkbox"/>	
Task #4 – Verify EMIS CORE Subject Area on Courses. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Courses</a></u>	<input type="checkbox"/>	
Task #5 – Verify Courses. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Course Maintenance</a></u> » <u><a href="#">Courses</a></u>	<input type="checkbox"/>	
Task #6 – Define Miscellaneous Items. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Miscellaneous Items</a></u>	<input type="checkbox"/>	
Task #7 – Create Rule(s). <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Rule Maintenance</a></u>	<input type="checkbox"/>	
Task #8 – Define CORE Overflow if using Total CORE Credit Line Items. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Core Overflow</a></u>	<input type="checkbox"/>	
Task #9 – Set Up Rules. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Rule Maintenance</a></u>	<input type="checkbox"/>	
Task #10 – Set Up Line Items. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Rule Setup</a></u>	<input type="checkbox"/>	
Task #11 – Assign Eligibility Rule Assignments. <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Eligibility Rule Assignments</a></u>	<input type="checkbox"/>	
Task #12 – Assign Eligibility Rule using Student Profile Bulk Update. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">Ad-Hoc Updates</a></u> » <u><a href="#">Student Profile Bulk Update</a></u>	<input type="checkbox"/>	
Task #13 – Assign Eligibility Rule using Student Profile – Additional tab. <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Edit Profile – Additional tab</a></u>	<input type="checkbox"/>	
Task #14 - Review Building Grade Level defaults. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Grade Level Administration</a></u> » <u><a href="#">Building Grade Levels</a></u>	<input type="checkbox"/>	
Task #15 - Set Student Miscellaneous Values. <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Miscellaneous Values</a></u>	<input type="checkbox"/>	
Task #16 - Enter Student Community Service. <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Community Service</a></u>	<input type="checkbox"/>	
Task #17 – Enter Exemptions on Student Exemptions / Requirements. <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Graduation Points</a></u> » <u><a href="#">Student Exemptions / Requirements</a></u> » <u><a href="#">EMIS Graduation Elements section</a></u>	<input type="checkbox"/>	
Task #18 – View Student Eligibility Details. <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Student</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Student Eligibility Details</a></u>	<input type="checkbox"/>	
Task #19 – Print the Eligibility Report (R208). <u><a href="#">StudentInformation</a></u> » <u><a href="#">SIS</a></u> » <u><a href="#">Graduation / Eligibility</a></u> » <u><a href="#">Eligibility Report (R208)</a></u>	<input type="checkbox"/>	

Task #20 – Print Eligibility Letters. <i><u>StudentInformation » SIS » Graduation / Eligibility » Eligibility Letters</u></i>	<input type="checkbox"/>	
Task #21 – Print Graduation/Eligibility on the Report Cards. <i><u>StudentInformation » SIS » Marks » Marks Reports » Report Card Formatter (R700)</u></i>	<input type="checkbox"/>	
Task #22 – Print Graduation/Eligibility on Transcripts. <i><u>StudentInformation » SIS » Marks » Marks Reports » Transcript Formatter (R702)</u></i>	<input type="checkbox"/>	