



# CALIFORNIA STATE UNIVERSITY, FULLERTON

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Office of the Registrar

*Admissions & Records Department*

P.O. Box 6900, Fullerton, CA 92834 / T 657-278-2380 / F 657-278-2356

Date: March 17, 2014

To: Department Chairs and  
Program Coordinators

From: Melissa K. Whatley  
University Registrar

Subject: Degree Candidates for May 23, 2014

UPS 100.001 states that “A list of all candidates for graduation shall be available in the Office of the Registrar. A list provided by the registrar of all candidates in a given academic area shall be sent to the departmental office.”

### Undergraduates

These students have indicated that they will complete all their requirements during the spring 2014 semester. Their graduation is subject to the satisfactory completion of all requirements for the degree, which will be determined by this office after final grades for the spring 2014 semester have been recorded in May. Please note that faculty approval refers only to candidacy for the degree and does not assure graduation. Award of the bachelor’s degree will be made only after requirements have been verified.

### Graduate Students

These students have also indicated that they will complete all their requirements during the spring 2014 semester. As in the past, the Graduate Studies office will send to your graduate program coordinator, for each student listed, a Grad Check Review Form and the student’s study plan for review and recommendation. Please note that faculty approval of names on this list does not assure graduation. Award of the master’s degree will be made only after requirements have been met as specified on the Grad Check Review Form by your graduate adviser. Verification of all requirements will be done after final grades have been recorded.

Any faculty member objecting to the candidacy of any individual on the list should submit the objection to me in writing by April 25, 2014. The absence of objection constitutes approval of the student’s candidacy with an effective graduation date of May 23, 2014.

A list of candidates with name, majors and minors is available by running the following queries.

Reports related to graduation:

- ***Undergraduate Students, who are candidates for the specified terms(s)***
- ***Post-Baccalaureate Students, who are candidates for the specified terms(s)***

Attached, for your reference, are instructions for running queries. Please note that queries will include only those departments/colleges for which you have security to view data. If you have questions about your CMS security, please contact Gwen Hooks at ghooks@fullerton.edu.

MKW

Attachment

cc: Mildred Garcia, University President  
José Cruz, Provost & V.P. for Academic Affairs  
Peter Nwosu, Assoc. V.P. Undergrad Programs  
Shari McMahan, Int.Assoc.VP Research/Creat.Act./Tech. Trans.  
Nancy J. Dority, Asst. V.P., Enrollment Service  
Ed Sullivan, Asst. V.P. for Analytical Studies

Susan Cooper, Dean, Irvine Campus  
College Deans  
Katherine Powers, Director, Graduate Studies  
Bodeen, Graduation Unit Supervisor  
Dianna Lopez Fisher, Alumni Affair  
Tonantzin Oseguera, Dean of Students

## **Graduation, Probation and Dean's List Query Info**

While PeopleSoft navigation provides access to real-time Campus Solutions (student) data, there is also a need for some faculty and staff to be able to run some real-time reports in order to either view a great amount of data than can be accessed on a PeopleSoft web page or to download that data for further processing. Over time, the list of the pre-written reports that can be run by faculty and staff will grow. Depending on the access requested by your department chair/manager/Dean, you may have access to all or some of these reports and may see all students in your college or only students in your department. Following are available queries:

- Reports related to end-of-term processing. Available after all grades are posted and Academic Standing for the term is calculated.

**Undergraduate Students who are on Academic Probation for the specified term**  
**Post-Baccalaureate Students who are on Academic Probation for the specified term**  
**Undergraduate Students who are on Dean's list for the specified term**

- Reports related to graduation. See the timeline below.

**Undergraduate Students who are degree candidates for the specified term(s)**  
**Undergraduate Students who are graduates for the specified term(s)**  
**Post-Baccalaureate Students who are degree candidates for the specified terms(s)**  
**Post-Baccalaureate Students who are graduates for the specified term(s)**

Graduation reports depend on the following approximate timeframes each year:

Final January candidates' list: around November 1<sup>st</sup>  
Final January graduation list: mid-March

Final May candidates' list: around March 30<sup>th</sup>  
Final May graduation list: mid-August

Final August candidates' list: around March 30<sup>th</sup>  
Final August graduation list: around October 1<sup>st</sup>

If you have problems accessing queries:

- a) Check if the security was requested for you by your manager or Dean
- b) If security was requested – contact Gwen Hooks in Admissions and Records for assistance at ext. 7668

If you have any questions about the data being generated by these queries, please contact Joe Hackbarth in Admissions and Records, Information Technology at ext. 2372.