



Vrije Universiteit Brussel

Quick User Guide

*Application for Graduation in
Student Self Service*

CALI Project

1 Application for graduation via Student Self Service

A student can apply for his/her graduation during the first exam period of the first session by following the next steps in the student self-service:

In the student self-service, click on 'My Academics'

The screenshot displays the Oracle Student Self Service interface for Peter's Student Center. The page is organized into several sections:

- Navigation:** Favorites, Main Menu, Self Service, Student Center.
- Peter's Student Center:** The main heading for the user's account.
- Academics Section:**
 - Links: Search, Plan, Enroll, Puntenblad, My Academics (highlighted with a red arrow), Re-enrollments.
 - enrollment shopping cart ▶
 - other academic... ▼
- Personal Information Section:**
 - Demographic Data, Emergency Contact, Names, User Preferences.
 - other personal... ▼
- Contact Information:**
 - Home: Groenstraat 103, 3270 Scherpenheuvel-Zichem
 - Mail: None
 - Mobile: 0478 257 518
 - VUB_e-mailaddress: None
- Right-hand Side Panels:**
 - Holds:** No Holds.
 - To Do List:** No To Do's.
 - Enrollment Dates:** Open Enrollment Dates
 - Quick Links:** VUB Homepage, MY VUB, VUB Webmail
 - Resources:** PointCarré, VUB Library, VUBtiëk
 - VUB & You:** Examination regulations, VUB Student Council, Frequently Asked Questions

If the student is enrolled for enough credits in one program, the section 'Graduations' becomes visible within the tab page 'My Academics':

ORACLE

Favorites | Main Menu > Self Service > Student Center

Peter Claes

go to ...

Search Plan Enroll Puntenblad **My Academics** Re-enrollments Programme enrollment

My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors

Transfer Credit	Evaluate my transfer credits View my transfer credit report
Studieoverzicht	View my course history
Transcript	View my unofficial transcript Request official transcript
Enrollment Verification	Request enrollment verification

Graduation	Apply for graduation View my graduation status
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My Program:

- Institution - Vrije Universiteit Brussel
- Career - Bachelor's Programme
- Program - BA Linguistics and Literature
 - Afstudeerrichting - AR Dutch-English

The student can click on the link 'Apply for Graduation'.

Graduation	Apply for graduation View my graduation status
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By doing so, the next page is displayed:

The screenshot shows the Oracle Student Center interface for a user named Peter Claes. At the top, there is a navigation bar with the Oracle logo and a breadcrumb trail: Favorites > Main Menu > Self Service > Student Center. Below the navigation bar, the user's name "Peter Claes" is displayed next to a "go to ..." dropdown menu. A row of navigation buttons includes Search, Plan, Enroll, Puntenblad, My Academics, Re-enrollments, and Programme enrollment. The main heading is "Apply for Graduation 1st Exam period 1st session", followed by a sub-heading "Submit an Application for Graduation". A paragraph of text explains that clicking the "Apply for Graduation" link will proceed with the application, but it may not be visible if the user is not eligible. Below this is a table with the following content:

Program: BA Linguistics and Literature	
Vrije Universiteit Brussel Bachelor's Programme	
Degree: BA TALK AR Dutch-English Afstudeerrichting: AR Dutch-English	Apply for Graduation

At the bottom of the page, there is another row of navigation buttons: Search, Plan, Enroll, Puntenblad, My Academics, Re-enrollments, and Programme Enrollment, followed by another "go to ..." dropdown menu.

The students needs to click on the link 'Apply for Graduation' to proceed with his/her application. On the next screen (see below) the student selects the term in which (s)he wants to graduate. After selection, the student clicks on 'Continue':

ORACLE

Favorites Main Menu > Self Service > Student Center

Peter Claes go to ...

Search Plan Enroll Puntenblad My Academics Re-enrollments Programme enrollment

Apply for Graduation 1st Exam period 1st session

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: BA Linguistics and Literature

Vrije Universiteit Brussel | Bachelor's Programme

Degree: BA TALK AR Dutch-English
Afstudeerrichting: AR Dutch-Englis

Expected Graduation Term Academic year 2013-14
select term ...

SELECT DIFFERENT PROGRAM CONTINUE

The student submits his/her application by clicking on the 'Submit Application' button:

The screenshot shows the Oracle Student Center interface. At the top, the Oracle logo is visible. Below it, a breadcrumb trail reads: Favorites | Main Menu > Self Service > Student Center. The user's name, Peter Claes, is displayed on the left, and a 'go to ...' dropdown menu is on the right. A row of navigation buttons includes Search, Plan, Enroll, Puntenblad, My Academics, Re-enrollments, and Programme enrollment. The main heading is 'Apply for Graduation 1st Exam period 1st session'. Below this is a section titled 'Verify Graduation Data' containing a table with the following information:

Program: BA Linguistics and Literature	
Vrije Universiteit Brussel Bachelor's Programme	
Degree: BA TALK AR Dutch-English Afstudeerrichting: AR Dutch-English	
Expected Graduation Term	Academic year 2012-13

Below the table, a declaration states: 'By submitting this request, the student declares that he/she agrees to the Regulations on Education and Examinations concerning graduation in the first exam periode of the first session'. At the bottom of this section are three buttons: 'SELECT DIFFERENT PROGRAM', 'SUBMIT APPLICATION', and 'SELECT DIFFERENT TERM'. A red arrow points to the 'SUBMIT APPLICATION' button. At the very bottom of the page, a secondary navigation bar contains links for Search, Plan, Enroll, Puntenblad, My Academics, Re-enrollments, and Programme Enrollment.

The student receives a notification that the application for graduation went successfully:

The screenshot shows the Oracle Student Center interface. At the top, the Oracle logo is displayed. Below it, a breadcrumb trail reads: Favorites | Main Menu > Self Service > Student Center. The user's name, Peter Claes, is shown in the top right corner next to a 'go to ...' dropdown menu. A horizontal menu contains several options: Search, Plan, Enroll, Puntenblad, My Academics, Re-enrollments, and Programme enrollment. The main heading is 'Apply for Graduation 1st Exam period 1st session', followed by a sub-heading 'Submit Confirmation'. A large blue checkmark icon is positioned to the left of the text 'You have successfully applied for graduation.' Below this, a message states: 'Your request will be processed. Once a decision is made, you will be informed by e-mail.' At the bottom, there is a secondary horizontal menu with the same options as above, and another 'go to ...' dropdown menu.

2 Follow-up of the status of the application

The student has the possibility to check the status of his/her application for graduation by clicking on the link 'View my graduation status'

The screenshot displays the Oracle Student Center interface for a user named Peter Claes. The breadcrumb trail at the top reads: Favorites | Main Menu > Self Service > Student Center. Below the user name, there is a 'go to ...' search bar and a navigation menu with buttons for Search, Plan, Enroll, Puntenblad, My Academics, Re-enrollments, and Programme enrollment. The 'My Academics' section is highlighted and contains several sub-sections:

- Academic Requirements**: [View my advisement report](#)
- What-If Report**: [Create a what-if scenario](#)
- Advisors**: [View my advisors](#)
- Transfer Credit**: [Evaluate my transfer credits](#), [View my transfer credit report](#)
- Studieoverzicht**: [View my course history](#)
- Transcript**: [View my unofficial transcript](#), [Request official transcript](#)
- Enrollment Verification**: [Request enrollment verification](#)
- Graduation**: [Apply for graduation](#), [View my graduation status](#)

A red arrow points to the 'View my graduation status' link. To the right, the 'My Program' section shows a hierarchical view: Institution - Vrije Universiteit Brussel, Career - Bachelor's Programme, Program - BA Linguistics and Literature, and Afstudeerrichting - AR Dutch-English.

Clicking on 'View my graduation status' results in the following screen displaying the application's status. The status of an application can be: "Applied", "Accepted", "Rejected", "Cancelled".

The screenshot shows the Oracle Student Center interface for a user named Peter Claes. The page title is "Graduation Status". The user's name "Peter Claes" is displayed at the top left, with a "go to ..." search box to its right. Below the name is a navigation bar with buttons for "Search", "Plan", "Enroll", "Puntenblad", "My Academics", "Re-enrollments", and "Programme enrollment". The "Graduation Status" section is highlighted. Below this section, the program details are shown: "Program: BA Linguistics and Literature" and "Vrije Universiteit Brussel | Bachelor's Programme". The degree and application details are listed in a table:

Degree: BA TALK AR Dutch-English	Status: Accepted
Afstudeerrichting: AR Dutch-English	Expected Graduation Term: Academic year 2012-13

At the bottom of the page, there is another navigation bar with the same buttons as above, and a "go to ..." search box.

When the faculty member makes a decision, the student is notified by email on the status of his/her application,