

M4/G10 App - Graduation Application


Instructions for Advisors

Students must complete Registration's Apply to Graduate Application in MyView PRIOR to completing the M4 and/or G10. After they complete this step, they can log into the Graduate School M4/G10 application. The M4 application auto saves after each step, so students can log out and return to their application without losing any work. Until an application is submitted by the student, it is open for editing by both the student and the advisor.


1. Log into the M4/G10 Application here - <http://umsl.edu/go/AdvApproval>
 - a. You will be notified once per week, that applications are waiting for review.
2. The first screen you will see will be named - **Graduation Application : Advisor List**

Graduation Application : Advisor List


- a. As the student begins their M4 form, they will choose their advisor from a drop down list. New advisors can be added by the Graduate School staff, upon recommendation of the Graduate Program Director for that program.
3. The Advisors view will look like the image below - we have marked out the names for privacy. The green shading indicates where the application is in the process.
 - a. If a student has begun an application, but not submitted it, it will appear in your list, but the student name will not be highlighted green. Only the Program and Expected Graduation Semester will be highlighted. At this stage, the application can be edited by either the student or the advisor.
 - b. When a student submits the application, the student name in the advisor list will change to green. The application is now awaiting your approval.

Program	Expected Graduation	Student	Advisor	Program Director	Received by Graduate Office
Master of Education Elementary Education	SS2017	Student Name	Advisor Name	GPD Name	Graduate Office 

If a student drops a class or the GPA is below 3.0 - after they have submitted the application, it will be shaded yellow.

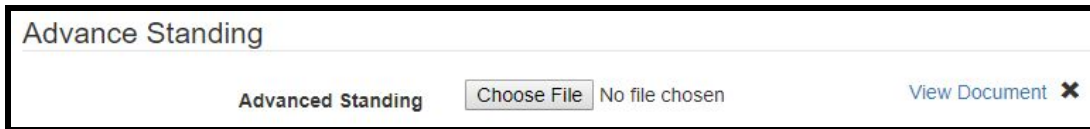
Master of Business Administration	SS2017	Student Name	Advisor Name	GPD Name	Graduate Office 
--------------------------------------	--------	--------------	--------------	----------	---

Reviewing the Application

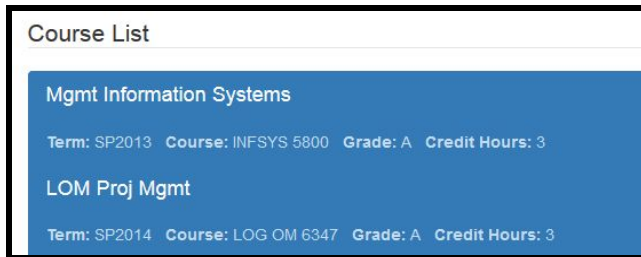
4. Click the small blue pencil in the far right column, in order to review and approve the application. 
 - a. Clicking this will open the student application, indicating the specific degree program and emphasis area.

Program Information	
<small>Expected graduation term should be the semester in which you will complete coursework and degree requirements. Registration for or participation in commencement is in no way tied to the graduation application.</small>	
Academic Unit	College of Education
Degree Program	Master of Education - Secondary Education MED
Emphasis Area	Middle Level Education
Expected Graduation Term	2017 Summer Semester
Advisor	Advisor Name
Program Director	GPD Name

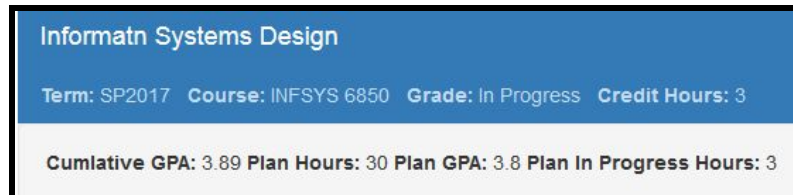
5. Continue to scroll down to see the coursework that the student selected for the degree program.
 - a. If you are an MSW advisor who has students with Advanced Standing courses, you should be able to open this document and review those courses - this option available ONLY TO MSW students.



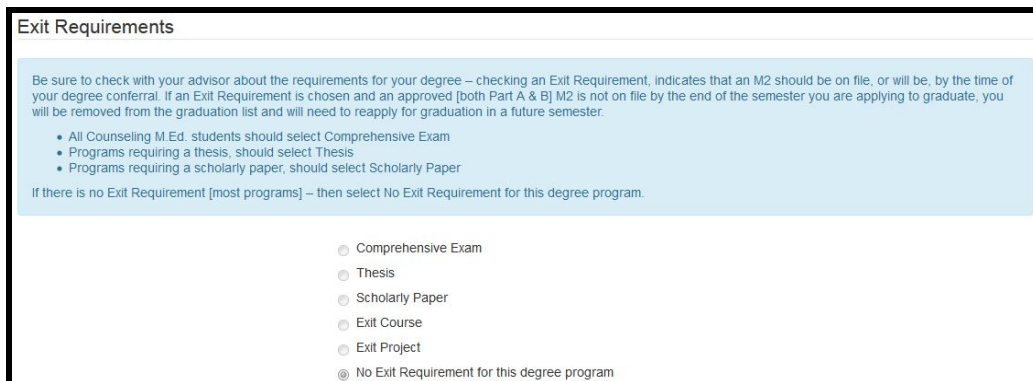
- b. The coursework appears in a similar fashion to the previous pdf version of the M4/G10. The courses highlighted in blue are the ones selected to meet the degree requirements.



- c. At the bottom of the screen-
 - i. Selected coursework hours are added up,
 - ii. Cumulative [all graduate coursework at UMSL] GPA is calculated,
 - iii. Program [selected courses] GPA is calculated, and
 - iv. Any in progress hours are listed separately - these hours are not yet calculated in plan hours or GPA, as no grade has been awarded.



- d. The last section indicates Exit Requirements - not all programs have an exit requirement. These boxes should be checked ONLY if the student submits a M2. If the student is completing an Exit Course - then that should be indicated in the approval notes box [ex: MBA 6900]. *If a box is checked and an M2 has not been submitted, the student may be removed from the graduation list.*



After submission, Advisors & Graduate Program Directors cannot change any of the options that a student has chosen. If there is an error, the advisor must send the application back to the student. Indicate the changes the student needs to make in the comments box [more information on this process in Approval section below] - these comments are considered part of the academic record and are sent directly to the student. Courses are open for selecting/deselecting by the student and advisor, after the application has been returned to the student for changes.

Approval

APPROVE - No

6. If the student has not met the requirements for the degree - Choose NO, then complete the box with the requirements that the student should fulfill before re-submitting.

Approval

Select yes to approve the application and move it to the next step of the process. A comment is not required but encouraged in special circumstances, if any, ex: GPA below 3.0, C5 on file, etc.

Select no to return the application to the student. A comment is required and should indicate what the student is missing and should correct before resubmission

Approve No
 Yes

Notes
Not enough credit hours
Wrong Exit Requirement [indicate the one the student should select]
No Exit Requirement should be selected
Exit Requirement selected - no M2 on file - student must submit as soon as possible

- a. Typical reasons for not approving and application are the same as they are for the current process -
- i. Not enough credit hours
 - ii. Required courses are missing
 - iii. Wrong exit requirement
 - iv. No exit requirement should be selected, etc.
 - v. Exit requirement selected, but no M2, PtA on file. Student must submit prior to advance app.

APPROVE - Yes

7. If the student has met the requirements for the degree - Choose YES, and the only notes in the Notes box should be specific to ongoing requirements that must be met before degree conferral -
- a. M2, Pt A filed - if required for program
 - b. Program and/or Cumulative GPA improve to 3.0
 - c. Ex: MBA 6900 - in the event of the exit course requirement

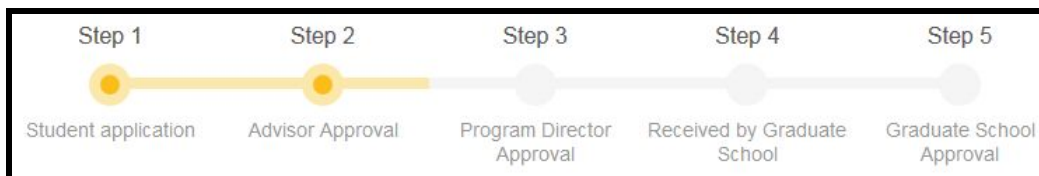
Approve No
 Yes

Notes
M2, Pt A filed - if required for program
GPA below 3.0
Ex: ABC 1234 - in the event of the exit course requirement

8. Choose SUBMIT after you've evaluated the application. After your submission, you will see where the Advisor box has shaded green. This indicates that the application has moved forward to the Graduate Program Director's queue. You can also track the progress of the application in the Status Bar. After you approve the application, the Advisor Approval orb in the Status Bar should be yellow.

Graduation Application : Admin List				
Program	Expected Graduation	Student	Advisor	Program Director
Autism Studies C				
Autism Studies Graduate Certificate	SS2017	Student Name	Advisor Name	GPD Name

Status Bar



If you have any questions, please contact our office via email at GradSchool@umsl.edu or by phone at 314-516-5900.