

# Graduation Program Assignment

02/06/2025 7:40 am EST

Students must have a graduation program assigned to determine academic progress towards graduation requirements. This must be completed before a transcript is accurate.

At this time, this is a manual process. Follow the steps below to batch add the correct graduation program to multiple students at once based on their grade 9 entry dates. This process must be done in each non program calendar that contains active high school students.

Any Ad Hoc Filter mentioned in this article needs to be created locally. The field for grade 9 entry date is graduation.grad9Date.

This article will be updated once this process is automated.

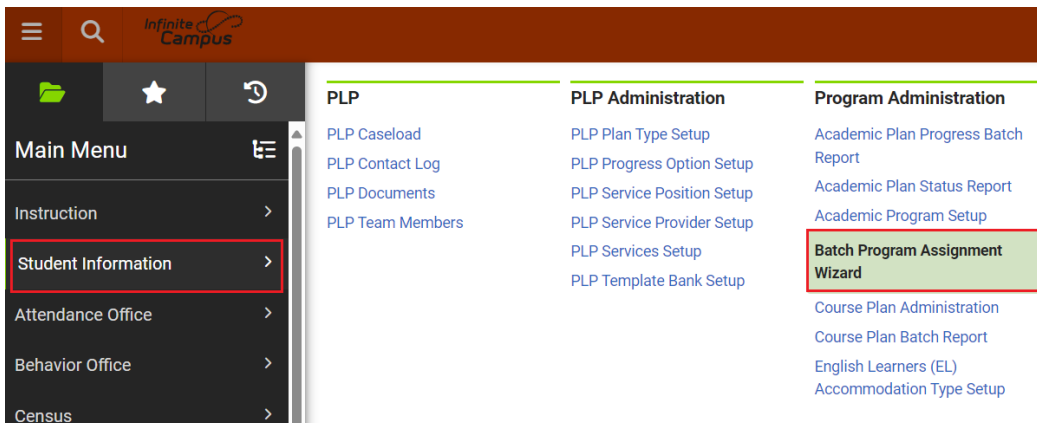


**Check out the Assigning Programs portion of the Supplemental Content: North Carolina Passport Videos for more information.**

[Batch Graduation Program](#) | [Individual Graduation Program](#)

## Batch Graduation Program Assignment

**Navigation: Menu > Student Information > Program Administration > Batch Program Assignment Wizard**



1. Choose the current school year and calendar as appropriate in the context.
2. Select **Graduation** Program Type from the dropdown.
3. Program selection is based on the student's 9th grade entry date:
  - a. Students who entered 9<sup>th</sup> grade in **07/01/2021 and later** should be assigned **2021 NC Graduation Requirements (Graduation)** or **2021 OCS Graduation Requirements (Graduation)**.
  - b. Students who entered 9th grade **prior to 07/01/2021** should be assigned **2020 NC Graduation Requirements (Graduation)**.
4. Select the radio button **Add Participation**.
5. Enter a **Start Date**. This date should be the first day of the instructional year. (Leave end date blank).
6. Select the radio button to **Select Filter**.
7. Select the appropriate **Ad Hoc Filter** (Grade 9 Entry Date 07/01/2021 and Later or Grade 9 Entry Date Prior to 07/01/2021) according to the program selection.
8. Click **Update** to add the program.

Batch Program Assignment Wizard ☆ Student Information > Program Administration > Batch Program Assignment Wizard

**Batch Assignment Tool**

The Batch Assignment tool adds, deletes, or modifies the Item selected in the Type field for the selected students(s).  
Students can only be assigned one graduation program.

**Select Type**  
Graduation

**Select Program**  
2021 NC Graduation Requirements (Graduation)

**Select Mode**  
 Add Participation  
 Delete Participation  
 Edit Participation

**Start Date**  
08/28/2024

**End Date**

Select Filter  Batch Add

**Select Filters (at least one)**  
 Grade(s)  
 Select one or more grade levels.

**Ad Hoc Filter**  
 Grade 9 Entry Date 07/01/2021 and Later

**Scheduling Group/Team(s) (Optional)**  
 Select one or more scheduling groups.

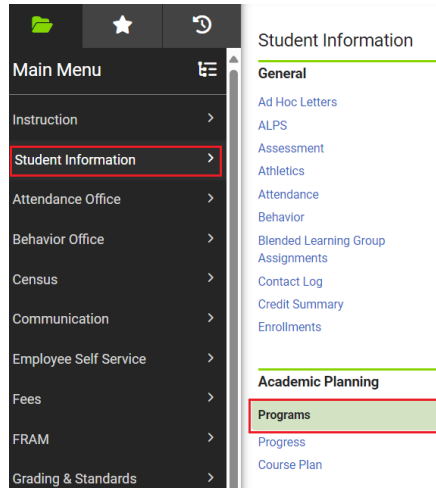
**Update**

**Complete this process as needed after students enroll and prior to printing transcripts.**

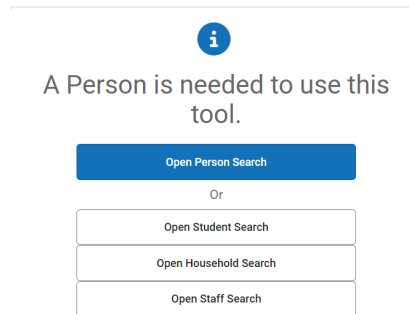
View the records processed by clicking on the batch report. The completed process will be alerted to the user in the message center.

## Individual Graduation Program Assignment

**Navigation: Menu > Student Information > General > Academic Planning > Programs**



**Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open academic programs tool. If a student was already selected, the academic programs tool will open automatically once the navigation is followed.



1. Click **New Graduation Program**.
2. Select the "**2021 NC Graduation Requirements (Graduation)**" or "**2021 OCS Graduation Requirements (Graduation)**" program for students who entered 9<sup>th</sup> grade in **07/01/2021 and later**. For students who entered 9th grade **prior to 07/01/2021**, use the "**2020 NC Graduation Requirements (Graduation)**" program.
3. Enter a **Start Date**. This date should be the first day of the student's enrollment.
4. Click **Save**.

Save
 New Graduation Program
 New Academic Program
 Documents

**Academic Plan Editor**

Program	Start Date	End Date	Program Type	Flag

**Graduation Program Detail**

\*Program  
2021 NC Graduation Requirements (Graduation)

\*Start Date: 8/28/2024      End Date:

The program is now listed in the academic plan editor.

New Graduation Program
 New Academic Program
 Documents

**Academic Plan Editor**

Program	Start Date	End Date	Program Type	Flag
2021 NC Graduation Requirements	08/28/2024		Graduation	

**Complete this process as needed after students enroll and prior to printing transcripts.**

Once the graduation program has been added to the student's record, the Progress tool can be viewed to see the progress the student has made towards the graduation requirements in the assigned program.