

NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

*Infinite
Campus*

Graduation Program Assignment

10/08/2025 7:38 am EDT

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 add the correct graduation program to multiple students at once based on filters or manual selection. This process must be done in each non program calendar that contains active high school students.

This article will be updated once this process is automated.

[Batch Graduation Program](#)

| [Individual Graduation Program](#)

| [Calculate On Track Status](#)

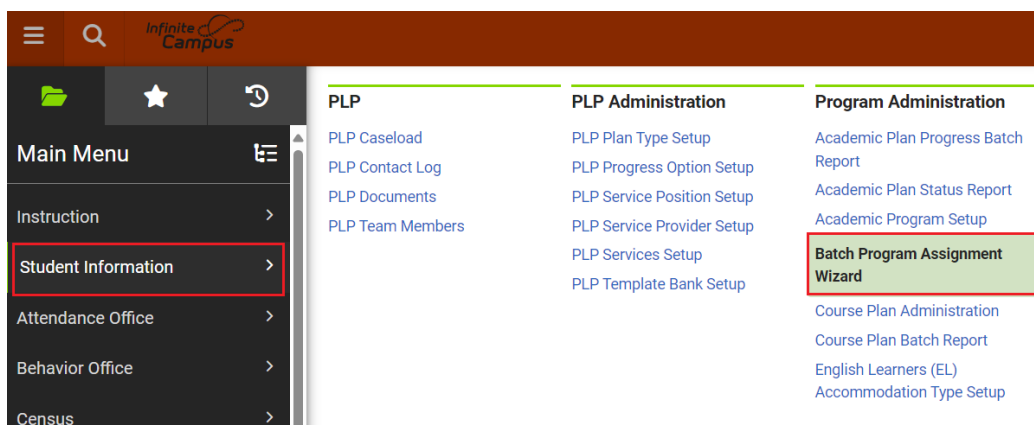
Batch Graduation Program Assignment



If using the **Select Filter** option, make sure the students in your filter do not already have a graduation program assigned. Overwriting existing graduation programs can lead to unintended consequences, especially when using the Course Planner.

Instead, use the **Batch Add** option to assign graduation programs to individual students or groups who do *not* yet have one assigned.

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. Students who entered 9th grade in **07/01/2021 and later** should be assigned **2021 NC FRC Graduation Requirements (Graduation)** or **2021 NC FRCO 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**.
 - a. Using **Batch Add** rather than **Select Filter** will allow a user to hand select students as needed.
7. From the **Select Filters** area, choose the appropriate filter (**Grade**, **Ad Hoc**, or **Scheduling Team**) to select the group of students to whom you want to assign the graduation program.
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

2012 NC FRC Graduation Program (Graduation)

Select Mode

☒ Add Participation
☐ Delete Participation
☐ Edit Participation

Start Date
08/25/2025

End Date

☒ Select Filter ☐ Batch Add

Select Filters (at least one)

Grade(s)
9

Ad Hoc Filter
Select an Ad Hoc Filter

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

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

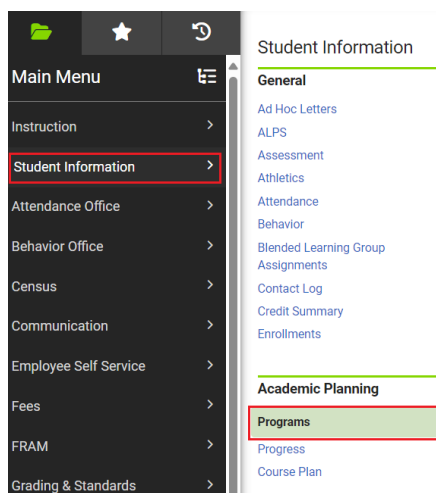
View the records processed by clicking on the batch report. The completed process will be alerted to the user in the message center.

Students who entered 9th grade prior to 7/1/2021 should have either the 2020 NC FRC Graduation Program or the 2020 NC FRCO Graduation Program assigned to them.

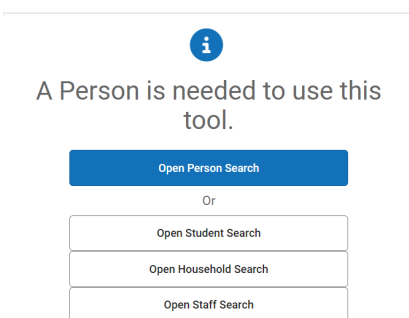


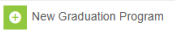
Individual Graduation Program Assignment



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

Graduation Program Detail	
*Program	
2021 NC FRC Graduation Requirements (Gradu ▾)	
*Start Date	End Date
08/24/2024 	

The program is now listed in the academic plan editor.

Academic Plan Editor				
Program	Start Date	End Date	Program Type	Flag
CTE Participant (To be deleted upon confirmation)	07/01/2024	06/30/2025	CTE	
North Carolina Certifications	07/01/2024	06/30/2025	CTE	
2021 NC FRC Graduation Requirements	08/26/2024		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.

Calculate On Track Status

When final grades have been updated at the end of a term, use the Course Plan Administration tool to calculate if a student is on-track for their graduation requirements. [Course Plan Administration | Infinite Campus](https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status) (https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status) - Please note this is taxing on the system and it is recommended to run this process after business hours.

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