

## **Academic Records Maintenance Rel 9.2 Ed 4**

### **Topics**

- Maintaining Student Data
  - Maintaining Program, Plan, and Sub plan Data for a Student
  - Processing Drops, Cancellations, or Withdrawals
  - Awarding Degrees and Degree Honors
- Maintaining Grades
  - Generating Grade Rosters
  - Entering and Posting Grades
  - Processing Midterm Grades
  - Lapsing Incomplete Grades
- Maintaining Transcripts and Enrollment Verifications
  - Defining Transcript Types
  - Creating Transcript Text
  - Attaching Transcript Notes to Students' Records
  - Processing Transcript Requests
  - Processing Enrollment Verifications
- Performing End of Term Activities
  - Creating Repeat Codes and Repeat Rules
  - Processing Repeat Rules
  - Managing Academic Standing
  - Processing Honors and Awards