

TECH DAYS



DIVISION OF
ENROLLMENT
MANAGEMENT

Automated UNM Retro Degree Printing Process Using Oracle APEX

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Retro Degree Online Process

- Retro memo is the process used to have a student's degree record reviewed for awarding after the mass awarding process for a semester has passed.
- It is up to the College, Department or Branch whether they will process retros.
- If a College, Department or Branch chooses to submit retros starting Monday, March 22, 2021 the process will move to an online process

Previous Process

- College, Department or Branch sends a Dean signed paper retro memo to Records or Registration using dept_update-L@list.unm.edu.
- All communication happens through email using a paper retro memo that has to be included in the communication

New Process

Updates

- All communication will happen through email.
- The Online Retro Site will be used to initiate a retro.
- There will be a workflow that the retro will go through for the review process

Email Template for Workflow

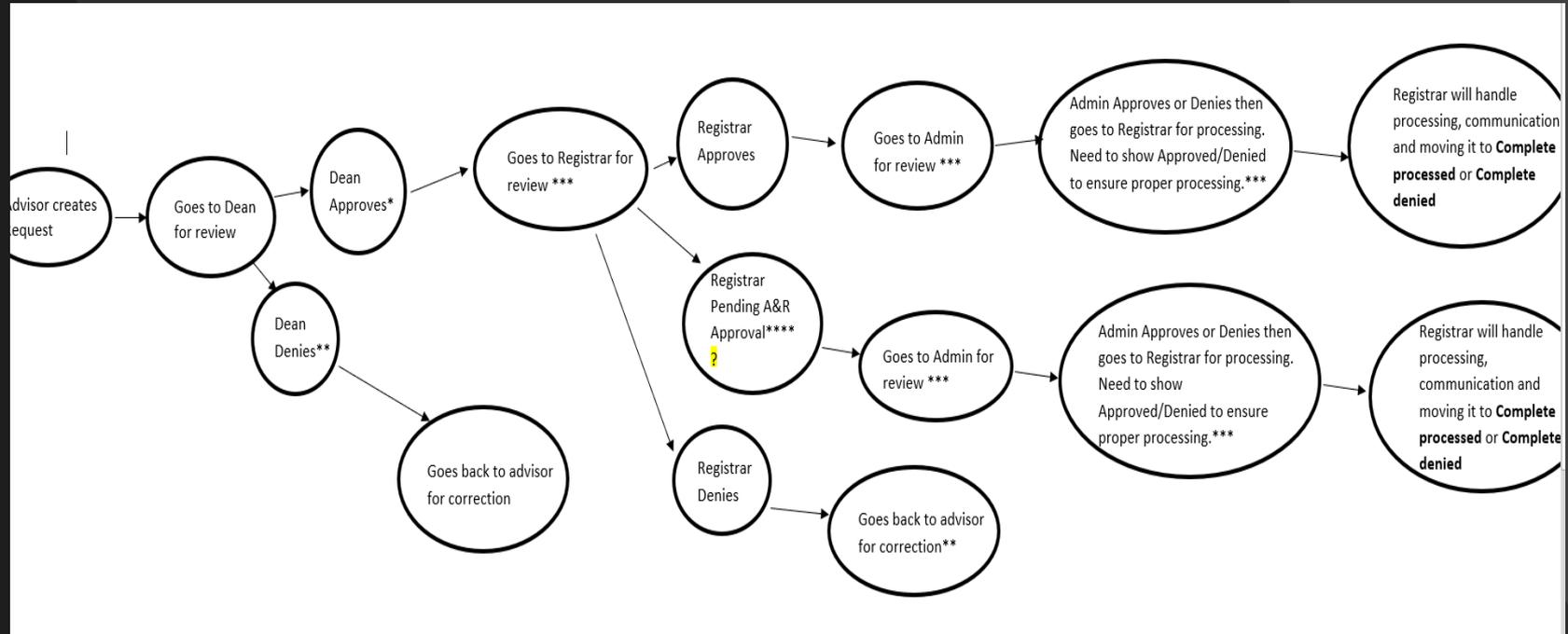
*Approval Template when Advisor request has been approved:
Your retro request has been approved for processing

**Denial Template when Advisor request has been denied:
Your retro request has been denied please click on the below link to revise and resubmit. (Include APEX link)

***Records/Registration Template: There is a retro ready for review please click on below link. (Include APEX link.) email sent to dept_update-L@list.unm.edu

**** Records/Registration Template: There is a retro needing to go to A&R for review. (Include APEX link.) email sent to unmreg@unm.edu and degrees@unm.edu

Flow Chart for Updated Retro Process



Technical difference Degree printing and Retro Degree printing process

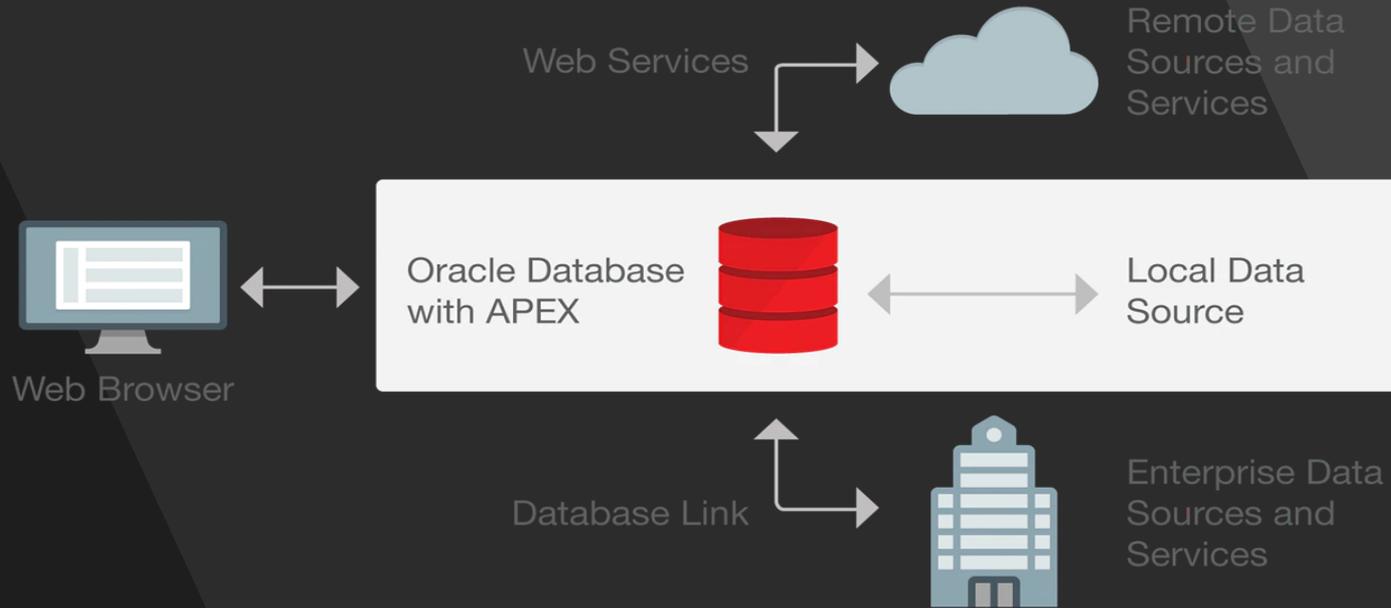
Normal Degree printing process

- There is no approval/disapproval process for Registrar's office.
- There is no degrees to hold for A&R review.
- End date is needed that serves as an expiry date for Advisors and Dean.
- Admin column should be null with the access table. There is no workflow for admins.
- There is no notification when a student degree is approved/disapproved.
- No progress bar to check student's progress during approval.

Retro Degree printing process

- There is approval/disapproval process for Registrar's office.
- Added Options to move degree to A&R review.
- There is no end/expiration date needed.
- Workflow for admins is included that serves as the final step in approving the retro degree process.
- There is bell and email notification added when a student degree is approved/disapproved
- Added progress bar

Oracle APEX Architecture



Dynamic Actions Demo



AJAX Call Back Demo

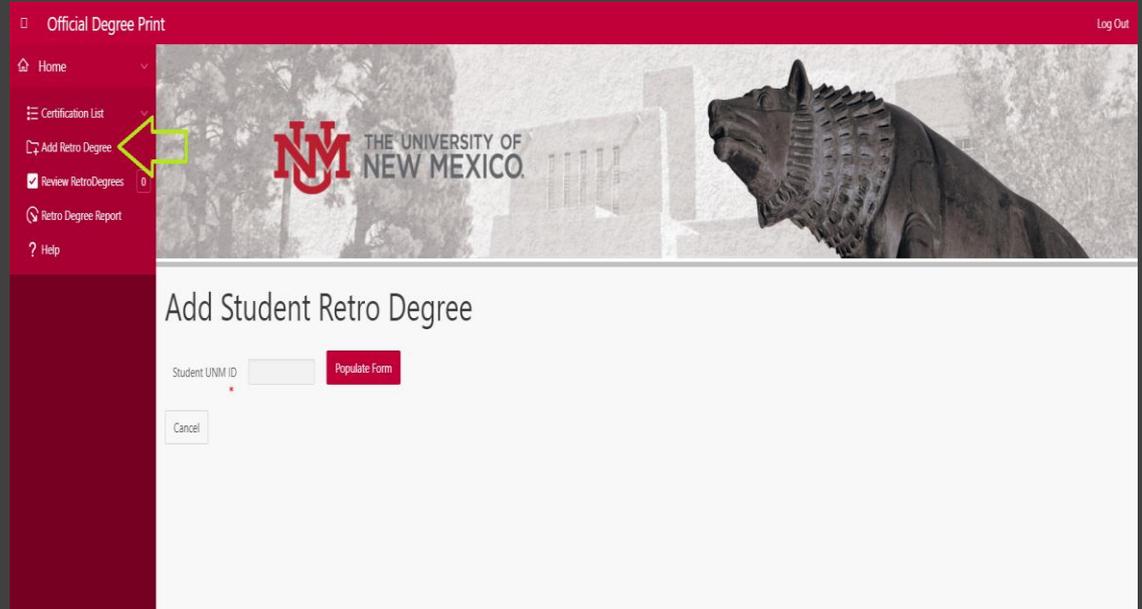


REST APIs Demo



Advisor Roles

Step 1: Advisor initiates the retro request by clicking on 'Add Retro Degree' student

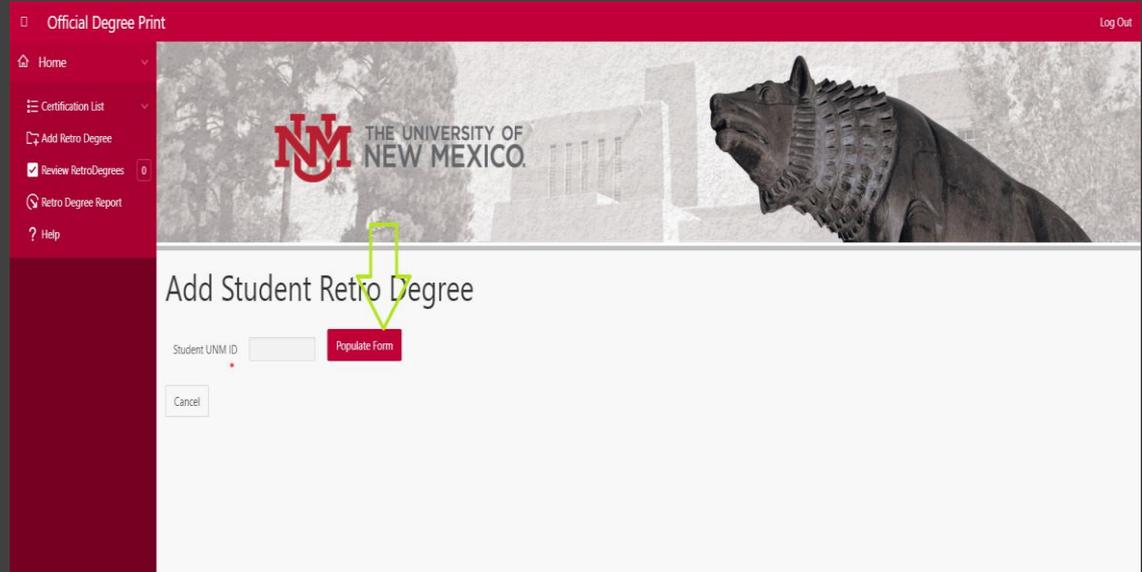


The screenshot displays the UNM system interface. At the top, there is a red navigation bar with the text 'Official Degree Print' on the left and 'Log Out' on the right. Below this is a banner image featuring the UNM logo and the text 'THE UNIVERSITY OF NEW MEXICO' next to a sculpture of a bison. On the left side, there is a vertical menu with the following items: 'Home', 'Certification List', 'Add Retro Degree', 'Review RetroDegrees' (with a '0' next to it), 'Retro Degree Report', and 'Help'. A yellow arrow points to the 'Add Retro Degree' menu item. The main content area is titled 'Add Student Retro Degree' and contains a form with a 'Student UNM ID' input field, a 'Populate Form' button, and a 'Cancel' button.

Advisor Roles

Step 1: Advisor initiates the retro request by clicking on 'Add Retro Degree' student.

Step 2: Advisor enters the student ID, and click on 'Populate Form'



The screenshot displays a web application interface for the University of New Mexico. The top navigation bar is red and contains the text "Official Degree Print" on the left and "Log Out" on the right. Below the navigation bar is a header image featuring the University of New Mexico logo (NM) and the text "THE UNIVERSITY OF NEW MEXICO." on the left, and a large bronze sculpture of a bison on the right. A green arrow points from the "Add Student Retro Degree" title to the "Populate Form" button. The main content area is white and contains the following elements:

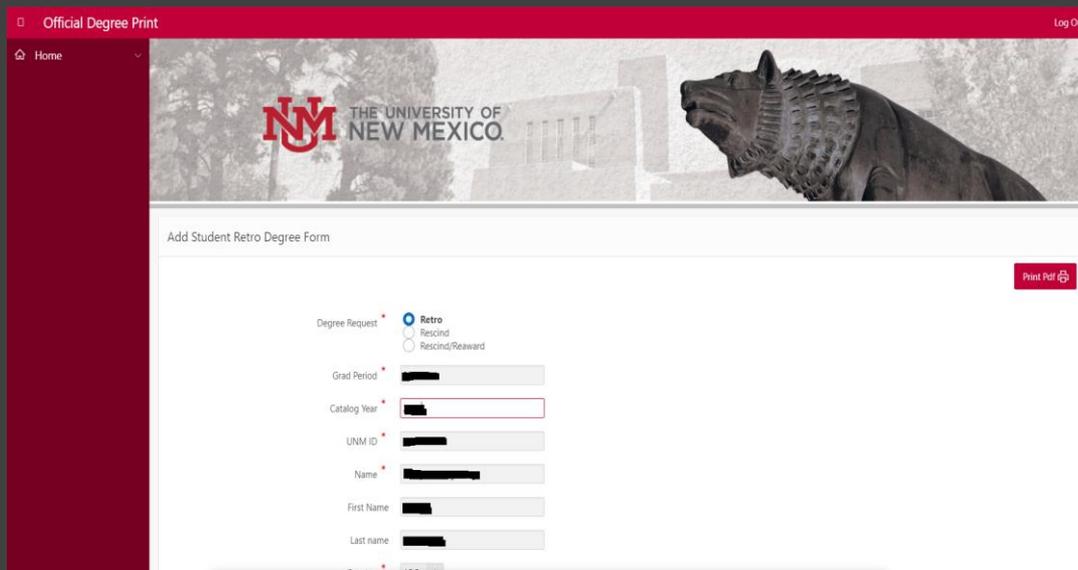
- Navigation Menu (Left):** A vertical list of items: "Home", "Certification List", "Add Retro Degree", "Review RetroDegrees" (with a count of 0), "Retro Degree Report", and "Help".
- Title:** "Add Student Retro Degree"
- Form:** A text input field labeled "Student UNM ID" with a red asterisk below it, and a red button labeled "Populate Form".
- Buttons:** A white button labeled "Cancel" is located below the "Populate Form" button.

Advisor Roles

Step 1: Advisor initiates the retro request by clicking on 'Add Retro Degree' student.

Step 2: Advisor enters the student ID, and click on 'Populate Form'

Step 3: The student's name, degree, campus, major and college information will be populated automatically in the next form



The screenshot shows a web interface for adding a retro degree form. At the top, there is a red navigation bar with 'Official Degree Print' on the left and 'Log Out' on the right. Below the navigation bar is a banner image featuring the University of New Mexico logo and a sculpture of a bison. The main content area is titled 'Add Student Retro Degree Form' and contains a 'Print Ret' button in the top right corner. The form includes the following fields:

- Degree Request:** A radio button selection with 'Retro' selected, and options for 'Rescind' and 'Rescind/Reward'.
- Grad Period:** A text input field containing a redacted value.
- Catalog Year:** A text input field containing a redacted value.
- UNM ID:** A text input field containing a redacted value.
- Name:** A text input field containing a redacted value.
- First Name:** A text input field containing a redacted value.
- Last name:** A text input field containing a redacted value.
- Campus:** A dropdown menu with 'ARC' selected.

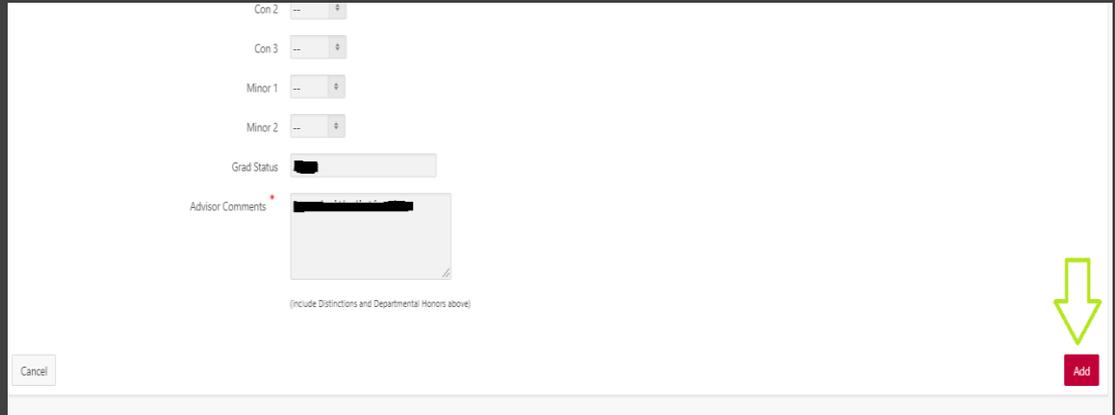
Advisor Roles

Step 1: Advisor initiates the retro request by clicking on 'Add Retro Degree' student.

Step 2: Advisor enters the student ID, and click on 'Populate Form'

Step 3: The student's name, degree, campus, major and college information will be populated automatically in the next form

Step 4: Click on "Add button" on the bottom left. The student will be added as a Retro Degree



The screenshot shows a web form with the following fields and controls:

- Con 2: Dropdown menu
- Con 3: Dropdown menu
- Minor 1: Dropdown menu
- Minor 2: Dropdown menu
- Grad Status: Text input field with a blacked-out value
- Advisor Comments: Text area with a blacked-out value and a red asterisk indicating a required field
- Footer: "Cancel" button on the left and "Add" button on the right.

A green arrow points to the "Add" button. Below the Advisor Comments field, there is a note: "(Include Distinctions and Departmental Honors above)".

Advisor Roles

Step 5: There is a validation check in place where if you try to add the same student again with same degree and major information, then an error saying 'student with same major exist'

The screenshot displays a web interface for adding a student retro degree form. At the top, a yellow banner contains the message "1 error has occurred" with a yellow warning triangle icon and a close button (X). Below this, a list of error messages shows "student with same major exist" with a circular information icon. The main form area is titled "Add Student Retro Degree Form" and includes a "Print Pdf" button in the top right corner. The form contains the following fields:

- Degree Request:** A radio button group with three options: "Retro" (selected), "Rescind", and "Rescind/Reward".
- Grad Period:** A text input field containing a redacted value.
- Catalog Year:** A text input field containing a redacted value.
- UNM ID:** A text input field containing a redacted value.
- Name:** A text input field containing a redacted value.
- First Name:** A text input field containing a redacted value.
- Last Name:** A text input field containing a redacted value.

Advisor Roles

Step 5: There is a validation check in place where if you try to add the same student again with same degree and major information, then an error saying 'student with same major exist'

Note: The only way to add a student twice is to change the degree or major information

Official Degree Print

Home

Certification List

Add Retro Degree

Review RetroDegrees 3

Retro Degree Report

Help

THE UNIVERSITY OF NEW MEXICO

Retro Degree List

Download Mode: On OFF

Go Actions

Process All	Degree Request	Added	Edited	Removed	Activity Date	Unmid	Name	First Name	Last Name	Campus	College	Bs Ba	Absentia	Degree	Major1	Con1 1	Con2 1	Con3 1	Major2	Con1 2	Con2 2	Con3 2	Minor1
Edit	<input type="checkbox"/>	Y										N		PHD	CHEM								
Edit	<input type="checkbox"/>	Y										N	N	PHD	EPE								
Edit	<input type="checkbox"/>	Y										N	N	PHD	EPS								

Submit Hold for Review

1-3

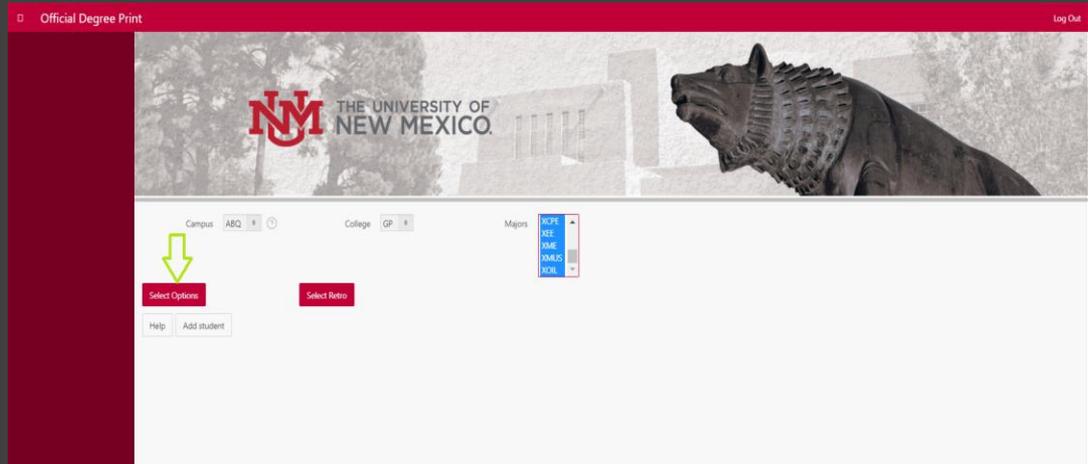
Advisor Roles

Step 5: There is a validation check in place where if you try to add the same student again with same degree and major information, then an error saying 'student with same major exist'

Note: The only way to add a student twice is to change the degree or major information

Step 6: After adding the student retro, in order to view them Click on Home button.

- Select campus, college and major information and hit on 'Select Retro' button



Advisor Roles

Step 7: After clicking on 'Select Retro', if you have the right bar role setup as an advisor of the college, you will be able to view the retro degree of students added under 'Retro Degree List' section

Note: If the 'Retro Degree List' section is empty, you either haven't added any students or you don't have right bar roles set up for your NetID

Step 8: After adding a retro degree for a student, if you still need to edit any information of a student, click on 'Edit'

Official Degree Print

Home

Certification List

Add Retro Degree

Review RetroDegrees

Retro Degree Report

Help

NM THE UNIVERSITY OF NEW MEXICO

Retro Degree List

Download Mode: On OFF

Search: [] Go Actions

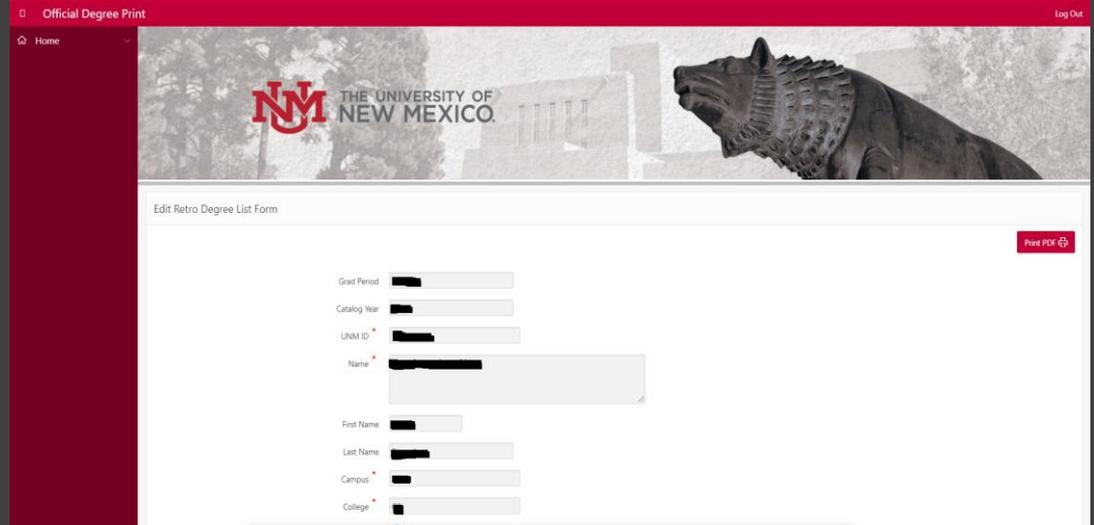
Process	Degree Request	Add	Edited	Removed	Activity Date	Umid	Name	First Name	Last Name	Campus	College
Edit		Y									
Edit		Y									
Edit		Y									

Submit Hold for Review

1 - 3

Advisor Roles

Step 9: In the “Edit Retro Degree List Form”, You will be able to edit any information of the student.



The screenshot shows a web interface for editing a retro degree list form. The page has a red header with the text "Official Degree Print" and a "Log Out" link. A dark red sidebar on the left contains a "Home" link. The main content area features a banner with the University of New Mexico logo and a statue of a bison. Below the banner, the title "Edit Retro Degree List Form" is displayed. A "Print PDF" button is located in the top right corner of the form area. The form contains several input fields, each with a red asterisk indicating a required field:

- Grad Period
- Catalog Year
- UNM ID
- Name
- First Name
- Last Name
- Campus
- College

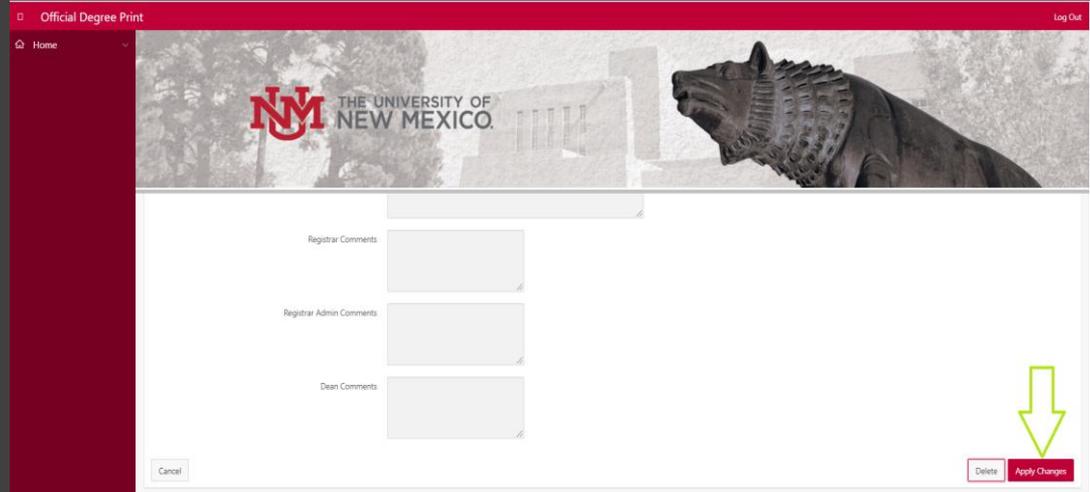
All input fields are currently empty or contain redacted information.

Advisor Roles

Step 9: In the “Edit Retro Degree List Form”, You will be able to edit any information of the student

Step 10: Click on ‘Apply Changes’ after making changes to any existing student information

Note: You will see the column ‘Edited’ will be updated to ‘Y’



The screenshot shows a web interface for 'Official Degree Print' at The University of New Mexico. The page features a red header with the title and a 'Log Out' link. Below the header is a banner image with the university's logo and a statue of a bison. The main content area contains three text input fields labeled 'Registrar Comments', 'Registrar Admin Comments', and 'Dean Comments'. At the bottom left is a 'Cancel' button, and at the bottom right are 'Delete' and 'Apply Changes' buttons. A large green arrow points down towards the 'Apply Changes' button.

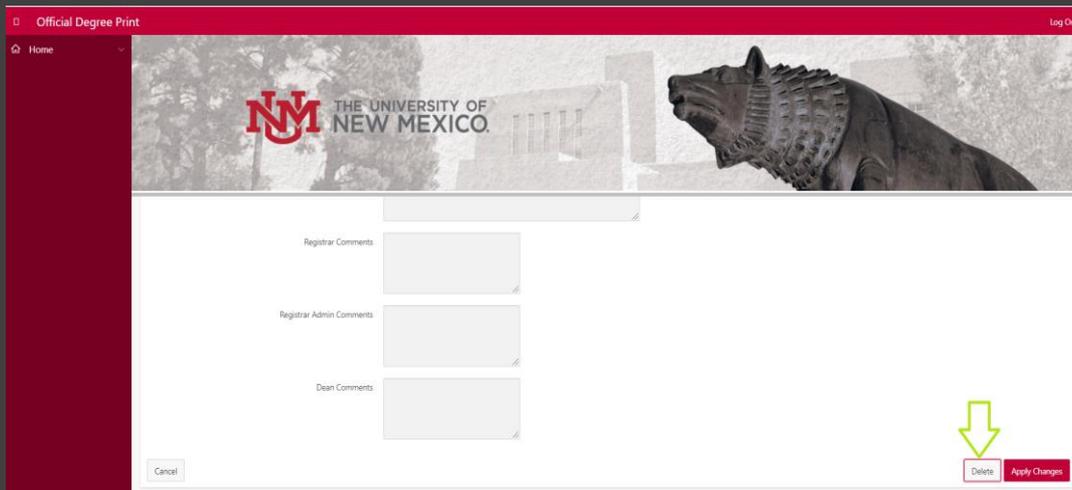
Advisor Roles

Step 9: In the “Edit Retro Degree List Form”, You will be able to edit any information of the student.

Step 10: Click on ‘Apply Changes’ after making changes to any existing student information

Note: You will see the column ‘Edited’ will be updated to ‘Y’

Step 11: If you add a student record who is not a retro, you can click on ‘Delete’ under the “Edit Retro Degree List Form”



The screenshot shows a web interface for 'Official Degree Print' at the University of New Mexico. The page features a red header with the university logo and name, and a navigation menu on the left. The main content area contains three text input fields for 'Registrar Comments', 'Registrar Admin Comments', and 'Dean Comments'. At the bottom right, there are two buttons: 'Delete' (with a green downward arrow icon) and 'Apply Changes'.

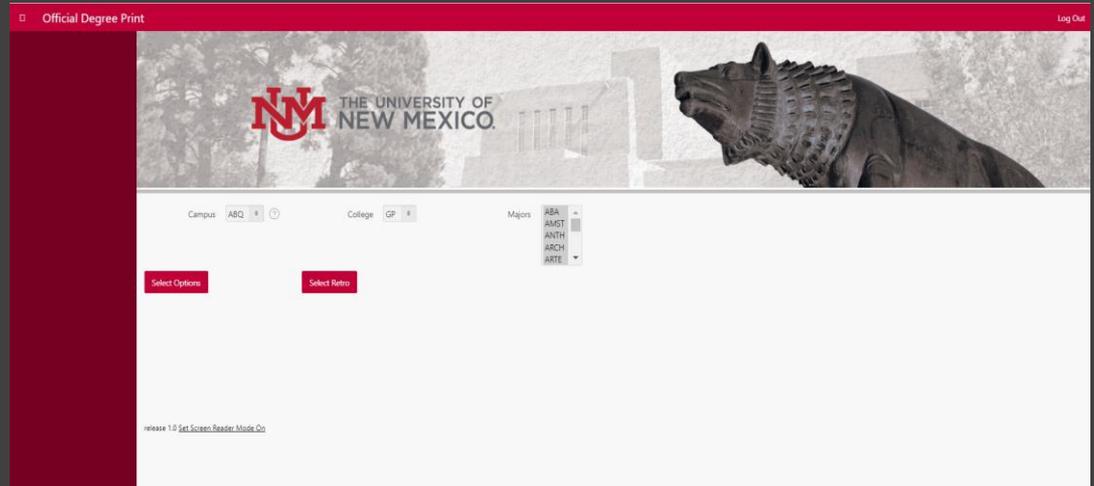
Advisor Roles

Step 14: If there are more than one advisors in a department and each wants to review the retros individually then they could make use of 'Hold Retro section' by clicking on 'Hold Retro' button.

The screenshot shows the 'Official Degree Print' interface for The University of New Mexico. A red navigation sidebar on the left contains the following menu items: Home, Certification List, Add Retro Degree, Review RetroDegrees (highlighted with a red box and a '3' next to it), Retro Degree Report, and Help. The main content area features a header with the UNM logo and a large image of a bison. Below the header, there are two buttons: 'Submit' and 'Hold for Review'. A green arrow points to the 'Hold for Review' button. The main section is titled 'Held for Review' and includes a 'Download Mode' toggle set to 'Off', a search bar, and a table of records. The table has columns for 'Submit', 'Added', 'Edited', 'Removed', 'Activity Date', 'UNMD', 'Name', 'First Name', 'Last Name', 'Campus', 'College', 'BS-BA', 'Degree', 'Major1', 'Con1', 'Con2', 'Con3', 'Major2', 'Con1', 'Con2', 'Con3', 'Minor1', 'Minor2', 'Advisor Comments', and 'Advisor'. Two rows of data are visible, with the first row having a 'Y' in the 'Removed' column and the second row having a 'Y' in the 'Added' column. A 'Submit' button is located at the bottom left of the interface.

Dean Roles

Step 1: Once the Dean logs in, they will be redirected to be home page where they will be asked to enter campus, college and major. After selections are made, click on 'Select Retro' button

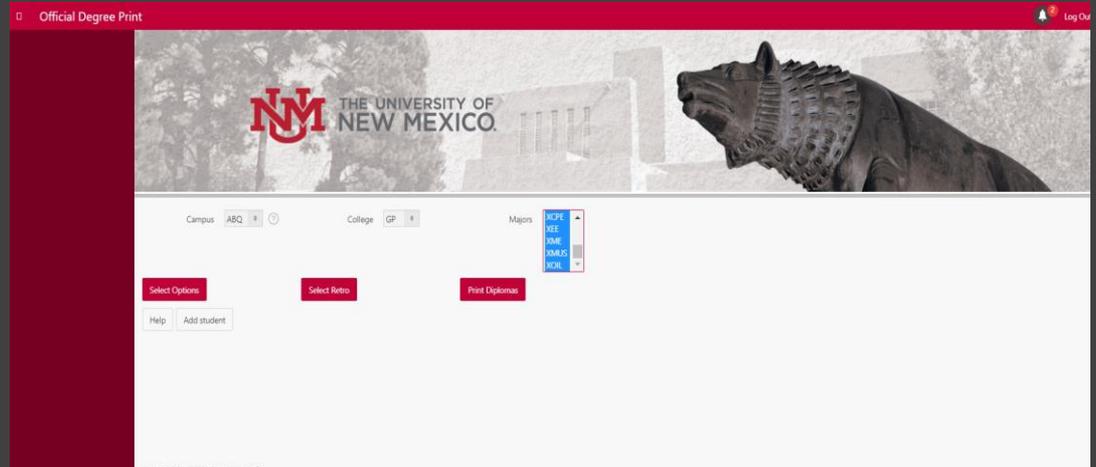


The screenshot shows the 'Official Degree Print' page for The University of New Mexico. The page features a red header with the text 'Official Degree Print' on the left and 'Log Out' on the right. Below the header is a banner image with the NM logo and the text 'THE UNIVERSITY OF NEW MEXICO' on the left, and a large image of a bison on the right. Underneath the banner, there are three dropdown menus: 'Campus' with 'ASQ' selected, 'College' with 'GP' selected, and 'Majors' with a list of options including ABA, AMST, ANTH, ARCH, and ARTE. Below these menus are two red buttons: 'Select Options' and 'Select Retro'. At the bottom left, there is a small link: 'version 1.0 Get Screen Reader. More On >'. The page is set against a dark red background on the left side.

Registrar Roles

Step 1: Once the Registrar Coordinator logs in, they will be redirected to the home page where they will be asked to enter campus, college and major. After selections are made, click on 'Select Retro' button

Note: The Registrar Coordinator and Registrar admins will have all colleges on the filters unlike Advisors and Deans who only going to have access to colleges based on the bar roles



Registrar Roles

Step 2:

The next screen will be the list of student retro degrees who were added and reviewed by both Advisors and Deans then waiting for Registrar Coordinator approval. The Registrar Coordinator can either approve/ hold for A&R review/ disapprove a student's retro

Note: If Registrar Coordinator disapproves a retro, then the student is moved to advisor's queue where the process begins all over from the start

Official Degree Print Log Out

Home

- Certification List
- Add Retro Degree
- Review RetroDegrees 2
- Retro Degree Report
- Generate Certification List
- All Certification Lists
- Grad Periods
- Printed Diplomas
- Print Diplomas
- Mailing Labels
- Help

General Instructions
If no students were found then either all your students were submitted or you didn't make a selection at the home page. If you didn't select any options from the home page, please return to the home page and select your options. If you submitted all your students, please notify your Dean or Dean liaison that you have finished and it is ready for their approval.

Retro Degree List: Registrar

Download Mode: On OFF

Go Actions

Process	Added	Edited	Removed	Activity Date	Unmid	Name	First Name	Last Name	Campus	College	Bs Ba	Degree	Major1	Con1	Con2	Con3	Major2	Con1	Con2	Con3	Minor1	Minor2	Catalog Year	S
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>																			

1-1

Approve Hold for A&R Review Disapprove

Summary and Conclusion

- This presentation reviewed on how we completely changed the complicated process that was based on pen-paper for a single retro degree of a UNM student to a complete automated process where a retro degree can be added/removed with a single click using Oracle APEX
- In addition, we also learned some features of Oracle APEX in action

TECH DAYS



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Thank You!
Questions?

Thank you for attending the session!

- Please remember to **complete the survey!**
- If you have **questions for the presenter**, please email the Enrollment Management Reporting Team at emrt@unm.edu