Harmony 3
Marking a Student as a Mid-Term Graduate

1. Mid-term graduates need to follow a specific process in order to properly submit them to the STN application center as a mid-term graduate. Before graduating the students, make sure to go to Guidance…Class Rank/GPA and rerun your class rank/GPA. This will ensure that the students get their accurate rank at time of graduation.

2. Next, open the students who will be graduating mid-term and touch the "Enroll/Withdraw" button. Choose to withdraw the student and enter the date of withdrawal (graduation). Select the exit code as "34-Early Graduate". This makes all the documents for the student inactive and removes them from attendance.

3. Run a Real Time (RT) report and send it to the STN Application Center. This submits the student as an early graduate.

4. Next, mark the individual student as a graduate within Harmony by opening their demographics in the Inactive Students view.

5. Then touch the "Edit" button to put the student into edit mode. Then touch the "Mark Graduated" link on the Guidance tab of the demographics.

6. Enter the graduation date, diploma type and post grad info. You can also add a transcript comment if necessary. When you touch the "Mark Graduated" button, the student will be marked with the graduation date and their transcript will then reflect that date.
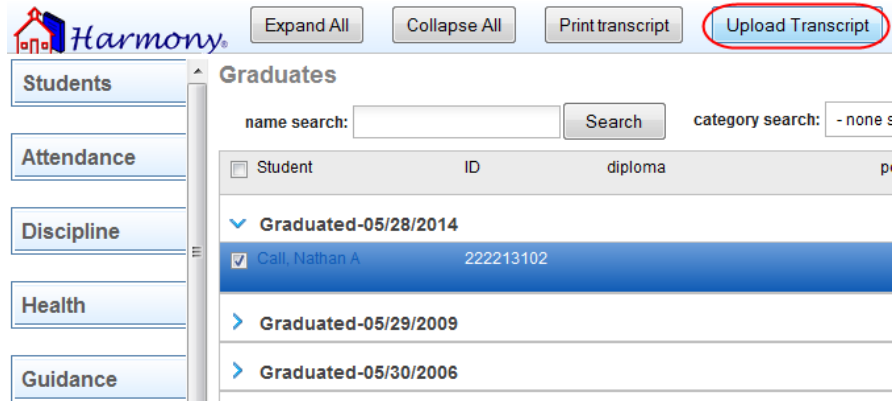
7. Lastly, upload the graduate's transcript to Parchment so that the Parchment transcript reflects the graduation date. This can be done from Guidance…Recent Graduates by selecting the student and touching the "Upload Transcript" button.