

Nova Scotia Confirmation of Enrolment Portal: Graduation Confirmation

Student Assistance



GRADUATION CONFIRMATION

Why is graduation data important?

Nova Scotia students who received student assistance funding, and have graduated, may be eligible for the Nova Scotia Debt Cap program (this could mean up to \$15,000 in loan forgiveness)!

As well, Graduation data is used for research purposes and enhancements to programs and services which benefit students participating in the Nova Scotia Student Assistance Program.

The screenshot shows the Nova Scotia Student Assistance System interface. At the top, there is a navigation bar with "Student Assistance > Confirmation of Enrollment > Logout" and "Labour and Advanced Education". Below this, the user is logged in as "Doris Day" with a "Last Login" of "Mar/19/2014". The interface includes a search area with a "Pick Group" dropdown set to "ABCD - College", and fields for "Last Name" and "SIN". A "Search" button is present. Below the search area is a navigation menu with tabs: "Home", "New Requests", "Not Confirmed", "Complete", "Cancel", "Admin", and "Other Tasks". The "Other Tasks" tab is circled in red with a "1" next to it. The "Graduation Confirmation" tab is also circled in red with a "2" next to it. Below the navigation menu is a table with columns: "SIN", "Name", "DOB", "Student ID", "Field of Study", "PSED", "Confirmed", and "Grad Date". The table contains two rows of data:

SIN	Name	DOB	Student ID	Field of Study	PSED	Confirmed	Grad Date
123-456-789	Astair, Fred	05/26/06		Associate in Arts Degree	04/30/12		
252-252-252	Rogers, Ginger	07/12/87		Carpentry	03/30/12		

Below the table are input fields for "Student Name", "Program", "Study End Date", "Student ID", "Confirmed" (with radio buttons for N/A, Yes, No), and "Graduation Date". There is also a "Comment/Reason" dropdown and "Prev", "Save", and "Next" buttons.

1. Go to "Other Tasks"
2. Click the "Graduation Confirmation" tab to view the list of possible graduates for your school.



Please check the "Graduation Confirmation" tab often for possible graduates ready to confirm!

HOW TO CONFIRM “YES”/NOT CONFIRM “NO”/AND USE “N/A”

CONFIRMING GRADUATION “YES”:

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

COLLEGE

Welcome Doris Day Last Login: Mar/24/2014

Pick Group: ABCD - College Non-COE List Filter

Last Name:

SIN:

Home New Requests Not Confirmed Complete Cancel Admin Other Tasks

Graduation Confirmation Withdrawal/ Status Change Reports Tuition Update

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123-456-789	Astair, Frederick	05/26/06		Associate in Arts Degree	04/30/12		
252-252-252	Rogers, Ginaer	07/12/87		Carpentry	03/30/12		

2 Student Name: Astair, Frederick File #: 10035764, App #: 20111

Program: Associate in Arts Degree Study End Date: 04/30/12

Student ID: Confirmed: N/A Yes No Graduation Date: 05/24/12

Comment/Reason:

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1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is “Yes”, a Graduation Date must be entered. The Comment/Reason is optional.
4. Once the information is entered, click “Save” and it will be sent to the Student Assistance Office.



Clicking the “Prev” or “Next” button will select the previous or next student in the row shown on the table.

Not Confirming Graduation “No”:

The screenshot shows the Nova Scotia Canada Student Assistance website. The user is logged in as Doris Day. The page displays a navigation menu with options like Home, New Requests, Not Confirmed, Complete, Cancel, Admin, and Other Tasks. A table lists students with columns for SIN, Name, DOB, Student ID, Field of Study, PSED, Confirmed, and Grad Date. The row for 'Rogers, Ginger' is highlighted in yellow. Below the table, a form allows editing the student's information, including fields for Student Name, Program, Student ID, Confirmed status (radio buttons for N/A, Yes, No), Study End Date, Graduation Date, and Comment/Reason. The 'Confirmed' status is set to 'No', and the 'Comment/Reason' field is selected. The 'Save' button is highlighted.

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123-456-789	Astair, Frederick	05/26/06		Associate in Arts Degree	04/30/12	Y	05/24/2012
252-252-252	Rogers, Ginger	07/12/87		Carpentry	03/30/12	N	

Student Name: Rogers, Ginger File #: 11021045, App #: 20111
Program: Carpentry Study End Date: 03/30/12
Student ID: Confirmed: N/A Yes No Graduation Date:
Comment/Reason: Formal Withdrawal from study - any reason

Prev Save Next

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is “No”, a Comment/Reason must be selected/entered. An additional option “(Other)” will be displayed in the list and when selected a text box will be shown where the user can type their comment. **Please do not put a date in the “Graduation Date” field.**
4. Once the information is entered, click “Save” and it will be sent to the Student Assistance Office.



Any information previously entered can be edited within 60 days. After that time, the data cannot be changed by the user. To find the file you wish to edit, search the student via last name or SIN (see page 6 & 7). Once you edit the file do not forget to click “Save”!

Not Available "N/A":

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

College

Welcome Doris Day Last Login: Mar/25/2014

Pick Group: ABCD - College Non-COE List Filter

Last Name:

SIN:

To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

Home New Requests Not Confirmed Complete Cancel Admin **Other Tasks**

Graduation Confirmation Withdrawal/ Status Change Reports Tuition Update

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123-123-123	Cross, Christopher	12/27/89	45678901	Print Futures: Professional Writing	04/30/13		

2 Student Name: Cross, Christopher File #: 8021933, App #: 20121

Program: Print Futures: Professional Writing Study End Date: 04/30/13

Student ID: Confirmed: N/A Yes No Graduation Date:

Comment/Reason: Future graduation

NOVA SCOTIA

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is "N/A", a Comment/Reason must be selected/entered. An additional option "(Other)" will be displayed in the list and when selected a text box will be shown where the user can type their comment.
4. Once the information is entered, click "Save" and it will be sent to the Student Assistance Office.



When you log back into the Portal and check the "Graduation Confirmation" the confirmed "Yes" and the not confirmed "No" students will not display. However, the N/A students will remain until either "Yes" or "No" is selected.

How to Search for a Student:

You can search for a student by last name:

The screenshot shows the Nova Scotia Canada website interface. At the top left is the logo. Below it, the navigation path is "Student Assistance > Confirmation of Enrollment > Logout". On the right, it says "Labour and Advanced Education".

The main content area is titled "COLLEGE". It includes a welcome message "Welcome Doris Day" and a "Last Login: Mar/25/2014" timestamp. There is a "Pick Group:" dropdown menu set to "ABCD - Colleege". Below this is a "Last Name:" input field containing "Smith", which is circled with a red "1". A "Search" button is also circled with a red "2". To the right of the search fields is a checkbox for "Non-COE List Filter" and a green instruction box: "To search for students by name enter the student's Last name and First name separated by a comma (eg: 'Thompson, J') or enter a partial Last name (eg: 'Thompo')".

Below the search area is a blue navigation bar with tabs: "Home", "New Requests", "Not Confirmed", "Complete", "Cancel", "Admin", and "Other Tasks". Under "New Requests", there are sub-tabs: "Graduation Confirmation", "Withdrawal/ Status Change", "Reports", and "Tuition Update".

A table displays search results for student David A. Smith:

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123-456-789	Smith, David A	12/27/89		Print Futures: Professional Writing	04/30/13		

Below the table is a form for adding or updating a student record. It includes fields for "Student Name:", "Program:", "Student ID:", "Study End Date:", "Graduation Date:", and "Comment/Reason:". There are radio buttons for "Confirmed:" with options "N/A", "Yes", and "No". At the bottom are "Prev", "Save", and "Next" buttons.

1. Enter student's last name, or last name and first initial (separated by a comma), in the "Last Name:" field.
2. Click "Search" student will appear in the list.

You can search for a student by Social Insurance Number:

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

COLLEGE

Welcome Doris Day Last Login: Mar/25/2014

Pick Group: ABCD - College Non-COE List Filter

Last Name:

SIN: 123-456-789 1

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To search for a student by Social Insurance Number enter the 9 digit Social Insurance Number

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123-456-789	Cross, Christopher	12/27/89		Print Futures: Professional Writing	04/30/13		

Student Name:

Program: Study End Date:

Student ID: Confirmed: N/A Yes No Graduation Date:

Comment/Reason:

NOVA SCOTIA

1. Enter student's Social Insurance Number in the "SIN:" field.
2. Click "Search" student will appear in the list.



Remember, any information previously entered can be edited within 60 days. After that time, the data cannot be changed by the user. To find the file you wish to edit, search the student via last name or SIN. Once you edit the file do not forget to click "Save"!