

To access the online Major/Minor Certification tool go to the Gibson portal

The tool will be on the Faculty Tab, for faculty and on the Staff Tab for others. Click on Major/Minor Certification

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• Student • Faculty • Stat	tt · Financial Aid	November 15, 2013
Faculty Services	Benefits Open Enrollement 🛛 🗖 — 🗙	Calendar of Events
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Oracle E-Business Suite(EBS)	Open Enrollment 2014: Learn, Choose, Act.	EVENTS click here to vist the calendar
TAMS, HCM and Labor Distribution	ENROLLMENT IS MANDATORY FOR ALL BENEFITS ELEGIBLE EMPLOYEES OCTOBER 16 - NOVEMBER 6, 2013	Markie Chantee Re
Faculty Self-Service	For Open Enrollment information, including step-by-step instructions to enroll in your benefits, click here	Social Media Workshop for faculty and staff -
Academic Alert/Class Absence My Paycheck & More	Click Here to Enroll	Event Date: Monday, December 16, 2013. 9:00 a.m 11:00 a.m. The Office of Marketing & Communications will offer advice on developing a social media strategy for your
Active Assignments Class List Download Class List		Social Media Workshop for faculty and staff -
Waitlist Purged Waitlist	News	Part I Event Date: Manday December 9, 2012, 9:00 a m
Midterm Grades		11:00 a.m. The Office of Marketing & Communications will offer
Assignment History	NEWS FROM TULANE UNIVERSITY	an overview of social media and account management tools to interested Tulane faculty, staff
Payments)	New Wave	and student leaders.
Digital Measures Course Eval Results		Event Date: Wednesday, December 4, 2013. 10:30
Course Evaluations Tulane ID Search		p.m 12:00 a.m.
Tuition Waiver Request		The Case of the Fayyum
Major/Minor Certification	Scholarship recognizes student's commitment to home state	Event Date: Monday, November 18, 2013. 5:00 p.m 6:30 p.m.
Provost Homepage	Louisiana citizens and she received a scholarship from LAMMICO.	Jazz at the Rat presents "The Music of Mulgrew Miller, George Duke, and Cedar
University Libraries	The Insider: Volunteers needed for campus Thanksgiving dinner	Walton"
University Registrar	Hard hats and oridiron	- 9:00 p.m.
Uptown Bookstore	The construction of Yulman Stadium continues.	acclaimed music artists performing alongside students in Tulane's Jazz Studies program, presents
Medical Bookstore Strategic Planning	Tasty, wholesome and readily available	a tribute to the music of Mulgrew Miller, George Duke, and Cedar Walton.
Documents	The Peak Performance station in Bruff Commons provides one-stop shopping for nutritional meals.	RSSbox powered by rssinclude.com
	Learning to 'unlearn' An audience fills Divon Hall for the fourth annual student-organized TEDVTLL conference that challenged	
	participants to think differently.	
	RSSbox powered by rssinclude.com	



# The Major/ Minor Certification tool will display

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On the tool, click on the drop down arrow

and select the term you want to certify majors/minors

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To search for all your students; for "Requirements Met" select "Any" and continue...

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To continue to search for all your students...For Certification Status, initially select Pending.

Once you begin using the tool you can select other Certification Status' depending on what type of students you want to view.

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To continue to search for all your students, for Majors and Minors select the majors and minors that you certify.

Security is set-up based on the specific majors and minors that each user certifies. You should only have access to the majors/minors that you certify. Once you have completed your selections, click on the Search button.

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Certification Status:	Pending -		Social Work-3rd Year (SWCS)		
Student Name:			Society Behavior Development (HSBD)		
			Sociology (SOCI)		
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Every student that has applied for graduation for the selected term (2013-fall), and has a Sociology major or minor (the selected major/minor) will display.

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School and degree are based on the student's primary major.

You should not be concerned if your major does not correspond to the listed school and degree

#### Tulane University

#### Major/Minor Certification

Degree Term:	2013 Summer	\$
<b>Requirements Met:</b>	Any	\$
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Student ID:		
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Majors:	Majors and Minors	\$
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#### **Program Majors / Minors** Export Save College / ajor GPA Course Degree Grad Major / Certified Student ID Туре Dept Comments Name Advisor Req Met Minor Reg Met Term Status Degree Maiors 106004902 Brusseau, Elizabeth 201320 CG LA BA MAJOR POLS POLS Montes, Sarah E \$ Walker 506002550 Casteix, Mark Michael 201320 CG LA BA MAJOR POLS POLS Shay, Briana Lenore \$ CG 913004712 Pinto, Gabriel Costa 201320 LA BA MAJOR POLS POLS Hughes, Eva Marie + 247001881 Weber, Alex R. 201320 CG LA BA MAJOR POLS POLS Richards, Whitney \$ Glover 941009517 Youngentob, Kasey A. 201320 CG SE BS MAJOR POLS POLS Kay, Joan ÷

College/Degree is based on student's primary major. Certifying officials should not be concerned if College/Degree do not correspond with major college, as students can have multiple majors across multiple schools.

Save Export



Majors will display on the first part of the list and the minors will follow at the end of the list.

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You will have the following options: Certified, Denied Certification and Conditionally Certified.

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If the student has completed all major requirements you should select "certified".

The flags for "major GPA Req Met" and "Course Req Met" are optional, to assist you with tracking requirements.

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When you Save the record, the information is transmitted to the Academic Advising Center. Once the information for a **Certified** major is sent, the record will be frozen, and any required change has to be completed by the Registrar's Office. Once saved, confirmation will display. As you work on your list, you may want to save periodically, to prevent the application from timing out.

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If the student is still completing major requirements in the graduation term, you can choose to "Conditionally Certify". If you choose this option you *must* specify in the comments section, the conditions that the student must meet

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For example, for a Conditionally Certified major, you could indicate,

"students must complete all currently enrolled Sociology courses with a grade of C or better."

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Once you save the record, it will be confirmed, and the information will be sent to the Advising Center. The Conditionally Certified majors/minors (as well as the Certified), once saved, the record is locked. Any corrections will have to be made by the Registrar's Office.

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The last option is Denied Certification and an explanatory comment is required.

Upon saving the record the decision will be forwarded to the Academic Advising Center.

If at a later date you need to update that decision you will be able to do so. Denied Certification records are updatable.

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Upon saving you will receive confirmation that the record has been saved.

As a reminder, you do not need to save after each record, saving can be done at the end of your session.

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You will have the option of extracting data from the major/minor certification tool and to export the data to an excel file. Click on the "Export Results to Excel" button.

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A window will open and you will have the option of "opening" a file or "saving" the results

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If you click on open, an excel spreadsheet will display with all the students on your search criteria.

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The data will be "pushed" to the TU Reports commencement application, used by the Academic Advising Center.

The Academic Advisor will be able to view the major/minor certification decision.

The Academic Advisor will click on the Details window to view the major/minor certification information

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The information submitted on the major/minor certification tool, will display in the TU reports commencement application.

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For Assistance please contact:

Diplomas@tulane.edu