

Procedures for Application, Tracking, and Awarding Undergraduate Embedded Certificates

Application and Tracking Certificates

- Student inquires about certificate and is directed to the online application link at <https://www.westga.edu/academics/programs.php> (<https://www.westga.edu/academics/undergraduate-certificate-application.php>)
- Once the student submits the application, an email will be generated to the designated advisor (DAdv) in the college/advising center that houses the certificate (see [designated advisor chart](#))
- The DAdv will assign the appropriate attribute code to the student's record in banner, using screen SGASADD. (see [attribute chart](#)). Contact registrar@westga.edu for SGASADD training. Access can be granted after training complete.
- Once the attribute is assigned in Banner, the student's record in SSC (Student Success Collaborative) will automatically update to show the appropriate certificate in the Category section of SSC. This will aid advisors during the academic advising process.

Awarding Certificates

- Two weeks before graduation, the Graduation Team will send a reminder email to departments offering certificates. The DDE from each department will run Argos report "STU1050 - Graduating Students by Selected Term" that will capture all upcoming graduates who have requested a certificate. (see [STU1050 instructions](#))
- The DDE/Department Chair from each department will verify the students have completed the certificate requirements, as defined by the department.
- The DDE from each department will send the list of students to be awarded to the Graduation Team in the Registrar's Office (graduation@westga.edu) by 5:00pm on the day after grades are due (see [due dates for grades](#)) authorizing the Registrar's Office to notate the awarding of the certificate on student transcripts. Please include student's ID, student's name & full official name of certificate awarded (you may also email them a vetted version of the report from Argos, as it contains all of this information already).
- The DDE from each department prepares the certificates, which are signed by the Department Chair (electronic signatures are okay and P&P can print signatures).
- The DDE from each department sends the certificates and a memo to the Graduation Team in the Registrar's Office (graduation@westga.edu) by 3 weeks (15 business days) after graduation (see [graduation dates](#)) for the certificates to be picked up or mailed with diplomas.

New Certificates

- New Certificates will need an attribute code created by the Registrar's Office and the attribute added into SSC by the Advising Center. Once your new certificate has been approved through Curriculog, please email registrar@westga.edu to initiate this process.

Undergraduate Certificates

College	Dept	Certificate	Designated Department Employee (DDE)	Designated Advisor (DAdv)	Email address to send certificate notifications	Attribute
COSM		Discipline Specific Writing	COSM - Greg Payne	gpayne@westga.edu	gpayne@westga.edu	WRCT
COAH	English	Certificate in Publishing and Editing	Susan Holland	sholland@westga.edu	sholland@westga.edu	PECT
COAH	History	Undergraduate Certificate in Public History	Jan Ridgway	jridgway@westga.edu	jridgway@westga.edu	PHCT
COAH		Discipline Specific Writing	Art - datkins@westga.edu English & Philosophy - sholland@westga.edu History - jridgway@westga.edu International Languages & Cultures - nvargas@westga.edu Music - jmayercik@westga.edu Theatre - hgarner@westga.eu			WRCT
RCOB	Management	Human Resource Management Certificate	Liz Runyan	Karen O'Connor	rcac@westga.edu	HRCT
RCOB	Management	Certificate in Entrepreneurship	Liz Runyan	Karen O'Connor	rcac@westga.edu	ENCT
RCOB	Management	Operations Management Certificate	Liz Runyan	Karen O'Connor	rcac@westga.edu	OMCT

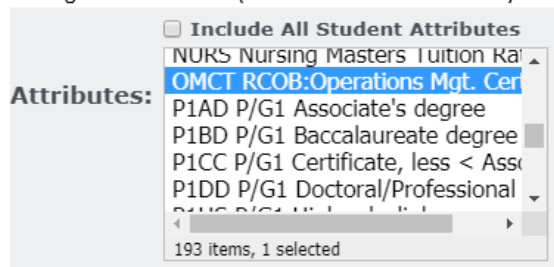
RCOB	Marketing & Real Estate	Sales Program Certificate	Tabitha Webster	Karen O'Connor	rcac@westga.edu	SACT
RCOB	Marketing & Real Estate	Advertising Program Certificate	Tabitha Webster	Karen O'Connor	rcac@westga.edu	ADCT
RCOB	Marketing & Real Estate	International Business Certificate	Tabitha Webster	Karen O'Connor	rcac@westga.edu	IBCT
RCOB	Marketing & Real Estate	Sustainable Business Certificate	Tabitha Webster	Karen O'Connor	rcac@westga.edu	SBCT
COSS	Political Science	Data Analytics Certificate (DAC)	Brenda McCrary	Advising Center	advising@westga.edu	DACT
COSS	Sociology	Social Science Research Skills Certificate	Ian Davis	Advising Center	advising@westga.edu	RSCT
COSS	Sociology	Global & Comparative Studies Certificate	Ian Davis	Advising Center	advising@westga.edu	GCCT
COSS	Sociology	Social Diversity Certificate	Ian Davis	Advising Center	advising@westga.edu	SDCT
COSS	Sociology	Social Services Certificate	Ian Davis	Advising Center	advising@westga.edu	SSCT
COSS	Anthropology	Forensic Science Certificate	Gail Bentley	Advising Center	advising@westga.edu	FSCT
COSS	Anthropology	Cultural Resource Management Certificate	Gail Bentley	Advising Center	advising@westga.edu	CRCT
COSS	Political Science	Human Rights Advocacy Certificate	Brenda McCrary	Advising Center	advising@westga.edu	HACT

COSS	Criminology	Juvenile Justice & Rehabilitation Certificate	Jessica Thurber	Advising Center	advising@westga.edu	JJCT
COE	Sport Management, Wellness, & Physical Education	Power Up for 30	Brian Mosier	Michelle Padgett	mpadgett@westga.edu	30CT

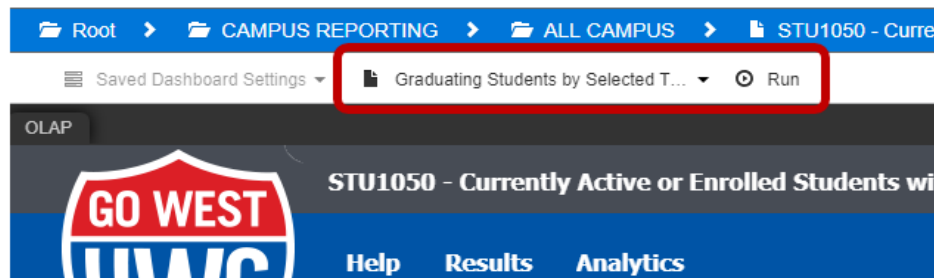
Pulling Undergraduate Departmental Data from STU1050

This guide will assist faculty and departmental administrators with pulling data on students who have applied for an undergraduate embedded certificate AND who have applied for graduation. This data is pulled from the Argos reporting software.

- 1.) Login to Argos – <http://reporting.westga.edu>
- 2.) Navigate to the “ALL CAMPUS” folder (not to be confused with “ALL CAMPUS SECURE”)
- 3.) Choose Datablock “STU1050 – Currently Active or Enrolled Students with Student Attributes + Analytics”.
- 4.) Choose the appropriate term (current term defaults) and select your attribute from the “Attributes” field (unclick the “Include All Student Attributes” toggle and select the attribute you’re looking for from the list (i.e. – DACT RCOB Data Analytics Cert.)



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- 5.) From the “Reports” drop down menu, select “Graduating Students by Selected Term” and click the “Run” button to download a .CSV (Excel) file (you may have to enable pop-ups for Argos).



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