The Office of Graduate Studies is now using the Slate Event module to manage the degree completion and graduation process for current Mizzou graduate students. The process is virtually the same in Slate; students will complete the Application for Graduation early in the semester to register their intent to graduate. Then, if students plan to attend the Commencement Ceremony, they will be asked to complete a Commencement Ceremony RSVP form in Slate.

Currently, the Slate Event module is set up very much like our former system. Programs will be able to export a list of all applicants for graduation for all academic programs. Programs will have to sort the list to find their students. We do however expect the process to be different next semester. We have learned much more about Slate and the event module since we launched the FS 2016 Application for Graduation. For Spring 2017, we are hoping to have the system set up so that each program can see only their own students. More to come on this topic!

To search for or obtain a list of your student who have applied for graduation and/or RSVP’d for the ceremony, please follow the instructions below.

- Go to https://applygrad.missouri.edu/manage/ to log into Slate, using your Mizzou Paw Print and password. If you do not have an active account, contact gradadmin@missouri.edu.
• From the Slate homepage, click on the Queries/Reports icon at the top of the screen.

• Click on Include Shared Queries link in the right navigation column.
• Click on the **Commencement** folder link.

![Click on the Commencement folder link](image1)

• To run a list of all students who have completed the Application for Graduation, click on the **FS 2016 Application for Graduation Export**.

![Click on the FS 16 App for Graduation query](image2)

• Click on **Run Query** to generate the list.

![Click on the Run Query to generate the list](image3)
- The query will return a list of applicants for graduation. **But wait—there’s more!** This list is searchable! Type any part of the student’s name in the lower search box.

- If a student record exists, you can click on the student’s information to view the record.
• If you have searched the list for a record and need to return to the main list, clear the information from the search box. To export the data to Excel, click on the Export button.

1. Clear the Search box to return to the main list

2. Click Export to dump the list into Excel

• Once the data is in Excel, sort by Academic Program_Person to see your list of students.
To run a list of students who have RSVP’d for the commencement ceremony, repeat the same process, however this time choose the **FS 2016 Commencement RSVP Export** in the Commencement folder. This list will also be searchable.

Please contact [graduaterrecords@missouri.edu](mailto:graduaterrecords@missouri.edu) with questions or for assistance.