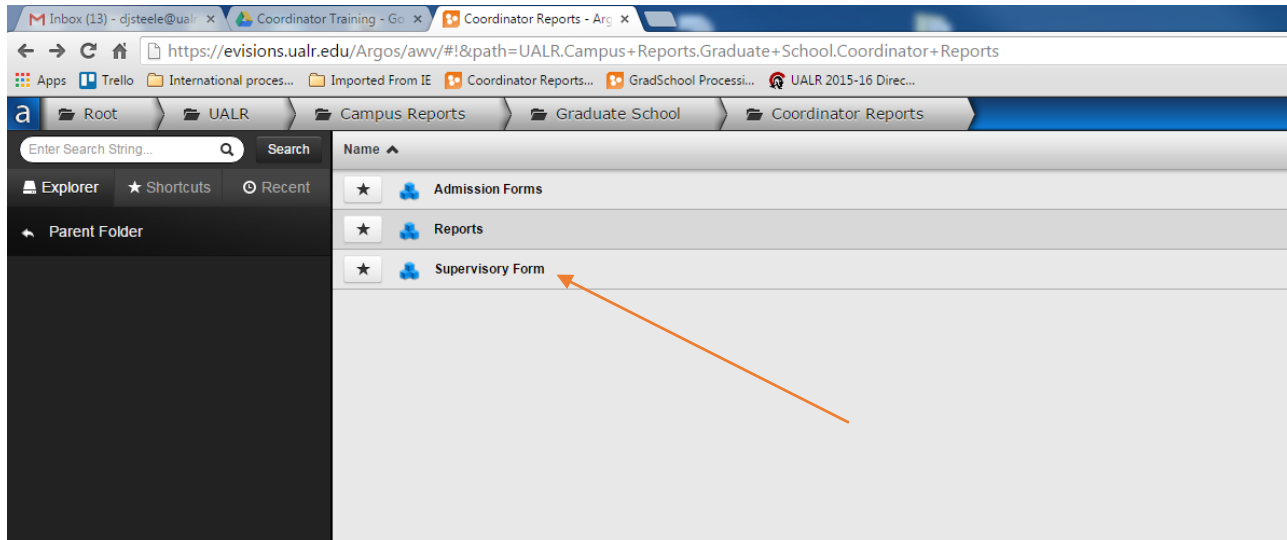


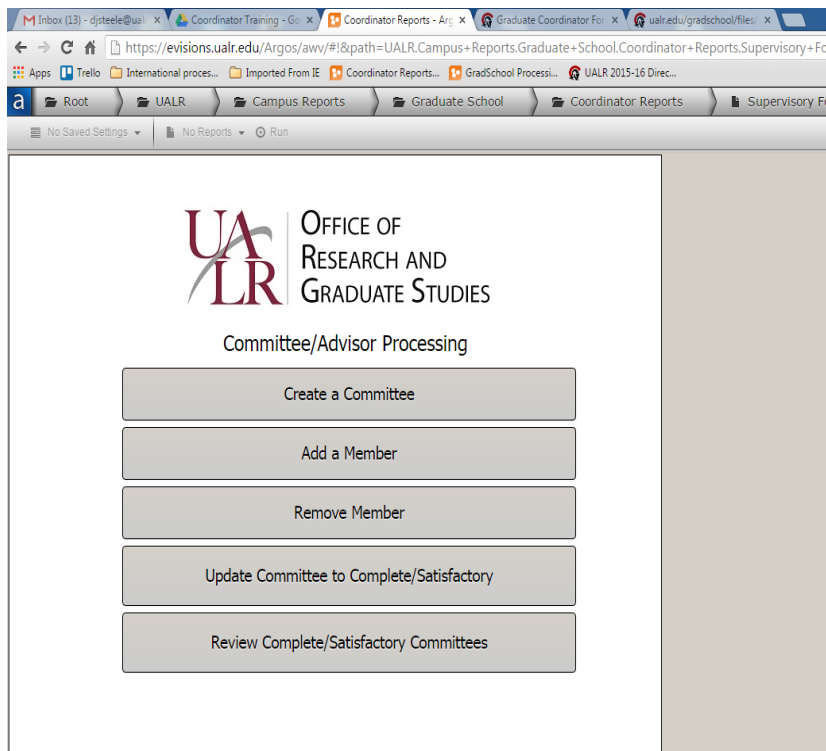
How to Process Supervisory Forms

Log into the coordinator part of ARGOS (<http://tinyurl.com/qyf5atj> on campus or <https://evisions.ualr.edu/Argos/awv/#!/&path=UALR.Campus+Reports.Graduate+School.Coordinator+Reports> off campus using VPN)

NOTE: To set up a committee the student must have at least registered for one semester in the past two years.



Click on Supervisory Form



There are five options listed for Committee/Advisor Processing:

Steps 1-3 are for creating the committee. The committee information will be kept in BANNER tables and can be accessed and reviewed on the add or remove member report at any time.

Step 4 is the completion of the committee once defense or committee requirement has passed

Step 5 is once the committee is complete it can be reviewed at any time.

- 1) Create a Committee – This is where the committee for the appointment of a committee is created and is the first required step to processing a supervisory form
- 2) Add a Member – Once a committee is created, the members can be added to the committee
- 3) Remove Member – if a member changes, this is where the member is removed or inactivated from the committee

STOP HERE if you are just setting up a committee. Steps 4-5 are used when the student has defended or passed the committee requirement.

- 4) Update committee to Complete/Satisfactory – this is where the actual Supervisory or Examining Committee form is processed
- 5) Review Complete/Satisfactory Committees – this is where you can go to review a prior committee that has been completed. Completed committees are those that the supervisory form has been processed.

Committee/Advisor Processing

1) Create a Committee

The screenshot shows a web browser window displaying the 'Create A Committee' form from the Office of Research and Graduate Studies. The form includes a 'Form User' dropdown set to 'Dana Steele', a 'Please select a Program' dropdown menu, a 'Please Enter Student TNumber' text input field containing 't00164332', a 'Verify that the name is correct' dropdown menu set to 'Misty Stukenborg', a 'Review the following data' table, and a 'Please select a committee type' dropdown menu set to 'Project Defense'. The form has 'Create Committee' and 'Return to Main Menu' buttons at the bottom.

Annotations with arrows point to the following elements:

- Choose Program**: Points to the 'Please select a Program' dropdown menu.
- Enter ID number and verify the student's name**: Points to the 'Please Enter Student TNumber' text input field and the 'Verify that the name is correct' dropdown menu.
- Choose Committee Type and click Create Committee**: Points to the 'Please select a committee type' dropdown menu and the 'Create Committee' button.

Program_Co...	Program	College
ASCI-MS	Applied Scie	Arts, Letters...
BINF-PHD	Bioinformati...	Donaghey E...
CPSM-MS	Computer S...	Donaghey E...
UNDG-ND	Undeclared ...	Graduate Sc...

TNumber	First_Name	Last_Name	Program	Email
T00164332	Misty	Stukenborg	Applied Scie...	midstukenbc

NOTE: There can only be one committee per type per student in the program. The committee stays active until it has been completed. You can maintain/adjust the committee on the Add and the Remove Members option.

2) Add a Member

The screenshot shows a web browser window with the URL <https://evisions.ualr.edu/Argos/awv/#!&path=UALR.Campus+Reports.Graduate+School.Coordinator+Reports.Supervisory+Form.Dashboard&type=Report>. The page title is "Supervisory Form - Dashboard". The main heading is "OFFICE OF RESEARCH AND GRADUATE STUDIES" with the UALR logo. Below this is the section "Add Member(s) to the Committee".

The form includes the following elements:

- Form User:** Dana Steele
- 1 Choose Program:** A table with columns "Program Co.", "Program", and "College". The selected row is "ASCI-MS Applied Sci Arts, Letters".
- 2 Enter student's ID number:** A text input field containing "T00164332".
- 3 Verify student's name:** A dropdown menu showing "Misty Stukenborg".
- 4 Choose the committee:** A table with columns "Committee", "Date Created", and "Used_For_I...". The selected row is "Project Defs. 10/28/2015 PROJ1".
- 5 Choose the faculty status:** A table with columns "Main" and "Type". The selected rows are "FULL Full Status" and "AFLT Affiliate Status".
- 6 Enter name of person:** First Name field contains "%", Last Name field contains "Berry%".
- 7 Choose the person:** A table with columns "Last_Name", "First_Name", "Status", and "Used_For_R...". The selected row is "Berry Brian Full 571".
- 8 Choose the status of that person:** A dropdown menu set to "Chair".
- 9 Click Add Member:** A button at the bottom left.

Additional text on the page: "Please Type in the Name followed by a %, or any additional information. Alternatively, leave the % in the box to see all names. Example: if you are looking for everyone who's first name starts with an A, type A% or a% in the first name field."

- 1 Choose Program
- 2 Enter student's ID number
- 3 Verify student's name
- 4 Choose the committee that you are wanting to add members to
- 5 Choose the faculty status you wish to search from – note chairs must have full status.
- 6 Enter name of person you are searching for. NOTE: if you leave blank, it will pull all eligible people under the status you have chosen.
- 7 Choose the person to add to the committee
- 8 Choose the status of that person on the committee from the drop down options
- 9 Click Add Member

3) Remove Member

The screenshot shows a web application interface for removing a committee member. At the top, the UALR logo and 'OFFICE OF RESEARCH AND GRADUATE STUDIES' are displayed. The title is 'Remove a Committee Member'. The 'Form User' is 'Dana Steele'. The interface consists of several sections:

- Please select a Graduate Program:** A table with columns 'Program_Co...', 'Program', and 'College'. The first row is selected.
- Please enter the student's TID number:** A text input field containing 't00164332'.
- Verify Name:** A dropdown menu showing 'Misty Stukenborg'.
- Please select a committee:** A table with columns 'Committee...', 'Date_Created', and 'Used_For_I...'. The first row is selected.
- Please select the committee member to remove:** A table with columns 'Name', 'Member_Type', 'Internal_ID', and 'Internal_Me...'. The first row is selected.

At the bottom, there are two buttons: 'Remove Member' and 'Return to Main Menu'. Four orange arrows point from text instructions on the right to specific elements in the form.

Choose Program

Enter student's ID number and verify their name

Choose the committee you need to remove the member from

Choose the member to remove and click remove

4) Update Committee to Complete/Satisfactory

The screenshot shows a web browser window displaying the 'Update Committee to Complete/Satisfactory' form. The form is titled 'OFFICE OF RESEARCH AND GRADUATE STUDIES' and includes the following sections:

- Form User:** Dana Steele
- Please select a program:** A dropdown menu showing a list of programs with columns for Program Co., Program, and College. The selected program is 'AOL-SC'.
- Please enter student's ThumID:** A text input field containing 'T00164332'.
- Verify Name:** A dropdown menu showing the student's name 'Misty Stukenborg'.
- Please select a committee:** A dropdown menu showing a list of committees with columns for Committee, Date_Created, and Used_For_1. The selected committee is 'Project Units'.
- List of Committee Members:** A table with columns for Name, Member_Type, and Status. The table contains one row: Brian Berry, Chair, Active.
- Final Title:** A text input field containing 'NT'.
- Completion Date:** A date picker showing '10/28/2015'.
- Would you like all IP grades to be updated to CR?:** A dropdown menu with 'No' selected.

Annotations with orange arrows point to various parts of the form:

- 'Choose program' points to the 'Please select a program' dropdown.
- 'Enter student's ID and verify their name' points to the 'Please enter student's ThumID' and 'Verify Name' fields.
- 'Choose the committee they completed' points to the 'Please select a committee' dropdown.
- 'NOTE: the complete historical list of committee members with notations of active or removed for no longer active.' points to the 'List of Committee Members' table.
- 'Enter a title if one is available if not, leave NT for no title NOTE: important for doctoral dissertations. With the title, we can enter it into the system for printing on transcript.' points to the 'Final Title' field.
- 'Choose the completion date' points to the 'Completion Date' field.
- 'List of prior IP grades need to be moved to CR or not. If your program does not have IP grades, choose Not Applicable.' points to the 'Would you like all IP grades to be updated to CR?' dropdown.
- 'Click Process Form to complete the committee. An email copy will be sent to your email for your records.' points to the 'Process Form' button.

Choose program

Enter student's ID and verify their name

Choose the committee they completed

NOTE: the complete historical list of committee members with notations of active or removed for no longer active.

Enter a title if one is available if not, leave NT for no title NOTE: important for doctoral dissertations. With the title, we can enter it into the system for printing on transcript.

Choose the completion date

List of prior IP grades need to be moved to CR or not. If your program does not have IP grades, choose Not Applicable.

Click Process Form to complete the committee. An email copy will be sent to your email for your records.

5) Review Complete/Satisfactory

OFFICE OF RESEARCH AND GRADUATE STUDIES
Review Complete/Satisfactory Committees

Form User: Dana Steele

Please select a graduate program

Program Co.	Program	College
PHD-ED	Ed. M.A.	Ed. Studies
PHD-PHC	Health Prof.	Health Prof.
PHD-MS	Computer S.	Computer S.
UNDG-ND	Undeclared	Graduate Sc.

4 items - 1 selected

Please enter student's Thumber: T00164332

Verify Name: Misty Stukenborg

Please select a committee

Committee	Date_Created	Used_For_I
Advising Co.	10282015	ADVC
Project Defn.	10262015	PGOJ

2 items - 1 selected

List of Committee Members

Name	Member_Type	Status
Forrest Payne	Chair	Removed
Brian Berry	Chair	Active

2 items - 0 selected

Final Title

Title: This is the c

2 items - 1 selected

Completion Date: 10/26/2015

IP to CR: No

User and Date Approved: Dana Steele 2015-10-26

Return to Main Menu