Exam scheduling process for MS/PHD students in GradTrak:

(updated 2023 June)

<u>NOTE</u>: The Advisory committee of the student should have been formed and approved before the student schedules the exam in GradTrak.

🙆 Exam Scheduling - Microsoft	Internet Explore	er			- 2 🛛				
File Edit View Favorites Tools	; Help				A.				
🚱 Back 🝷 📀 👻 🛃	🏠 🔎 Search	K Favorites	🥝 🍰 🗟	📃 🇱 🦓					
Address 🕘 http://localhost:3047/grad	ltrak/main/std_exam	_sched.aspx			🔽 🄁 Go 🛛 Links 🌺				
Google G-	🖌 Go 🕂 🍏 💦 👻	🤣 🛨 👸 🛨	😭 Bookmarks 🔻 🔊 243 blo	icked 🏾 🦑 Check 👻 🤇	>> 🔘 Settings 🗸				
Glaatlak					<u>^</u>				
My Details				Student N	umber 125: Logout				
Program Information	Degree-Progr	am-Status:	PHD-BIOC-Active 💌	1 of 1	View				
Matriculation Info	Name: Degree:	Student Numb PHD	Std. #: Program:	00000125 BIOC					
Advisory Committee Course Plan <i>Exam Scheduling Details</i> Graduation Application Graduate Faculty Details	 Exam Scheduling: Students must obtain the appropriate signatures and submit the examination form to the Office of Graduate Education ten(10) wroking days in advance of the examination date. The option to print the examination form will only appear after the examination schedule is submitted successfully. 								
General Information	Exam Type: O	ral Comprehensi	ve						
Bugs/Problems/Questions? Office Of Graduate Education	* Building: Sa * Room: 11 * Date: 09 * Time: 10 * Indicates a ro Submit S	anger Hall I-111 9/28/2007 0:00 equired field. chedule	(mm/dd/yyyy) (hh:mm) Save	Эам ○рм	~				
ê					Uocal intranet				

Step#1: Schedule Oral Comprehensive (Oral Final in case of MS students).

Screen#1: Exam scheduling page

There are 2 buttons on the exam scheduling page as shown in screen#1. The "Save" button will save the scheduling details for student in case they want to submit the schedule later on. The "Save" button will just save the scheduling details for student and will not submit the exam schedule request to the SOM Graduate Education Office. The Date field on this page will not accept the exam date if it is less than 10 working days from current date (excluding federal holidays). The field will also reject any weekend date.

In order to submit the exam schedule details to the SOM Graduate Education Office use "Submit Schedule" button. This action will open a confirmation window just to confirm your action as shown in screen#2. Click "OK" to confirm your action.

🐔 Exam Scheduling - Microsoft	t Internet Explorer	_ # X
File Edit View Favorites Tool	ils Help	
🌀 Back 🔹 🕥 - 💌 💈	🕜 🔎 Search 👷 Favorites 🚱 🔗 - 🌺 🚍 - 🛄 🎇 🥸	
Address 🗃 http://localhost:3047/gra	adtrak/main/std_exam_sched.aspx 🛛 💌 🔁	Go Links X
Google G-	💌 Go 🖟 🧔 RS 🔻 🥝 👻 🎦 😽 Bookmarks 🛛 👰 243 blocked 🛛 🏘 Check 👻	🔘 Settings v
My Details	Student Number 12	5: Logout
Program Information	Degree-Program-Status: PHD-BIOC-Active ⊻ 1 of 1	View
Matriculation Info	Name: Student Number 125 Std. #: 000001	125
My Forms	Degree: PHD Program: BIOC	
Advisory Committee	Microsoft Internet Explorer	
Course Plan		
Exam Scheduling Details Graduation Application	Are you sure to schedule this examination? examination form the examination	n to the 1 date,
Graduate Faculty Details	Your action will create an active schedule which may not be cancelled! he examination so	chedule is
General Information	OK Cancel	
Bugs/Problems/Questions?		
Office Of Graduate		
Education	* Building: Sanger Hall	
	* Room: 11-111	
	* Date: 09/28/2007 (mm/dd/yyyy)	
	* Time: 10:00 (hh:mm) ③ AM 〇 PM	
	* Indicates a required field.	
	Submit Schedule Save	
		~
Dope	Contraction and the second sec	ranet
Seed	3	

Screen#2: Submit the exam schedule

Step#2: As soon as the student submits the schedule they will see the Active Exam Schedule details as shown in screen#3.

🚰 Exam Scheduling - Microsoft	Internet Explorer			_ @ 🗙
File Edit View Favorites Tools	; Help			
🚱 Back 🝷 🐑 🔺 🛃	🏠 🔎 Search 👷 Favorites 🧔) 🔗 🍓 🖻 - 🗖	i 🗱 🚳	
Address 🙆 http://localhost:3047/grad	ltrak/main/std_exam_sched.aspx			💙 🔁 Go 🛛 Links 🂙
Google G-	🖌 GO 🕂 🧭 RS 🕶 🧐 👻 😭	Bookmarks 👻 🔯 243 blocked	💝 Check 👻	>> O Settings -
School Of Medicine GradTrak				~
My Details Program Information			Student N	umber 125: Logout
VCU Course History	Degree-Program-Status:	PHD-BIOC-Active 🔽 👥 1	of 1	View
My Forms	Name: Student Number	125	Std. #:	00000125
Advisory Committee	Degree: PHD		Program:	BIOC
Course Plan	Exam scheduled sucessfully			
Exam Scheduling Details	Active Exam Schedule:			
Graduation Application Graduate Faculty Details General Information	 Students must obtain the app Office of Graduate Education Use Print Exam Form button 	propriate signatures and sub ten(10) wroking days in ad to print the examination for	omit the examir vance of the ex m.	ation form to the amination date.
Bugs/Problems/Questions?	Exam Type: Oral Comprehensive	e Exam Chair:	Not Appointed	
Education	Building: Sanger Hall	Room:	11-111	
	Exam Date: 09/28/2007	Exam Time:	10:00 AM	
	Print Exam Form			
				~
🙆 Done				🛃 Local intranet

Screen#3: Exam schedule submitted successfully

Step#3: [As of 2022 January, this step is no longer required - Skip to next step.] Clicking "Print Exam Form" button as shown in screen#3 will open up the exam form page as shown in screen#4.

🕘 Exam Form - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
🕞 Back 🔹 🕥 👻 🛃 🚰 💋 Search 🧙 Favorites 🤬 😥 😓 💭 🏭 🦓	
Address 🕘 http://localhost:3047/gradtrak/Reports/rptExamForm.aspx 💽 🄁 Go	Links »
Google C → Go + Ø RS → Ø → 🐉 → 🏠 Bookmarks → 🔊 243 blocked 👫 Check → ≫)Settings 🗸
Print to PDF	^
🕅 🖣 Page 1 of 1 🕨 🕅	
VCU	
Virginia Commonwealth University	i _
MCV Campus School of Medicine Office of Graduate Education	
PLEASE POST	
NOTICE OF ORAL COMPREHENSIVE EXAMINATION	
Ph. D. Program	
Date: 9/13/2007	
Student Number 125 has sucessfully completed his/her written exams. Therefore, we have scheduled the Oral Comprehensive Examination for him/her in partial fulfillment of the requirements for the Degree of Doctorate of	~
Screen#4: Exam form page	

Step#4: [As of 2022 January, this step is no longer required - Skip to next step.]

Use "Print to PDF" button as shown in screen#4 to export the form to PDF format. This action will open the form in PDF format as shown in screen#5. This may require Adobe PDF reader already installed on your machine. In order to download latest version of Adobe PDF reader please visit, http://www.adobe.com/products/acrobat/readstep2.html.

http://localhost:3047/gradtrak/Reports/rptExamForm.aspx - Microsoft Internet Explorer	
File Edit Go To Favorites Help	
🕞 Back 🔻 🕑 👻 📓 🛃 💋 Search 🧙 Favorites 🤬 😥 😓 💭 🎇 🦓	
Address 🕘 http://localhost:3047/gradtrak/Reports/rptExamForm.aspx 💽 🔁 Go	Links »
Google 💽 🗸 🐨 Go 🖟 🚳 RS 🔻 🧭 👻 📅 🗸 Bookmarks 🛪 🔊 243 blocked 👫 Check 👻 🔘	Settings 🗸
📔 🚔 😤 🙌 🚺 🚺 🎼 📷 🔍 - 📜 🕶 😁 40% - 🐵 👫 🔭 🚱 😵 🖍 - 😭 🚺 Search Web	¥!
	•
12 1	

Screen#5: Exam form in PDF format

Step#5: [As of 2022 January, this step is no longer required - Skip to next step.] Use print option from PDF to print the form. The Advisor, Committee members and Program Director are listed on this form. Please obtain the signatures of all faculties listed in this form and submit the form to the SOM Graduate Education Office.

Step#6: [As of 2023 May: While this step is no longer required, a Dean's Representative/Examination Chair may be requested of the SOM Graduate Education Office, otherwise, skip to next step.]

The SOM Graduate Education Office appoints a representative of the MCV Campus Graduate Committee to serve as the chair of the exam. Student, Advisor, Committee members, Program Director and the Exam Chair will be informed as soon as the Exam Chair is appointed.(This step is not required for PHD Final defense). The Active exam schedule page will show the exam chair after his/her appointment as shown in screen#6.

🚰 Exam Scheduling - Microsoft	Internet Explorer								
File Edit View Favorites Tools	; Help								
🚱 Back 🝷 🐑 🔺 🛃	🏠 🔎 Search 👷 Favorites 🚱 🔗	• 🌺 🖃 - 📴 🇱 🦓 👘							
Address 🕘 http://localhost:3047/grad	ltrak/main/std_exam_sched.aspx	So Links *							
Google G-	🖌 Go 🗄 🌍 🛚 🕏 👻 🤣 🕶 🚼 🕶 😭 Bookma	arks 🔻 🔊 243 blocked 🛛 券 Check 👻 🖉 🔘 Settings 🗸							
School Of Medicine GradTrak									
My Details Program Information		Student Number 125: Logout							
VCU Course History	Degree-Program-Status: PHD-BIO	DC-Active 💙 1 of 1 🛛 🛛 🛛 🛛 🛛 🗸 View							
My Forms Advisory Committee	Name: Student Number 125 Degree: PHD	Std. #: 00000125 Program: BIDC							
Course Plan	Active Exam Schedule:								
Exam Scheduling Details Graduation Application Graduate Faculty Details General Information	 Students must obtain the appropriat Office of Graduate Education ten(10) Use Print Exam Form button to print 	e signatures and submit the examination form to the) wroking days in advance of the examination date. the examination form.							
Bugs/Problems/Questions?	Exam Type: Oral Comprehensive	Exam Chair: Chlebowski, Jan F							
Office Of Graduate	Building: Sanger Hall	Room: 11-111							
Education	Print Exam Form								
E Done		Scal intranet							

Screen#6: Active exam schedule page after the exam chair appointment

Step#7: After the outcome result is updated by the SOM Graduate Education Office in GradTrak, the exam scheduling details page displays the result of the exam as shown at the bottom of the screen#7.

Step#8: For unsuccessful attempts, the system automatically puts a request for a retake to the Office of Graduate Education. Once the retake is approved, the Student, Advisor, Committee members and Program director are informed of the retake approval. After retake approval, student will be able to reschedule the same exam as shown in screen#7.

🙆 Exam Scheduling - Microsoft	Internet Explorer	r									. P 🗙
File Edit View Favorites Tools	Help										1
🚱 Back 🝷 📀 🕤 😫 🛃	🏠 🔎 Search	K Favorites	<i>C</i> 2-	è 🗟 ·	📃 🛍 4	8					
Address 🙆 http://localhost:3047/gradt	trak/main/std_exam_s	sched.aspx								💌 🔁 Go	Links »
Google G-	🖌 Go 🕂 🎻 RS 👻	🦈 🕶 🕶	😭 Bookmark	s 🔻 🔊 243 bloc	ked 🐉 Chec	:k 🗕 🐔	AutoLink 👻	📔 AutoFill [👍 Send to 👻 🥖	0	Settings 🗸
GradTrak											^
My Details Program Information					Stud	ient Nun	nber 125: L	ogout			
VCU Course History Matriculation Join	Degree-Progra	m-Status:	PHD-BI	IOC-Active 🔽	1 of 1			View	J		
My Forms Advisory Committee	Name: Degree:	Student Nun PHD	nber 125		St Pi	:d. #: rogram:	0000 BIOC	0125			
Course Plan Exam Scheduling Details Graduation Application Graduate Faculty Details General Information	• Students r Graduate • The option submitted	ling: must obtain the Education ten(1 to print the ex successfully.	appropriate 0) wroking c amination fo	signatures and Jays in advance rm will only ap	submit the e of the exam pear after the	xaminat iination e examir	tion form to date. nation sche	the Office o	f		
Bugs/Problems/Questions? Office Of Graduate	Exam Type: Or	al Comprehensi	ive								
Education	* Building:										
	* Room:		,								
	* Times		(mm/	aa/yyyy)							
	* Indicates a rec	ouired field.	(nn:m	m) 🖯	ам Орм						
	Submit Sc	hedule	Save								
	Exam Details	History:									
	Exam	Place Room	Exam Date	Exam Exam Time Chair	Pass Votes	Fail Votes	Outcome	Outcome Date			
	Oral Comprehensive	Sanger 11- Hall 111	09/28/2007	, 10:00 Chleb AM Jan F	^{owski,} O	4	Fail	09/13/2007			
											~
Done									S S S S S S S S S S S S S S S S S S S	ocal intranet	

Screen#7: Reschedule for unsuccessful attempt

Step#9: On successful attempt the exam schedule page will be ready to schedule the Final Defense exam for PHD students (Final Defense) as shown in screen#8. Please repeat step 1 through 8 with only one exception in the process, Exam chair appointment is not required for PHD Final defense. The MS student will only see the outcome of the exam.

Exam Scheduling - Microsoft I	nternet Explorer	r										[PX
File Edit View Favorites Tools	Help												.
🚱 Back 👻 🐑 💌 😰 🤇	🏠 🔎 Search	K Favorites	<i>C</i>	è (12 4	8						
Address 🕘 http://localhost:3047/gradt	rak/main/std_exam_s	sched.aspx									*	🔁 Go	Links »
Google G-	Go 🚸 泛 RS 🔻	🧐 🔻 🚰 🔻	😭 Bookmark	s 🗸 🔊 2	43 blocked	💝 Check	- 🐔	AutoLink 👻	📔 AutoFill	🌛 Send to v	8		5ettings v
My Details Program Information						Stude	ent Num	nber 125: L	.ogout				^
VCU Course History	Degree-Progra	m-Status:	PHD-BI	OC-Activ	e 🔽	1 of 1			View				
My Forms Advisory Committee	Name: Degree:	Student Nu PHD	nber 125			Std Pro	l. #: ogram:	0000 BIOC	0125]			
Course Plan	Exam Schedu	ling:											
Exam Scheduling Details Graduation Application Graduate Faculty Details General Information	 Students must obtain the appropriate signatures and submit the examination form to the Office of Graduate Education ten(10) wroking days in advance of the examination date. The option to print the examination form will only appear after the examination schedule is submitted successfully. 												
Bugs/Problems/Questions?	Exam Type: Fin	al Defense											
Education	* Title Of Disse	ertation:											
	* Building: * Room:		(mm/	dd (yyys	4)								
	* Timer		(1117)		,, 								
	* Indicates a rev	ouired field	(nn:m	m)	O AM (PM							
	Cub-sit Ca		6										
	Submit Sc	neaule	Save										
	Exam Details	History:											
	Exam	Place Roon	Exam Date	Exam Time	Exam Chair	Pass ¥otes	Fail Votes	Outcome	Outcome Date				
	Oral Comprehensive	Sanger 11- Hall 111	09/28/2007	, 10:00 AM	Chlebowski, Jan F	4	0	Pass	09/13/2007	,			
													~
E Done											🔍 Loca	intranet	

Screen#8: Scheduling Final Defense for PHD students