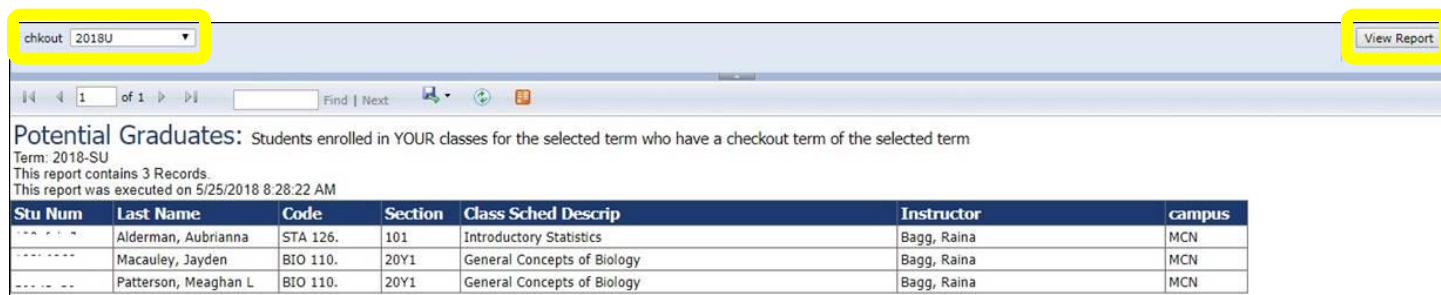


Identifying Potential Graduates for the Current Semester

*Note: You should run this report every semester, including summers. For students in your classes that are on the Potential Graduates list, you must enter their Final Grades **within 48 hours** of the students completing the Final Exam.*

1. Go to <https://mercerreports.mercer.edu/Reports>. Enter your login credentials and click **Log In**.
2. Locate/open the **Faculty** folder and select the **Potential Graduates** report.
3. Select the current term for *chkout*. Then click **View Report** on the far right. The report will display students who you are currently teaching that are potentially competing degree requirements in the current semester.



Stu Num	Last Name	Code	Section	Class Sched Descrip	Instructor	campus
...	Alderman, Aubrianna	STA 126.	101	Introductory Statistics	Bagg, Raina	MCN
...	Macauley, Jayden	BIO 110.	20Y1	General Concepts of Biology	Bagg, Raina	MCN
...	Patterson, Meaghan L	BIO 110.	20Y1	General Concepts of Biology	Bagg, Raina	MCN

4. If you wish to export the student list, click on the small blue and white diskette and select CSV (comma delimited) or Excel. You will be prompted to choose a location for the file.

