

# Graduate Tracking

Student Manual

<http://gradeval.ceris.purdue.edu>

Works best in Google Chrome



Google Chrome Browser

Link available from [Department of Entomology Graduate Program Page](#) if link above fails to work.

**PURDUE UNIVERSITY** | Department of Entomology

## Entomology Graduate Program

**Graduate Studies in Entomology**

Entomology has been a core component of Purdue University and the College of Agriculture since 1879. Our students explore opportunities well beyond the confines of their primary research areas, through opportunities for multi-disciplinary work, leadership roles throughout the university and participation in the teaching and extension missions of the university.

**Grad Student Handbook** | **Graduate Admissions** | **New Student Guide**

**Research Overview** | **Grad Studies Bro** | **Grad Tracker**

<p><b>Ongoing areas of research</b></p> <ul style="list-style-type: none"> <li>• Biological control</li> <li>• Insect biochemistry and cell biology</li> <li>• Insect-plant interactions</li> <li>• Integrated pest management</li> <li>• Landscape ecology</li> <li>• Molecular, behavioral, and population genetics</li> <li>• Systematic entomology</li> <li>• Urban and industrial entomology</li> <li>• Vector biology</li> </ul>	<p><b>Degrees and Programs</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Doctor of Philosophy (Ph.D.)</a></li> <li>• <a href="#">Master of Science (M.S.)</a></li> </ul> <p><b>Contact Information</b></p> <p>Address application questions to:</p> <ul style="list-style-type: none"> <li>• <b>Amanda Wilson</b> <a href="mailto:apendle@purdue.edu">apendle@purdue.edu</a> Academic Program Administrator 765-494-9061</li> <li>• <b>Christian Krupke</b> <a href="mailto:ckrupke@purdue.edu">ckrupke@purdue.edu</a> Professor - Graduate Chair 765-494-4548</li> </ul>	<p><b>Our Requirements</b></p> <ul style="list-style-type: none"> <li>• <i>If applying for fall semester admission, please apply by December 1 to ensure consideration for entrance fellowships.</i></li> <li>• We typically have more applicants for research assistantships than open positions. An advisor must be identified before you are admitted. We strongly recommend that you contact prospective faculty advisors before beginning the application process</li> <li>• GPA 3.0 or above</li> <li>• GRE scores (within past 5 years)</li> <li>• TOEFL score above 77 (International applicants only)</li> <li>• Three letters of recommendation</li> <li>• Two sets of transcripts from all institutions of higher education</li> <li>• <a href="#">Application form</a> (Graduate School website)</li> <li>• Statement of purpose</li> </ul>
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[gradtracker@purdue.edu](mailto:gradtracker@purdue.edu)

You will log in using your  
**Purdue Career Account.**

## Introduction

Welcome to the Department of Entomology Graduate Student Tracking System! This system was implemented in an effort to reduce paper usage, streamlining the processing of documents between students, faculty, and graduate administrators, and to help you keep track of your administrative deadlines and duties.

This manual has been created to help you navigate the system. As this is a new system, changes are made regularly. If you have any questions, suggestions, or otherwise need assistance—email [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu).

## Getting Started

When you have time, please become familiar with every section available to you. Walking through this manual should explain what you see, how to use it, why you would want to use it, and more.

When you first log in, you should see a screen similar to the picture below. This is your Student Dashboard. Please note that we will only be using buttons and links in the area outlined below. You may find other links to be useful, but these are not key to the tracker.

Find Info For ▾ Apply News President Shop Visit Give Emergency Q

**PURDUE** UNIVERSITY | Department of Entomology  
Graduate Student Tracking System

Home View Submitted Forms Reports ▾

### Student Dashboard

Search:

Event	Required Document	Due Date	Completion Date
First Committee Meeting	<a href="#">Annual Progress Review Sign-off (Student)</a>	05/03/2018	Pending Other Forms
Annual Committee Meeting	<a href="#">Annual Student Data</a>	06/05/2018	Not Complete
Annual Committee Meeting	<a href="#">Annual Progress Review Sign-off (Student)</a>	06/05/2018	Not Complete
Plan of Study	<a href="#">Plan of Study Submission</a>	01/01/2020	Not Complete
Approved Research Proposal Upload	<a href="#">Approved Research Proposal Upload</a>	01/02/2020	Not Complete
Annual Committee Meeting	<a href="#">Annual Student Data</a>	12/31/2020	Not Complete
Annual Committee Meeting	<a href="#">Annual Student Data</a>	12/31/2021	Not Complete
Schedule Preliminary Exam	<a href="#">Schedule Preliminary Exam</a>	05/31/2022	Not Complete
Register for Candidacy	<a href="#">Register for Candidacy</a>	12/31/2022	Not Complete
Review the Graduation Dates and Deadlines	<a href="#">Final Semester Dates, Deadlines and Resources</a>	01/01/2023	Not Complete

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Employee Portal  
Blackboard  
Purdue Today  
myMail  
Outlook  
myPurdue

Faculty and Staff  
Careers  
Physical Facilities  
Directory  
Campus Map  
Construction

**WE ARE PURDUE**  
WHAT WE MAKE MOVES THE WORLD FORWARD

f t y i p g in

Shop  
Clery Reporting Act  
Tuition Calculator  
Ethics & Compliance  
Speak Up

Blackboard  
Environmental Health & Public  
Safety  
Libraries  
ITaP  
Center for Healthy Living

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## Home Screen

### The Student Dashboard

#### Student Dashboard

Search:

Event	Required Document	Due Date	Completion Date
Annual Committee Meeting	<a href="#">Annual Student Data</a>	12/31/2018	11/21/2017
Annual Committee Meeting	<a href="#">Approved Research Proposal Upload</a>	12/15/2017	Not Complete
Annual Committee Meeting	<a href="#">Annual Student Data</a>	12/15/2017	Pending Other Forms
Annual Committee Meeting	<a href="#">Annual Progress Review Sign-off (Student)</a>	12/15/2017	Not Complete
Plan of Study	<a href="#">Plan of Study Submission</a>	01/01/2019	Not Complete
Approved Research Proposal Upload	<a href="#">Approved Research Proposal Upload</a>	01/02/2019	Not Complete
Annual Committee Meeting	<a href="#">Annual Student Data</a>	12/31/2020	Not Complete
Schedule Preliminary Exam	<a href="#">Schedule Preliminary Exam</a>	05/31/2021	Not Complete
Register for Candidacy	<a href="#">Register for Candidacy</a>	12/31/2021	Not Complete
Review the Graduation Dates and Deadlines	<a href="#">Final Semester Dates, Deadlines, and Resources</a>	01/01/2022	Not Complete

Previous 1 2 Next

The home screen for students is the Student Dashboard. This will be your “to-do” list. As you can see, there will be a list of events, required documents, due dates, and completion dates. *Please note that Required Documents are links to forms and/or instructions.* Your Student Dashboard is both sortable and searchable.

#### Events

##### Initial Advisor Meeting and Goals

Your Primary Advisory Meeting takes place within the 1<sup>st</sup> semester of your program. You will meet with your Major Advisor and discuss your goals for completing your program. Because your Major Professor is the one who actually fills out this form, you won't see it on your dashboard until it's completed, then you will be prompted to sign-off.

##### Plan of Study

The Plan of Study event is for reporting your completed plan of study. You should begin your plan of study very early in your program to ensure this is submitted in a timely manner. If you click on the corresponding Required Document, you will be able to find useful information for the completion of your plan of study.

##### Annual Committee Meeting

Your Annual Committee Meeting is a standard requirement. Each annual committee meeting will require you complete an Annual Student Data form (see *forms*). Until you near the end of your program, this event type will be your primary focus when using your tracker. However, you should log in regularly to check dates and requirements. If any dates need changing/extending, please email [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) with that info.

### [Approved Research Proposal Upload](#)

Your committee should approve your Research Proposal during the semester indicated on your tracker. Once approved, you will need to upload a digital copy (pdf, doc, or docx file) of your proposal.

### [Schedule Preliminary Exam](#)

This event serves as a reminder to schedule your prelims. Failure to schedule your exam in a timely manner can delay your graduation.

### [Register for Candidacy](#)

Any student wishing to graduate, defend, or deposit in a given semester *needs* to register for candidacy in a timely manner. Late registrations can require a number of signatures approving registration, a late fee, or a delay in graduation. Please check often and ask questions if you are uncertain!

### [Review the Graduation Dates and Deadlines](#)

You should check this often—regardless of your progress. However, pay extra close attention as you head into your final semester. Preparing for graduation can be hectic, but missing deadlines and failure to complete required forms can lead to avoidable problems.

### [Schedule Final Exam](#)

Again, this is a reminder event. You not only need to schedule with your committee, but also with the department head and the grad school!

### [Schedule Thesis Deposit](#)

This even is misleading. You *do* need to schedule your thesis deposit; however, the information for completing this is found under *Review the Graduation Dates and Deadlines*. The *Schedule Thesis Deposit* event is currently used for confirming your deposit. Please note, this event will likely be revised and split into two different events.

### [Departmental Exit Survey](#)

Prior to leaving the department, we do ask you to complete a brief survey. Ideally this will be completed after your final exam and thesis deposit; however, you may complete this at any point during your final semester. This is **not** the same as the grad school's exit survey!

### Required Documents

#### Initial Advisor Meeting and Goals

During this meeting with your Major Professor, together you will fill out 3 goals for completing your program. Your Major Professor is the one who actually submits this form on their dashboard.

#### Initial Advisor Meeting and Goals Sign-Off (Student)

After your meet, you and your Major Professor will both need to sign-off on the form you filled out.

### Annual Student Data

This form can be found under the *Annual Committee Meeting* events and must be completed every year or for every committee meeting—whichever occurs most often.

To complete the form, you want to click on [Annual Student Data](#) under your list of Required Documents. This should open a new form with several text entry boxes. The following should each have its own box:

- Publications
- Presentations
- Invited Presentations
- Teaching
- Funding
- Awards
- Workshops
- Service
- Other

There are examples of each listed on the form. If you do not have any items to list for a particular box, leave blank or type “N/A”. You *cannot* save and resume a form—so be sure to keep these records

somewhere easily accessible! Once completed, click [Review Form](#) to submit.

Once you submit, a summary page will appear with all of your entries. If you spy a mistake, click

[Edit this form](#)

--which will return you to the previous screen to make any changes. If all appears to be

accurate, click [Finalize and Submit Form](#). The completed form should now appear under View Submitted Forms (see View Submitted Forms).

### Annual Progress Review Sign-off (Student)

This document is just part in a series of related documents and cannot be completed until initiated by your major professor and signed-off by all members of your committee.

First Committee Meeting	<a href="#">Annual Progress Review Sign-off (Student)</a>	05/03/2018	Pending Other Forms
Annual Committee Meeting	<a href="#">Annual Progress Review Sign-off (Student)</a>	06/05/2018	Not Complete

Note the two documents above. The first notes in red “Pending Other Forms” which indicates that the form is not complete, but not because you have failed to do your part. Once you sign off on your progress review, it then goes to the department head for signature. If the department head has not signed off, the form will still appear on your list. By clicking “Pending Other Forms”, you able to view what forms still need to be completed and by who. If your committee members haven’t completed the pending forms in a timely manner, you should reach out to them. If they (or you) need assistance or discover issues, they can always contact [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu).

The second document notes “Not Complete” which means you still need to review and initial the form. Click the Annual Progress Review Sign-off (Student) you need to complete. You should see the original Annual Progress Review initiated by your Major Professor, followed by the initials and comments provided by other members of your committee and a final comment from your Major Professor. At the

Digital Signature (Initials)

[Review Form](#)

bottom of the form, you will see a prompt to initial and review form.

Once you click on “Review Form,” you will see a summary of your initials only. If you typed your initials correctly, click [Finalize and Submit Form](#) . Alternatively, click [Edit this form](#) to edit.



## Plan of Study Submission

Your plan of study goes through a series of approvals once submitted. After all approvals are complete, you will receive a receipt from the grad school.

From: Graduate School [<mailto:gradweb@purdue.edu>]  
 Sent: Monday, May 08, 2017 8:19 AM  
 To: Barr, Nicole M <[nbarr@purdue.edu](mailto:nbarr@purdue.edu)>  
 Subject: Approval notice for plan of study.

The electronic form Request for Master's Degree Plan of Study Approval has received final approval.

You may access this information via myPurdue <https://mypurdue.purdue.edu>.

Purdue University Graduate School

Copy and paste this receipt into the text box

## Plan of Study Submission for Student, Test

### Approved Plan of Study

Please copy and paste your "Approved plan of study receipt" in this text box.

Instructions for completing the Plan of Study can be found [here](#).

Program curriculum is located here: <https://www.entm.purdue.edu/prospective-grads/index.html>

View the University Catalog for additional information regarding Plans of Study: <http://catalog.purdue.edu/content.php?catoid=7&navoid=2854&hl=%22plan+of+study%22&returnto=search#b.-plan-of-study>

Advisory Committee:

- The student and the major professor are responsible for the selection of an advisory committee.
- MS advisory committees consist of the major professor and at least two other members.
- Ph.D advisory committees consist of the major professor and at least three other members, one of which must be from outside the Department of Entomology.
- 51% of the committee members must have regular graduate faculty certification. If you have a special committee member to add, which has not already been certified, submit the individuals most recent CV to Amanda Wilson [apendle@purdue.edu](mailto:apendle@purdue.edu)

[Review Form](#)

and click Review Form.

Confirm the receipt copied correctly and click on Finalize and Submit Form to complete the task. This should now be visible under View Submitted Forms.

## Approved Research Proposal Upload

Once your Research Proposal is approved, upload your proposal to the grad tracker. Once you click on the document name, you will see:

### Approved Research Proposal Upload for Student, Test

Research Proposal Upload

[Choose File](#) No file chosen

This file is a pdf, doc, or docx file.

[Review Form](#)

where you will choose the correct file, confirm the file type, and click on Review Form. You will not be able to review unless you check the box!

The review screen will only show the file name of your upload. Confirm this is correct before finalizing.


### [Schedule Preliminary Exam](#)

The required document here is more for reference. Important information and links can be found by opening this required document. Do not click Mark as Completed until you have followed all instructions. In most instances, this will cause the document to become unable to view.

### [Register for Candidacy](#)


Again, this document is for reference. You will be able to see the different types of registration, deadlines, and how to register. DO NOT mark as completed until all steps have been followed! Marking the document as complete may make it impossible for you to reference again.

### [Final Semester Dates, Deadlines and Resources](#)

You may want to copy or print this information. Here you will find a wealth of information related to your final semester including information about your thesis deposit, your defense, required forms, important due dates, and contact information for the grad school. If you click  you may lose this information and will need to contact an administrator for retrieval.

### [Schedule Final Exam \(Doctoral\)](#)

MS students, you should not see this document. If you do, contact an administrator to report the error.

Information related to scheduling your exam is located within this document. Pay close attention to the forms, links, and deadlines. Do not click  until fully finished.

## Thesis Deposit

This document has very little information—instead it has a box for copying and pasting your thesis receipt.

## Thesis Deposit for Student, Test

### Thesis Deposit

Please copy and paste your thesis receipt here:

[Review Form](#)

Your thesis receipt should come via email from the grad school and will look something like this:

**From:** [gradweb@purdue.edu](mailto:gradweb@purdue.edu) <[gradweb@purdue.edu](mailto:gradweb@purdue.edu)>  
**Sent:** Monday, April 23, 2018 1:40:25 PM  
**To:** [REDACTED]  
**Cc:** [gradthesisofc@purdue.edu](mailto:gradthesisofc@purdue.edu)  
**Subject:** Thesis/Dissertation Deposit Receipt

Dear [REDACTED],

This is to confirm that your thesis titled "The effect of Sc on the formation and distribution of in-situ TiB<sub>2</sub> particles in an aluminum matrix" has been successfully deposited as of 23-APR-18. This deposit is required as part of your MASTER OF SCIENCE : THESIS degree, with a major in ENGINEERING TECHNOLOGY. The following preferences have been approved as part of this deposit process:

- Request for Confidentiality: No
- Delay of Publication: Yes

The Thesis/Dissertation Office will upload your deposit fee by later today, and it will be visible to you through your myPurdue ([mypurdue.purdue.edu](http://mypurdue.purdue.edu)) account within 3-5 business days. **Please pay this fee as soon as possible after it appears in your account.** Outstanding account balances will result in a hold being placed on your account preventing the release of official university documents (transcript, diploma, etc.).

**NOTE:** *IUPUI* candidates *may* receive a paper bill in lieu of the fee assessment to their myPurdue account. Please allow 4-6 weeks for this bill to be delivered to the address you provide to the Graduate Office in Indianapolis.

To view your Thesis/Dissertation Acceptance Form, login to myPurdue, and select the "Graduate School Plan of Study" link in the "Graduate Students" box at the bottom of the *Academics* tab. After you've logged in a second time, select the blue "Form 9 (Thesis/Dissertation Acceptance)" link to view your approved form.

Finally, we would like to invite you to complete a Thesis Process Survey to help our office improve how we assist students in the future:

[Thesis Process Survey](#)

If you have any further questions, please let us know.  
 Thank you,  
**Thesis/Dissertation Office**  
 Ernest C. Young Hall B-80  
[gradthesisofc@purdue.edu](mailto:gradthesisofc@purdue.edu)  
 155 S. Grant Street  
 West Lafayette, IN 47907  
 765.494.3231

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Be sure to click [Finalize and Submit Form](#) to complete this task.

## Departmental Exit Survey

Please complete this survey as close to the end of your program as possible and provide as much feedback as possible. There are no right or wrong answers and your responses are kept confidential! Please note that some items will offer a list of options while others will have a text box.

### Dates

Both the Due Date column and the Completion Date column are color-coded. Dates in *green* are current—meaning they are not yet due or are complete. Dates in *orange* are in process, due soon, or slightly past due. Dates in *red* indicate that an Event is severely past due or inaccurate—please address these ASAP!

### Due Dates

Due dates are initially assigned by the grad tracker's template and based on your start with the department. Please check these dates often.

**Most** dates are assigned a date in January or August (Spring or Fall) and indicate the *semester* in which an event or document should be completed. The *day* portion of the date indicates the order in which

Due Date

01/01/2020

01/02/2020

events items should typically be completed. For example, the item dated 01/01/2020 should be completed prior to the item dated 01/02/2020. This does not mean the first item must be completed on New Year's Day and the second item the day after. What this does mean is that you should start planning to have these items completed ASAP during the spring semester of 2020.

You can complete some items out of order, so do not spend too much time stressing over the details in this column. Use the Due Date as a guide and the graduate school calendar ([Grad School Deadlines](#)) for specifics. Notify an administrator as early as possible if you are still unsure.

### Completion Dates

The Completion Date column should have one of three possible entries.

1. Date completed
2. Not Complete
  - a. If the item is not due soon, ignore for now.
  - b. If the item is due soon, review the required document and make plans to complete.
  - c. If the item is past due—complete ASAP.
3. Pending Other Forms
  - a. This occurs when other forms related to the event are still outstanding. For instance, Annual Committee Meetings require:
    - i. Annual Student Data
    - ii. Annual Progress Review (Major Professor)
    - iii. Annual Progress Review Sign-off (Faculty)
    - iv. Annual Progress Review Sign-off (Student)
    - v. Annual Progress Review Sign-off (Department Head)

If any of these forms are incomplete, you will see Pending Other Forms. By clicking, you can see which forms need to be completed and by who. If there are forms still pending a while after the due date, you are encouraged to reach out to those listed. They should be receiving reminder emails from Grad Tracker but it doesn't hurt to check in. They (and you) can always contact [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) if assistance is needed.

If you have questions or concerns about any dates on your tracker, speak with an administrator.

## View Submitted Forms

The **View Submitted Forms** tab will open a list of forms submitted by you. Forms are sorted by ID number, but can be sorted by any heading. There are also drop-down menus for each column at the bottom of the page to help narrow the list.

### View Submitted Forms

View Search:

ID	Student Name	Submitter Name	Type	Date	Due Date
1995	Test Student	Test Student	Annual Progress Review Sign-off (Student)	06/08/2018	05/03/2018
2039	Test Student	Test Student	Plan of Study Submission	06/15/2018	01/01/2020
2040	Test Student	Test Student	Approved Research Proposal Upload	06/15/2018	01/02/2020
2041	Test Student	Test Student	Schedule Preliminary Exam	06/15/2018	05/31/2022
2042	Test Student	Test Student	Final Semester Dates, Deadlines and Resources	06/15/2018	01/01/2023
2044	Test Student	Test Student	Thesis Deposit	06/15/2018	01/03/2023
2045	Test Student	Test Student	Annual Student Data	06/15/2018	06/05/2018
2048	Test Student	Test Student	Annual Progress Review Sign-off (Student)	06/15/2018	06/05/2018
2056	Test Student	Test Student	Register for Candidacy	06/15/2018	12/31/2022

Showing 1 to 9 of 9 entries Previous  Next

To find a specific form, use the search box. Since all forms listed here are yours, you will want to search by type.

You can view a form by clicking on the desired row to highlight and then clicking View.

### View Submitted Forms

View Search:

ID	Student Name	Submitter Name	Type	Date	Due Date
1995	Test Student	Test Student	Annual Progress Review Sign-off (Student)	06/08/2018	05/03/2018
2039	Test Student	Test Student	Plan of Study Submission	06/15/2018	01/01/2020
2040	Test Student	Test Student	Approved Research Proposal Upload	06/15/2018	01/02/2020
2041	Test Student	Test Student	Schedule Preliminary Exam	06/15/2018	05/31/2022

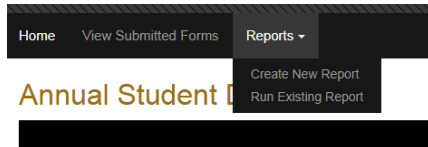
If you select a Type where information was entered, that information should be viewable. This can be especially useful for verifying accurate information was submitted. You can also use this information when completing your Annual Student Data. By opening a previously submitted version, you can copy prior entries and paste them into the current form. Then add anything new.

Documents provided for information such as Register for Candidacy and Final Semester Dates, Deadlines and Resources will appear as a submitted form, but will often be unable to view. If you have submitted by mistake and need to see this information, contact an administrator. You may also want to copy and paste this information, or keep a file of screenshots for reference.

## Reports

The reports function will provide you with the same information as any other user. Unfortunately, the benefits are limited. You will likely want to ignore this section.

The **Reports** tab has a drop down arrow with two options—Create New Report and Run Existing Report.



### Create New Report

Reports are created using information from various rubrics. You cannot choose to run a report on a specific student, committee person, or meeting—at this time.

Select the columns you want to include. If you save the report, you will need to name it. Saving allows for filters to be applied.

#### Reports

Please select the columns to include in your report:

- Arguments
- Objectives
- Critical Thinking
- Literature
- Concepts
- Originality
- Creativity
- Research
- Discovery
- Previous Research
- Significance
- Publication Potential
- Writing
- Grammar and Spelling
- Organization
- Documentation
- Overall Assessment
- Comments
- Individual Committee Member comments for student concerning performance.

Save this Report and name it


Note: Only saved reports can have a filter applied to them.

Clicking on Generate Report will open a new screen with the requested information. Items are arranged by ID number—the same referenced in the View Submitted Forms section. You can export the information to Excel by clicking the CSV button. The information on screen will be the same information that appears in Excel.

As an example, if you wanted to know the number of times students are marked “writing is weak” as opposed to “Writing is publication quality” on a communication rubric, you would select Writing from the report list, generate the report, and sort the results.

### Run Existing Report

Currently, this selection brings up “Student Reports” which has little useable information. This section

will likely change with time. Important to note: there is a menu symbol , which will allow the user to print the chart or download as a variety of formats.

## Logging Out

Currently there is no Log Off/Out capabilities. This is on the list to change in the near future. If working on a shared computer and you NEED to log out.

Option 1: Close your browser completely—this includes ALL open tabs!

Option 2: Clear your history. Steps below.

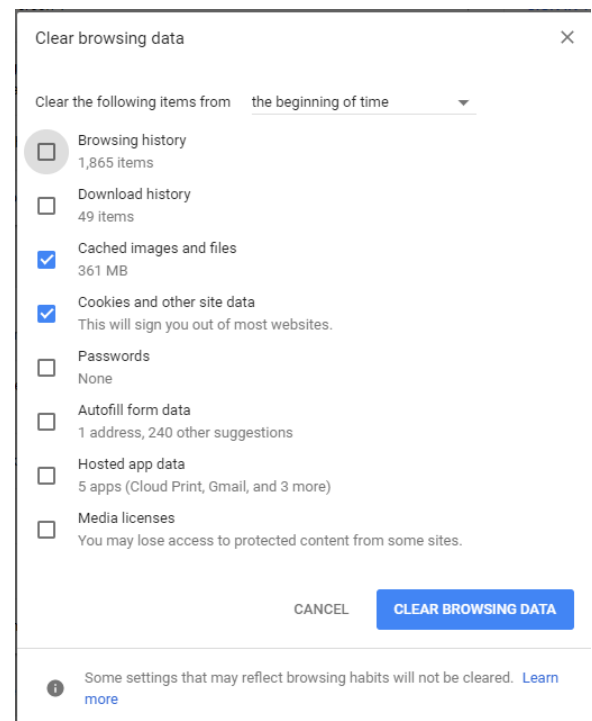
1. Close tab or browser window
2. Reopen browser if needed

3. Click on the menu button  or  depending on your version of Chrome and select History.

- a. You may also use the shortcut of Ctrl + H
4. From the History page, click on Clear browsing data
5. The Clear browsing data box will appear
  - a. Select “the beginning of time”
  - b. Cached images and files
  - c. Cookies and other site data
6. Then click on Clear Browsing Data

You should now be asked to log in when you return to the Grad eval site.

Please note that this may log you out of other sites you have open. Make sure you have saved any work on other sites!



## Notifications

You should receive notifications from the system when items are due soon, due now, or past due. Emails will come from the Entomology Graduate Tracking Program [www-data@gradeval.ceris.purdue.edu](mailto:www-data@gradeval.ceris.purdue.edu). Do NOT reply to this email! If you have questions regarding the notifications, contact an administrator.

Please read the email(s) carefully. Often times there will be nothing in the body of the email, so pay attention to the subject line!

## FAQs

*Note: This is just a sampling of questions asked. If you do not see your question in this section, please contact an administrator for answers.*

**Q:** How do I log in if I do not have a Purdue career account?

**A:** Current Purdue students should have a career account. Please contact an administrator and/or the business office for assistance.

**Q:** Why am I getting reminders to complete previously completed events?

**A:** This error is due to a change in the system and should be fixed. If you are experiencing this issue, please contact an administrator.

**Q:** Why does my Completion Date show “Pending other forms?”

**A:** See [Completion Dates](#). Essentially this means more than one form was required for an event and another user may be late completing their form(s).

**Q:** How do I register for candidacy?

**A:** See [Register for Candidacy](#). Instructions for registering and including registration types are located in this section. If this is missing from your grad tracker or you are still unclear, contact an administrator.

**Q:** What is my thesis receipt?

**A:** Your thesis receipt is sent to you from the grad school via your Purdue email account. Please reference [Thesis Deposit](#) for more information.

**Q:** How do I report an issue with the grad tracker?

**A:** At this time issues should be reported to [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu). Please be as descriptive as possible and include screenshots as applicable. Keep posted and a new reporting tool should soon be available!

**Q:** The dates in my tracker are not accurate. How do I fix this?

**A:** First, review the section over [Due Dates](#). If this does not answer your questions or your dates need to be adjusted you will want to email [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) to discuss the issue.



## Troubleshooting

For items not covered in this manual, please email [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu) for assistance. An in-app reporting tool will be coming soon! If you see this information posted on the grad tracker prior to receiving an updated manual, please use that feature first!

## Administrators

Send all emails to [gradtracker@purdue.edu](mailto:gradtracker@purdue.edu). We will be using this email to track issues with the grad tracker and common questions.