Nova Scotia Confirmation of Enrolment Portal: Graduation Confirmation
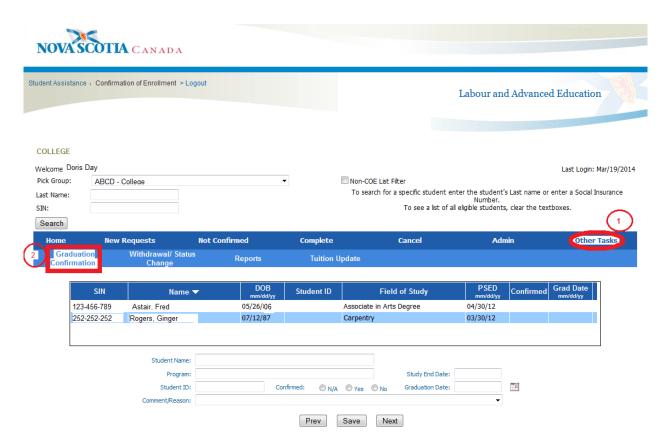
Student Assistance

GRADUATION CONFIRMATION

Why is graduation data important?

Nova Scotia students who received student assistance funding, and have graduated, may be eligible for the Nova Scotia Debt Cap program (this could mean up to $15,000 in loan forgiveness)!

As well, Graduation data is used for research purposes and enhancements to programs and services which benefit students participating in the Nova Scotia Student Assistance Program.
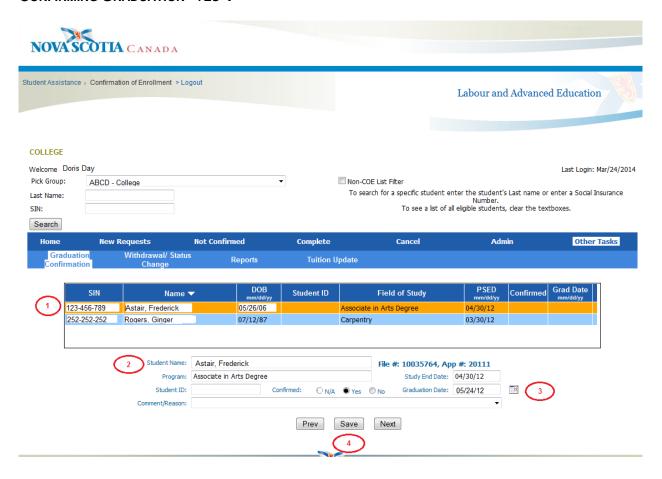

1. Go to "Other Tasks"
2. Click the "Graduation Confirmation" tab to view the list of possible graduates for your school.

Please check the "Graduation Confirmation" tab often for possible graduates ready to confirm!
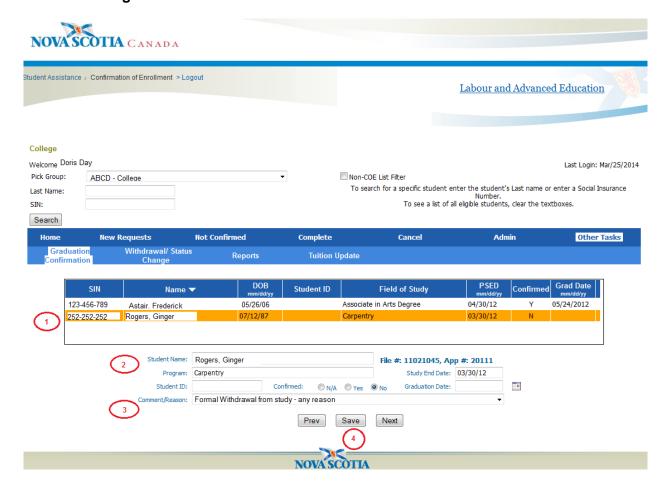
HOW TO CONFIRM "YES"/NOT CONFIRM "NO"/AND USE "N/A"

CONFIRMING GRADUATION "YES":

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is "Yes", a Graduation Date must be entered. The Comment/Reason is optional.
4. Once the information is entered, click "Save" and it will be sent to the Student Assistance Office.

Clicking the "Prev" or "Next" button will select the previous or next student in the row shown on the table.
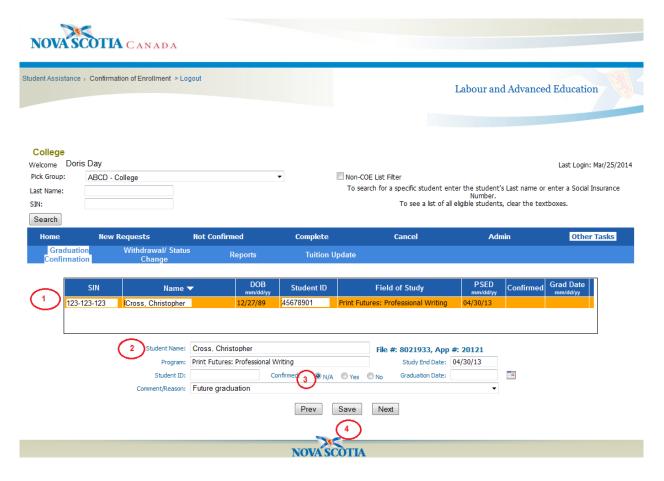
Not Confirming Graduation "No":

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is "No", a Comment/Reason must be selected/entered. An additional option "(Other)" will be displayed in the list and when selected a text box will be shown where the user can type their comment. **Please do not put a date in the "Graduation Date" field.**
4. Once the information is entered, click "Save" and it will be sent to the Student Assistance Office.

Any information previously entered can be edited within 60 days. After that time, the data cannot be changed by the user. To find the file you wish to edit, search the student via last name or SIN (see page 6 & 7). Once you edit the file do not forget to click "Save"!
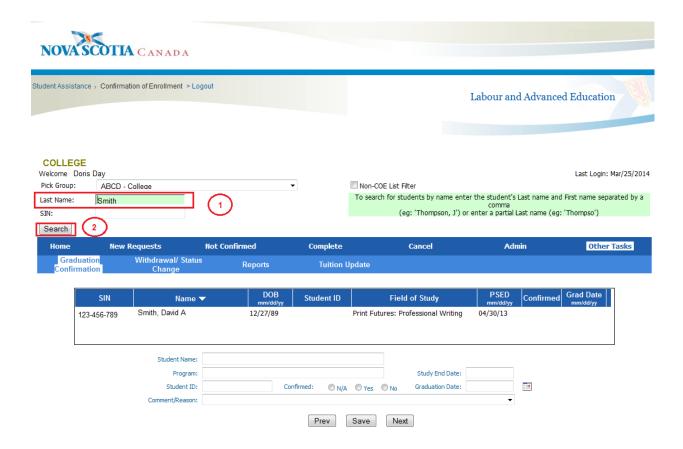
Not Available "N/A":

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is "N/A", a Comment/Reason must be selected/entered. An additional option "(Other)" will be displayed in the list and when selected a text box will be shown where the user can type their comment.
4. Once the information is entered, click "Save" and it will be sent to the Student Assistance Office.

When you log back into the Portal and check the "Graduation Confirmation" the confirmed "Yes" and the not confirmed "No" students will not display. However, the N/A students will remain until either "Yes" or "No" is selected.
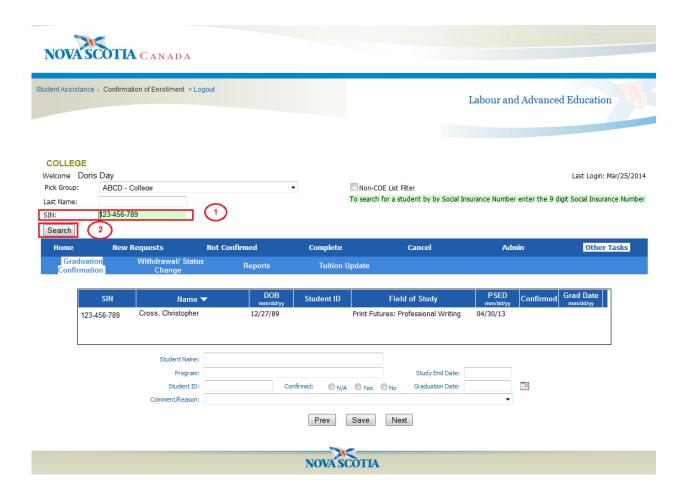
How to Search for a Student:

You can search for a student by last name:

1. Enter student's last name, or last name and first initial (separated by a comma), in the "Last Name:" field.
2. Click "Search" student will appear in the list.

You can search for a student by Social Insurance Number:

1. Enter student's Social Insurance Number in the "SIN:" field.
2. Click "Search" student will appear in the list.

Remember, any information previously entered can be edited within 60 days. After that time, the data cannot be changed by the user. To find the file you wish to edit, search the student via last name or SIN. Once you edit the file do not forget to click "Save"!