

## Exam scheduling process for MS/PHD students in GradTrak: (updated 2023 June)

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

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

Exam Scheduling - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Mail Stop 243 blocked Check Settings

Address http://localhost:3047/gradtrak/main/std\_exam\_sched.aspx

GradTrak

Student Number 125: Logout

Degree-Program-Status: PHD-BIOC-Active 1 of 1 View

Name:	Student Number 125	Std. #:	00000125
Degree:	PHD	Program:	BIOC

Exam Scheduling:

- Students must obtain the appropriate signatures and submit the examination form to the Office of Graduate Education ten(10) working days in advance of the examination date.
- The option to print the examination form will only appear after the examination schedule is submitted successfully.

Exam Type: Oral Comprehensive

\* Building: Sanger Hall

\* Room: 11-111

\* Date: 09/28/2007 (mm/dd/yyyy)

\* Time: 10:00 (hh:mm)  AM  PM

\* Indicates a required field.

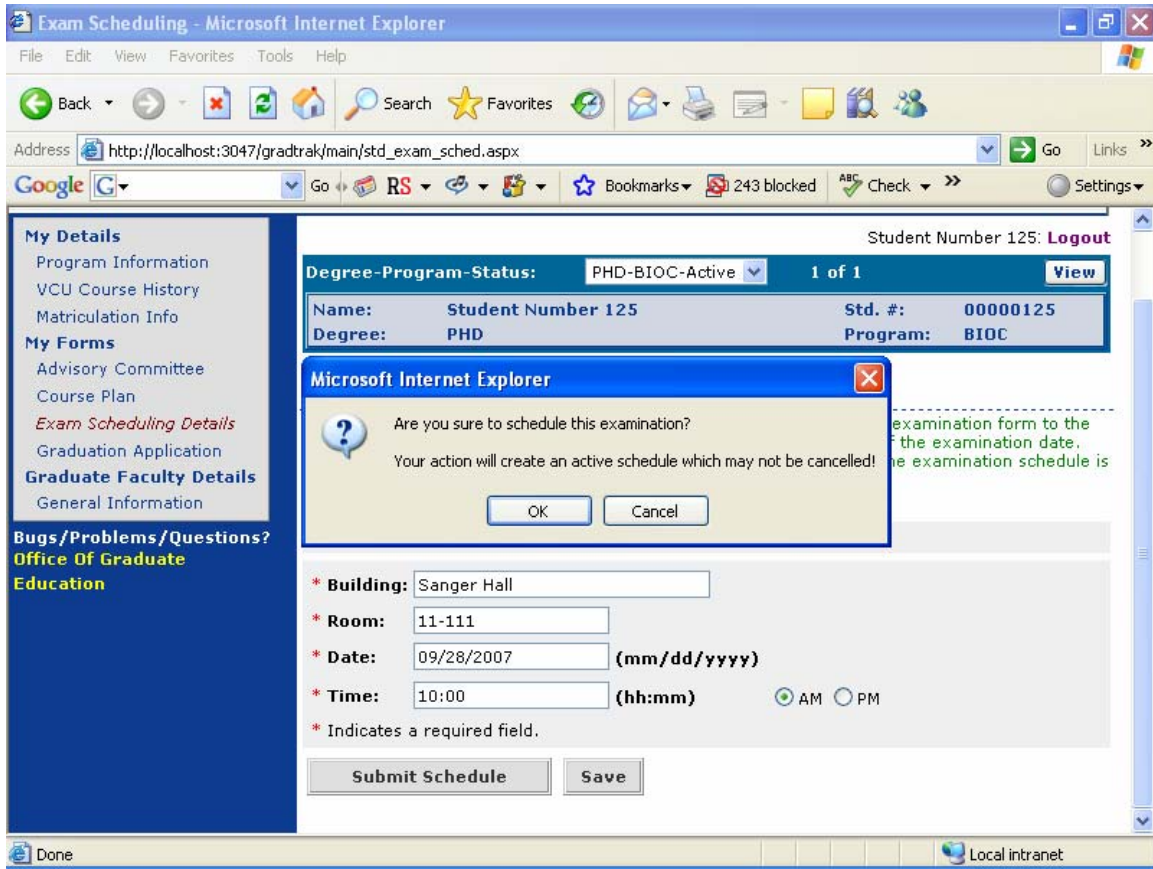
Submit Schedule Save

Local intranet

**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.



**Screen#2:** Submit the exam schedule

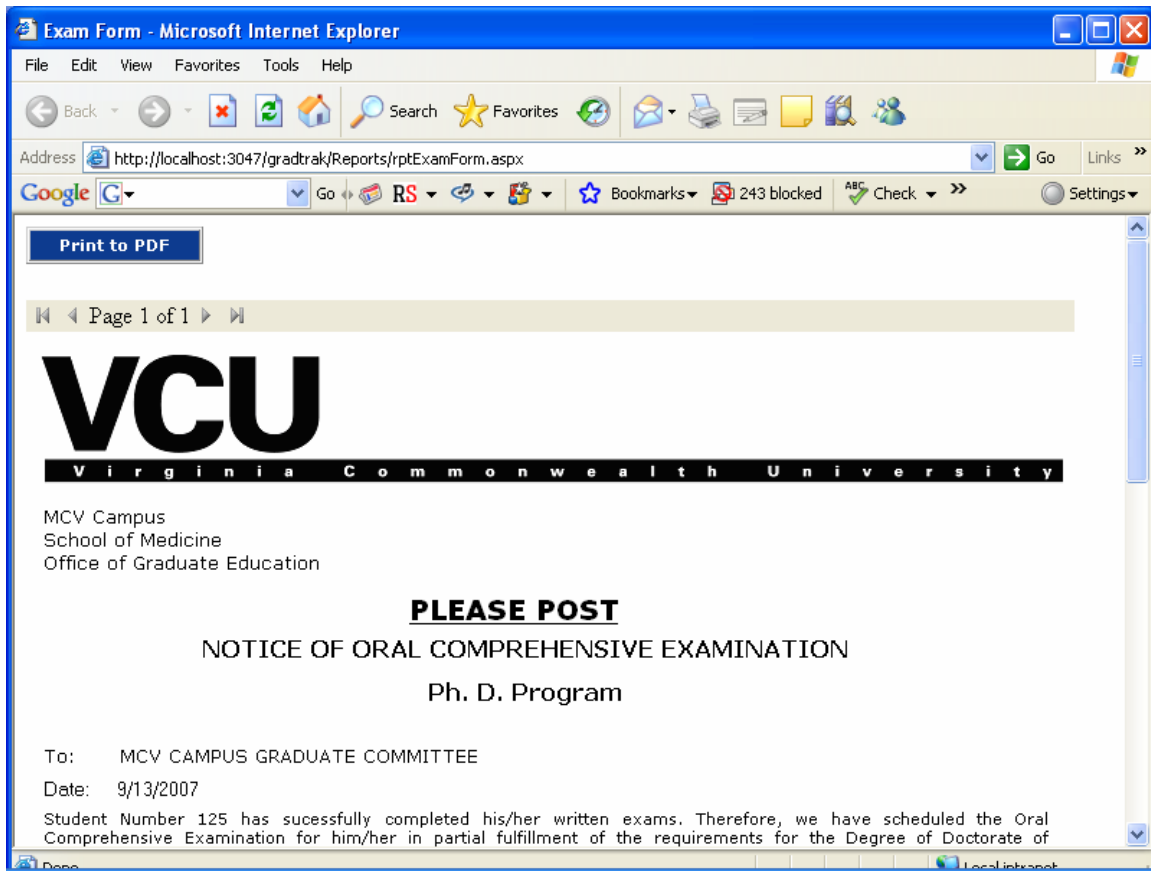
**Step#2:** As soon as the student submits the schedule they will see the Active Exam Schedule details as shown in screen#3.

The screenshot shows a Microsoft Internet Explorer browser window titled "Exam Scheduling - Microsoft Internet Explorer". The address bar displays "http://localhost:3047/gradtrak/main/std\_exam\_sched.aspx". The page content includes the VCU School of Medicine GradTrak logo and a navigation menu on the left with sections: "My Details" (Program Information, VCU Course History, Matriculation Info), "My Forms" (Advisory Committee, Course Plan, Exam Scheduling Details, Graduation Application), "Graduate Faculty Details" (General Information), and "Bugs/Problems/Questions? Office Of Graduate Education". The main content area shows "Student Number 125: Logout" and a "Degree-Program-Status" dropdown set to "PHD-BIOC-Active" with "1 of 1" items. A table displays student information: Name: Student Number 125, Std. #: 00000125, Degree: PHD, Program: BIOC. Below this, a message states "Exam scheduled successfully" and "Active Exam Schedule:" followed by two bullet points: "Students must obtain the appropriate signatures and submit the examination form to the Office of Graduate Education ten(10) working days in advance of the examination date." and "Use Print Exam Form button to print the examination form." A table lists exam details: Exam Type: Oral Comprehensive, Exam Chair: Not Appointed, Building: Sanger Hall, Room: 11-111, Exam Date: 09/28/2007, Exam Time: 10:00 AM. A "Print Exam Form" button is located at the bottom of this section. The browser status bar at the bottom shows "Done" and "Local intranet".

Screen#3: Exam schedule submitted successfully

**Step#3:** [As of 2022 January, this step is no longer required - Skip to next step.]

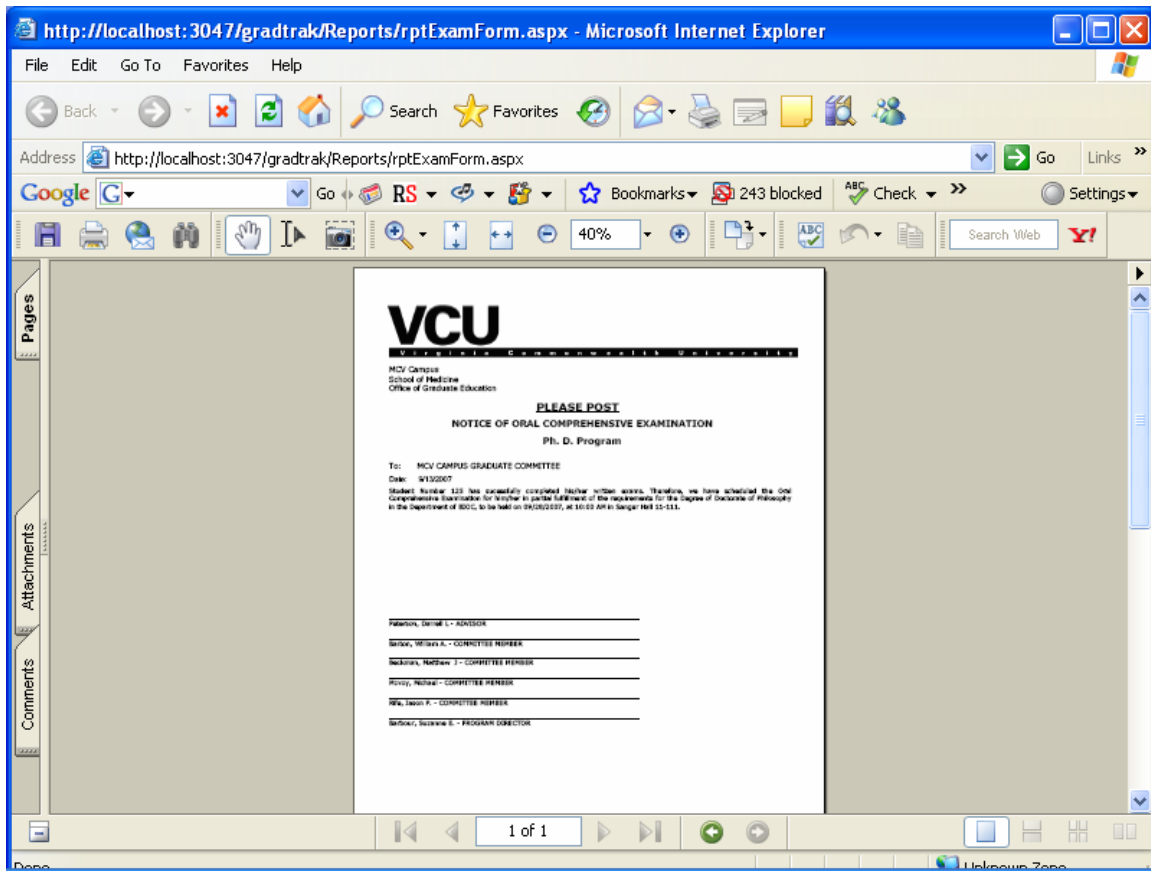
Clicking "Print Exam Form" button as shown in screen#3 will open up the exam form page as shown in screen#4.



**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>.



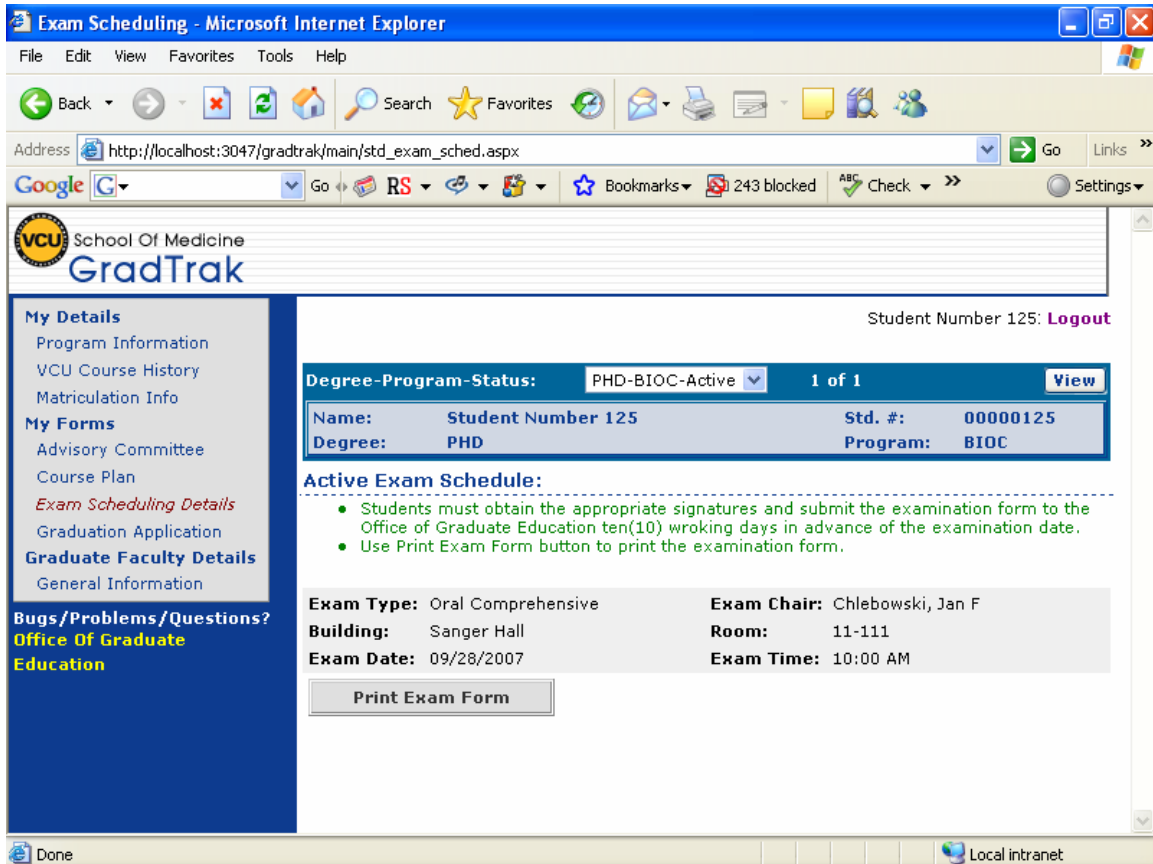
**Screen#5:** Exam form in PDF format

**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.



**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

Address: http://localhost:3047/gradtrak/main/std\_exam\_sched.aspx

VCU School Of Medicine  
GradTrak

Student Number 125: [Logout](#)

Degree-Program-Status: PHD-BIOC-Active 1 of 1 [View](#)

Name: Student Number 125 Std. #: 00000125  
Degree: PHD Program: BIOC

**Exam Scheduling:**

- Students must obtain the appropriate signatures and submit the examination form to the Office of Graduate Education ten(10) working days in advance of the examination date.
- The option to print the examination form will only appear after the examination schedule is submitted successfully.

**Exam Type:** Oral Comprehensive

\* Building:   
 \* Room:   
 \* Date:  (mm/dd/yyyy)  
 \* Time:  (hh:mm)  AM  PM

\* Indicates a required field.

[Submit Schedule](#) [Save](#)

**Exam Details History:**

Exam	Place	Room	Exam Date	Exam Time	Exam Chair	Pass Votes	Fail Votes	Outcome	Outcome Date
Oral Comprehensive	Sanger Hall	11-111	09/28/2007	10:00 AM	Chlebowski, Jan F	0	4	Fail	09/13/2007

**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 Internet Explorer

Address: http://localhost:3047/gradtrak/main/std\_exam\_sched.aspx

Student Number 125: [Logout](#)

Degree-Program-Status: PHD-BIOC-Active 1 of 1 [View](#)

Name:	Student Number 125	Std. #:	00000125
Degree:	PHD	Program:	BIOC

**Exam Scheduling:**

- Students must obtain the appropriate signatures and submit the examination form to the Office of Graduate Education ten(10) working days in advance of the examination date.
- The option to print the examination form will only appear after the examination schedule is submitted successfully.

**Exam Type:** Final Defense

\* Title Of Dissertation:

\* Building:

\* Room:

\* Date:  (mm/dd/yyyy)

\* Time:  (hh:mm)  AM  PM

\* Indicates a required field.

[Submit Schedule](#) [Save](#)

**Exam Details History:**

Exam	Place	Room	Exam Date	Exam Time	Exam Chair	Pass Votes	Fail Votes	Outcome	Outcome Date
Oral Comprehensive	Sanger Hall	11-111	09/28/2007	10:00 AM	Chlebowski, Jan F	4	0	Pass	09/13/2007

Screen#8: Scheduling Final Defense for PHD students