

Graduation Application Process

College/Departments will no longer use the PDL for applications to graduate. The SHADEGR (Degree and Other Formal Awards) and SHAGAPP (Graduation Application) forms will be used to maintain/update graduation application information.

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Process Overview:

1. Colleges/Departments will monitor graduation applications by reviewing Degree Certification reports - SH2DGC102B, SH2DGC502B, SH2DGC802B in View Direct (depending on Term) and SAH_Degree_Certification_Data in EDDIE, (replaces PDL reports).
2. **New as of 1/1/2011:** The SHADEGR Outcome Status now defaults to “PN” Pending for students who have submitted a graduation application.
3. Add Supplemental Data – see reports.
4. Add Honors information to the Honors tab in SHADEGR.
5. Make any other curriculum changes in SHADEGR.
6. After Grade Roll review and final updates - set the Graduation Status to “CT” – College/Dept Certified or “IA” Inactive Graduation Appl if applicant will not graduate. Coll/Dept process complete.
7. A job will be run to create degree Awarded record.
8. Another job will run to pull SHADEGR - IA (Inactive) records and set the SHAGAPP Application Status to NETT (Not Eligible This Term).

New Reports

View Direct - SH2DGC102B, SH2DGC502B, SH2DGC802B report by term, and **EDDIE** - SAH_Degree_Certification_Data.

Some of the changes to reports include the addition of the following fields –

- FERPA indicator
- Degree Graduation Status (old PDL status)
- Degree Outcome Status
- Description for all Fields of Study
- Graduation Application Date
- Supplemental Data
- Future Registration

Replaces PDL Reports - SH2PDL102B Pending Degree List Data – May, SH2PDL501B Pending Degree List – August, SH2PDL502B Pending Degree List Data – August, SH2PDL801B Pending Degree List – December, SH2PDL802B Pending Degree List Data – December

New Banner Form

Graduation Application (SHAGAPP) – this form is populated when the student submits the graduation application on Student Self Service. SHAGAPP is not used during the normal College/Department process.

Other processes

A job will run to pull SHADEGR records with a Graduation Status of IA (Inactive) and set the SHAGAPP Application Status to NETT (Not Eligible This Term).

Getting Started

Review reports and perform initial graduation applicant review.

SH2DGC102B, SH2DGC502B, SH2DGC802B View Direct report(s) or EDDIE - SAH_Degree_Certification_Data. Save into spreadsheet to facilitate review.

NOTE: not all columns of spreadsheet are displayed.

Term	Campus	FERPA	Student ID	Student Last Name	Student First Name	Student MI	Earned Inst Hours	Earned Trans Hours	Earned Overall Hours	Graduation Hold	Deg Grad Stat	Deg Seq No	Deg Out Stat	User ID	Pri	Program
220111	200		675714634	Abbazi	Farooq	Azam	135	8	143		AS	3	PN	WWW_U SER2AS		20FL001 1 BS
220111	200		660861892	Abu-ayyib	Ilham	Ali	84	26	110		AS	2	PN	WWW_U SER2AS		20FL99 1 BS
220111	200		661691001	Acasuo	J				150		AS	3	PN	WWW_U SER2AS		20FL16 1 BS
220111	200		669138633	Adams	Nicole	L			109		AS	2	PN	WWW_U SER2AS		20FL 1 BS
220111	200		673429417	Adan	Yolanda		112				AS	1	PN			20FL 1 BS
220111	200		673913475	Adnan	Fawad		71	10	81		AS	1	PN	SER2AS		1 BS

Outcome Status defaults to PN

Graduation Status = AS

Deg Seq No

SHADEGR – view all Degree Sequence records

Degree and Other Formal Awards: SHADEGR 8.1 (BANDEV) (2UIO)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

Learner Outcome | Curricula | Dual Degree | Transfer Courses | Non-Course Work | Course Attributes

Learner Outcome Information

Outcome Status:
 Student Record Term:
 Bulletin Academic Year:
 Degree Completion Term:
 Graduation Application Date:
 Calculate GPA:
 Apply to Graduate:

Graduation Information

Graduation Term: Graduation Year:
 Graduation Status:
 Graduation Date:
 Fee: Charge Fee Waive Fee None Fee Term:
 Fee Detail: Fee Charged
 Fee Amount: Fee Date: Fee Waived
 Authorize: No Fee

Curricula Summary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ID Number; press LIST key for name/ID search, DUP ITEM for Alternate ID look-up.
 Record: 1/1 | ... | <OSC>

Select Degree Sequence record corresponding to Deg Seq Number on report

Degree Summary SHADGMQ 8.3 (BANDEV) (2UIC)

ID: Advanced Search Level: Campus: College: Degree:

Term: Program: Field of Study Type: Field of Study Code:

Learner Outcome Summary

Sequence Number	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation Date	Diploma Name
2	PN	220098	0910	220111	<input type="checkbox"/>	220111	AS	08-MAY-2011	
1	SO	220098	0607		<input type="checkbox"/>	220115		15-AUG-2011	

Select Degree Sequence record

Curricula Summary - Primary IC

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220098	BAElementary Educati	220068	Undergrad - Chicago	Chicago	Education	Bachelor of Arts

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	220098	Major	Elementary Education	Education	<input type="checkbox"/>

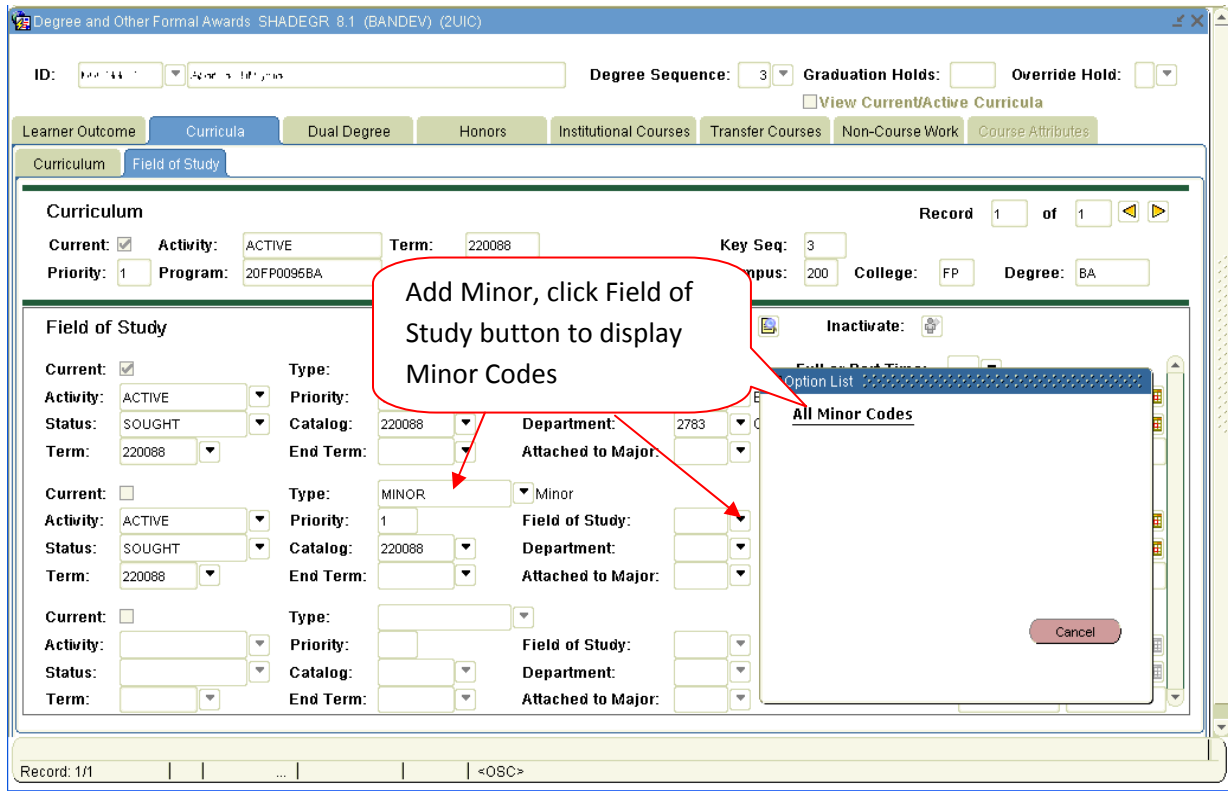
Degree Sequence Number.
Record: 1/2 | ... | <OSC>

Enter/Update Supplemental Data – view reports for Supplemental Data and update in SHADEGR Curricula tab.

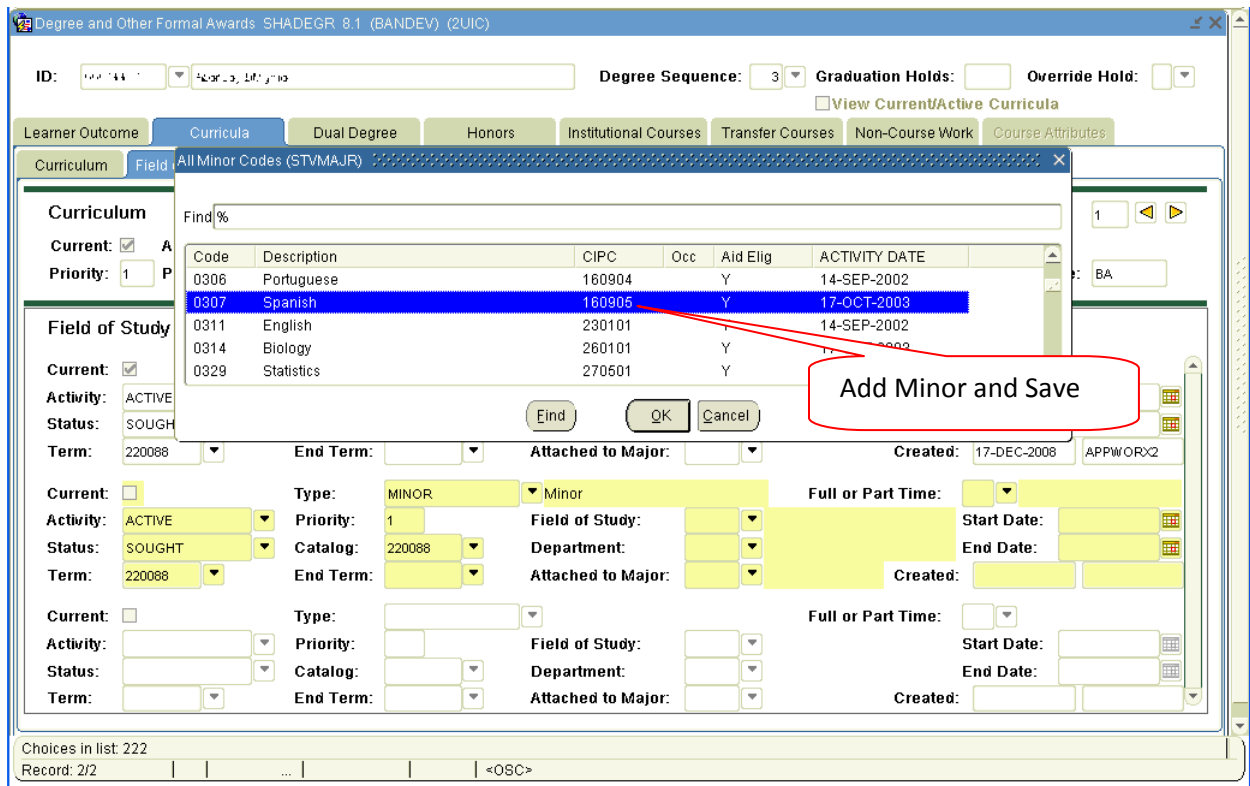
Atchd Major	5th Conc	Conc Desc	Atchd Major	6th Conc	Conc Desc	Atchd Major	Grad App Seq No	Grad App Stat	Grad App Date	Grad App Stat Date	Suppl Data	Inst Honors	Dept Honors	Dept Honors Desc	Future Reg	Addr Type	Addr Line 1	Addr Line 2
																MA	7843 Woodruff Dr	
																MA	7843 Woodruff Dr	
																MA	380 Rockland Ave	
																MA	735 Cheyenne Ln	
																	445 Belvedere Ln	
																	1644 Newton Ave	
							1	AC	4/11/2010	4/11/2010	International Business Minor Political Science Minor					MA	700 Kohley Rd	
																	660	

Supplemental Data

On SHADEGR – go to the **Curricula > Field of Study** tab and add the **Minor/Concentration**



Select the Minor and **Save** record (same process for a Concentration)



Verify updated curriculum information

Learner Outcome Information

Outcome Status: Pending
 Student Record Term:
 Bulletin Academic Year:
 Degree Completion Term:
 Graduation Application Date:
 Calculate GPA:
 Apply to Graduate:

Graduation Information

Graduation Term: Graduation Year:
 Graduation Status: College/Dept Pending
 Graduation Date:
 Fee: Charge Fee Waive Fee None Fee Term:
 Fee Detail: Fee Charged
 Fee Amount: Fee Date: Fee Waived
 Authorize: No Fee

Curricula Summary - Primary IC

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220088	BA.Elementary Educati	220088	Undergrad - Chicago	Chicago	Education	Bachelor of Arts

Field of Study Summary

Priority	Term	Type	Field of Study	Attached to Major
1	220088	Major	Elementary Education	<input type="checkbox"/>
1	220088	Minor	Spanish	<input type="checkbox"/>

Minor has been added

Enter/Update Honors in SHADegr prior to certifying the application and **Save** record.

Note: Outcome Status must be in Pending status to add Honors

Departmental Honors

Code:

Click here for list of Honors

Institutional Honors

Code:
 Institutional Honors Description:

Add Departmental and/or Institutional Honors

Institutional Honors Code Validation (STV/HONR)

Code	Description	Tran	Print	Corr
4SS	Student Speaker			Y
4WW	Who's Who			Y
C	Cum Laude	Y		Y
H	Honors	Y		Y
HH	High Honors	Y		Y
HST	Highest Honors	Y		Y
	Magna Cum Laude	Y		Y

Find%:

Comments

Degree Comments:

Calculate GPA:

Final Review - Update Graduation Status to CT – Coll/Dept Certified after grade roll and final review/updates. The application will now be processed and awarded. Process is complete.

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

Applicant not graduating?

If the student will not be graduating be sure to set the **Graduation Status** to **IA - Inactive** and Save. A job will run that will inactivate the graduation application and set Application Status to "NETT" Not Eligible This Term on SHAGAPP.

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

Student misses the graduation application deadline?

The College/Department will have to manually create a graduation application in SHADEGR and SHAGAPP. See **“How to Create a Graduation Application”** for instructions.

Go to <http://www.uic.edu/depts/oss/trainingmat.htm> for that guide and other job aids.