How to Create a Graduation Application in Banner

If a student misses the deadline to submit their application to graduate, the College/Department user will need to create the application in Banner. The process is as follows (see screen shots below):
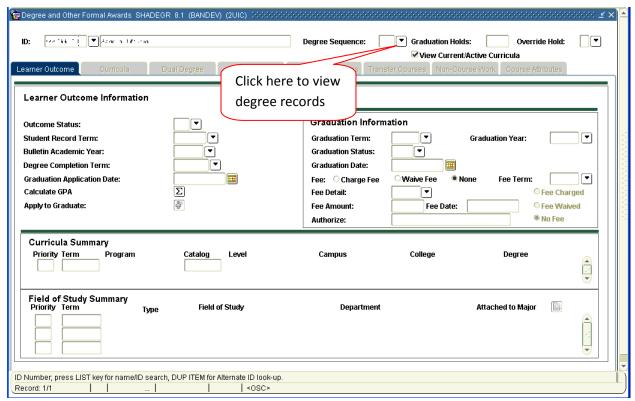
1. On **SHADEGR** (Degree and Other Formal Awards) – select the correct Degree Sequence record
2. In the **Graduation Information** section enter/update
   a. Graduation Term
   b. Graduation Year
   c. Set Graduation Status to "AS" (Graduation Appl Submitted)
   d. Graduation Date – see dates at following link –
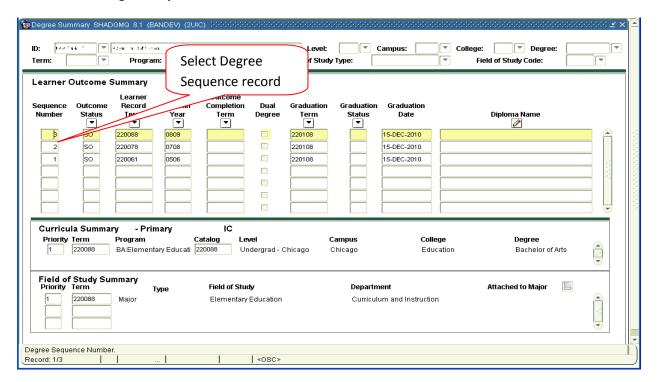   http://tigger.uic.edu/depts/oar/uic_faculty_staff/calendars/degree_dates.html
3. Save the record – **NOTE**: Do not Rollback before clicking the Apply to Graduate button
4. Click the **Apply to Graduate button** and Yes to warning window
5. On **SHAGAPP** (Graduation Application) – verify Graduation Information
6. Make any necessary updates and save the SHAGAPP record – process is complete.
7. Return to normal Graduation Application processing

Graduation Application Process
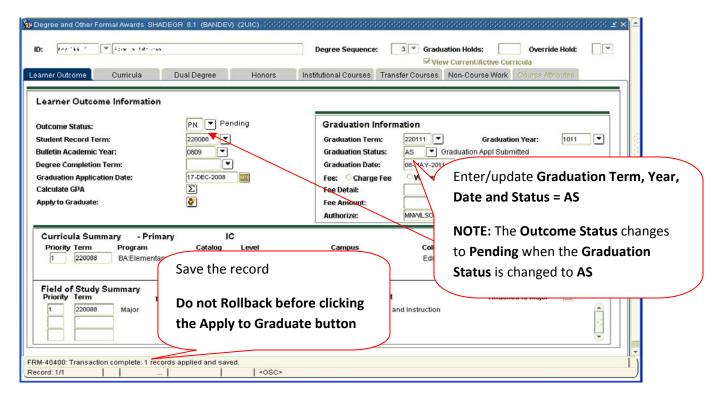
SHADEGR – view all Degree Sequence records.
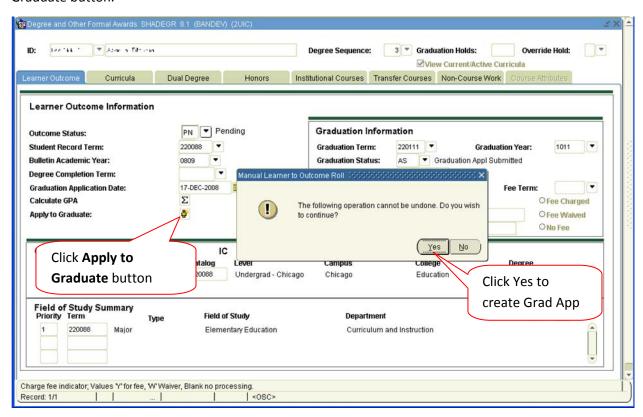
Select correct **Degree Sequence** record

Enter/Update Graduation Information section – Graduation Term, Year, Date and Status = AS
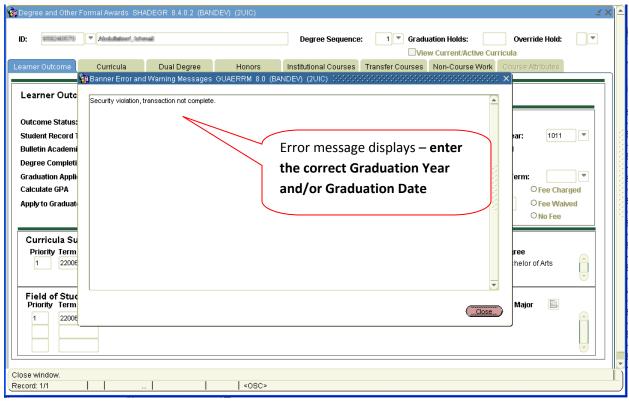(Graduation Application Submitted), and Save the record.
 See Graduation Dates: http://tigger.uic.edu/depts/oar/uic_faculty_staff/calendars/degree_dates.html

Click the **Apply to Graduate button** on SHADEGR. **NOTE: Do not Rollback** before clicking the Apply to Graduate button.

Error message displays if Graduation Status and/or Graduation Date are not correct for specified Term

SHAGAPP form opens - verify Graduation Information and save any updates. The process is complete if no changes are required. Return to SHADEGR and continue normal process. See **"Graduation Application Process"** at http://www.uic.edu/depts/osss/trainingmat.htm for that guide and other job aids.