

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://tiger.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.

Click here to view degree records

Select correct **Degree Sequence** record

Learner Outcome Summary

Sequence Number	Outcome Status	Learner Record Term	Year	Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation Date	Diploma Name
3	SO	220088	0809		<input type="checkbox"/>	220108		15-DEC-2010	
2	SO	220078	0708		<input type="checkbox"/>	220108		15-DEC-2010	
1	SO	220061	0506		<input type="checkbox"/>	220108		15-DEC-2010	

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	Department	Attached to Major
1	220088	Major	Elementary Education	Curriculum and Instruction	

Record: 1/3

Enter/Update Graduation Information section – Graduation Term, Year, Date and Status = AS (Graduation Application Submitted), and Save the record.

See Graduation Dates: http://tiger.uic.edu/depts/oar/uic_faculty_staff/calendars/degree_dates.html

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: Graduation Appl Submitted

Graduation Date:

Fee: Charge Fee Waive Fee

Fee Detail:

Fee Amount:

Authorize:

Curricula Summary - Primary IC

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220088	BA:Elementar				Ed	

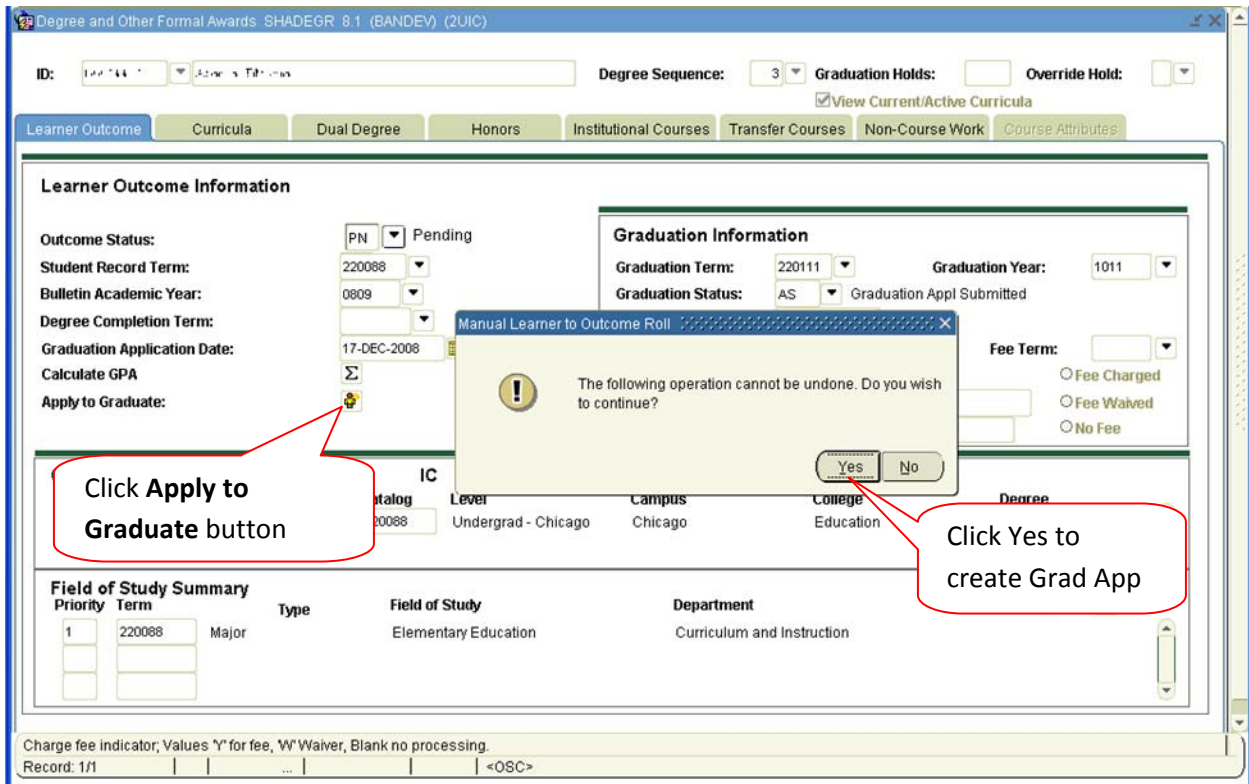
Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	220088	Major		and Instruction	

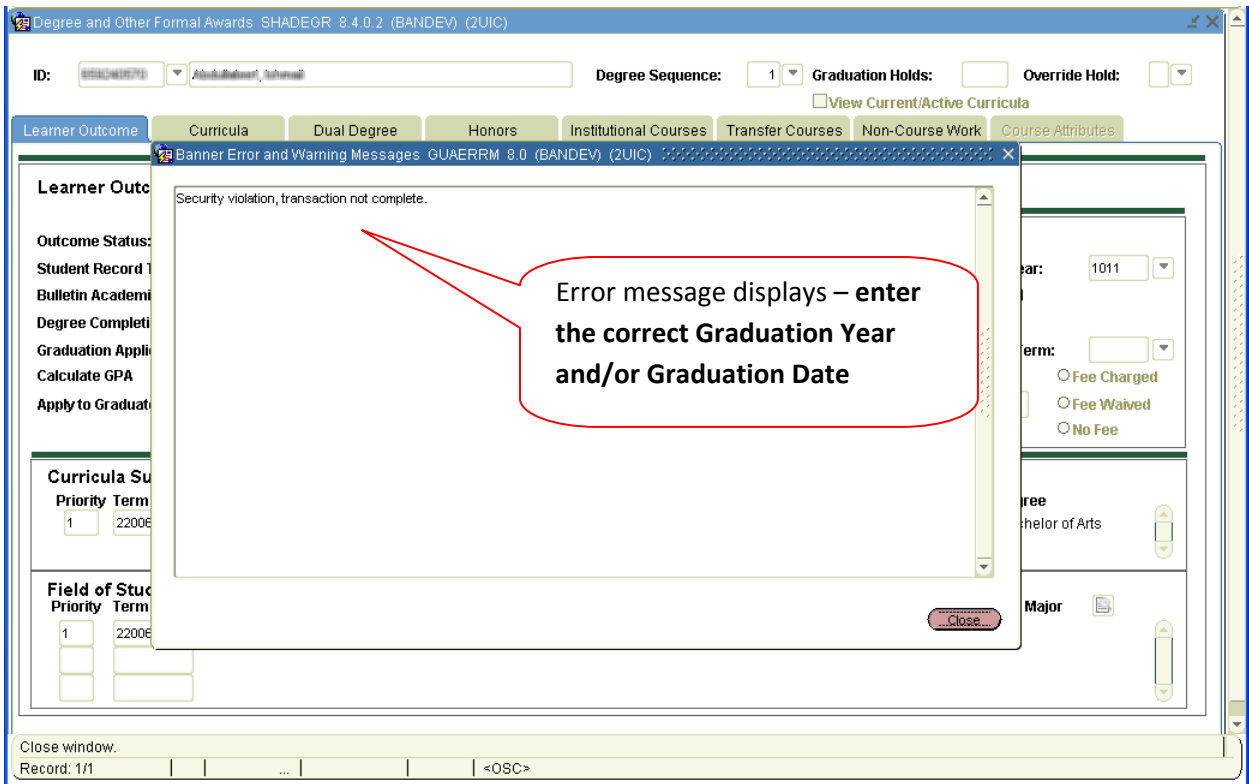
FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1

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/oss/trainingmat.htm> for that guide and other job aids.

Graduation Application SHAGAPP 8.1 (BANDEV) (2UIC)

ID:

Application | Diploma Information

Application to Graduate

Graduation Application Sequence: Active:

Graduation Application Information

Application Date:

Application Status: Active Application

Application Status Date:

Create/Update Degree Record:

Graduation Information

Graduation Term: Graduation Year:

Graduation Date:

Graduation Status: Graduation Appl Submitted

Attend Ceremony: Yes No Undecided No Response

Fee Detail:

Fee Amount: Fee Date:

Fee Term:

Transaction: Receipt Number:

Curricula Summary		Student Outcome - UIC		Student Type:		Rate:	
Priority	Term	Program	Catalog	Level	Campus	College	Degree
<input type="text" value="1"/>	<input type="text" value="220088"/>	BA:Elementary Educati	<input type="text" value="220088"/>	Undergrad - Chicago	Chicago	Education	Bachelor of Arts
Outcome Key:			<input type="text" value="3"/>	Admission Type:		Admission: <input type="text"/>	Matriculation: <input type="text"/>

Field of Study Summary							
Priority	Term	Type	Field of Study	Department	Attached to Major <input type="button" value="Print"/>		
<input type="text" value="1"/>	<input type="text" value="220088"/>	Major	Elementary Education	Curriculum and Instruction			
<input type="text"/>	<input type="text"/>						
<input type="text"/>	<input type="text"/>						

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

Record: 1/1 | | ... | | <OSC>