Graduation Application Process

The SHADEGR (Degree and Other Formal Awards) and SHAGAPP (Graduation Application) pages are 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, and SH2DGC802B in Mobius View (ViewDirect) (depending on Term) and SAH_Degree_Certification_Data in EDDIE.

2. The SHADEGR Outcome Status 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).

Reports

**MobiusView (ViewDirect)** - SH2DGC102B, SH2DGC502B, SH2DGC802B report by term, and **EDDIE/Web Intelligence** – SAH_Degree_Certification_Data.

Reports include the following fields –

- FERPA indicator
- Degree Graduation Status
- Degree Outcome Status
- Description for all Fields of Study
- Graduation Application Date
- Supplemental Data
- Future Registration

**Graduation Application Page**

Graduation Application (SHAGAPP) – this page 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 Mobius View report(s) or EDDIE - SAH_Degree_Certification_Data. Save into spreadsheet to facilitate review.

**NOTE:** not all columns of spreadsheet are displayed.

SHADEGR (Degree and Other Formal Awards) – view all Degree Sequence records
Select Degree Sequence record corresponding to Deg Seq Number on report
Graduation Application Process

Banner 9

Last Revised 9/6/2018
Enter/Update Supplemental Data - View reports for Supplemental Data and update in SHADEGR Curricula tab.

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<th>Archd Major</th>
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<td>Major Concentration in Market Research</td>
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Supplemental Data
On SHADEGR, go to the Curricula→Curriculum/Field of Study tab and navigate to the FIELD OF STUDY block and add a new field of study row for the minor or concentration. Select the field of study type from the list of values that pops up. Navigate to the Field of Study section to select the field of study (concentration) from the Option List. If you are adding a concentration, you will usually select Attached Concentrations.
Add the concentration and click OK.
On SHADEGR, verify that the field of study information has populated correctly. Click Save. Then verify that the new field of study (Concentration) has been checked as Active. You will need to repeat this process for every concentration or minor that needs to be added.
Enter/Update Honors on the Honors tab of SHADEGR prior to certifying the application and Save record.

**Note:** Outcome Status must be in Pending status to add Honors.
Final Review - Update Graduation Status to CT – Coll/Dept Certified after grade roll and final review/updates.

You will need to navigate to the Graduation Information section on the Learner Outcome tab. The application will now be processed and awarded. Process is complete.
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.
Set Graduation Status to IA - Inactivate Graduation Appl.
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 https://ossuic.edu/AH_banner9.html for that guide and other job aids.