Graduation Application Process

College and Department Review of Submitted Graduation Applications—Sought Degree Exists (Graduate and Professional)

Banner 9
A friendly reminder

- Please silence your cell phone or pager.
- Be sure to ask questions!!!!
This presentation will provide college and department users information and instruction for reviewing and processing graduation applications

- Process Overview
- Create the Graduation Application (Student missed deadline)
- Reports
- Graduation Application Page
- Getting Started -- Review reports and perform initial graduation applicant review
This presentation will provide college and department users information and instruction for review and processing submitted graduation applications (cont.)

- Enter/Update Supplemental Data
- Enter/Update Honors
- Final Review - Update Graduation Status to CT – Coll/Dept Certified
- Other Processes
Process Overview

The Degree and Other Formal Awards (SHADEGR) and Graduation Application (SHAGAPP) pages are used to maintain/update graduation application information.

1. Graduation Application must have been submitted by the student. Colleges and departments can create the application if the student missed the deadline.

2. Colleges and departments 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.

3. The Outcome Status on the Degree and Other Formal Awards (SHADEGR) page defaults to “PN” Pending for students who have submitted a graduation application.
Process Overview, cont.

4. Add Supplemental Data – see reports.

5. Add Honors information to the Honors tab on the Degree and Other Formal Awards (SHADEGR) page.

6. Make necessary curriculum changes to the pending degree on the Degree and Other Formal Awards (SHADEGR) page. These changes must be made before the degree is certified.

7. 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.
Process Overview, cont.

8. Multiple batch processes run overnight to finalize Degree Outcome and Graduation Application statuses on the Degree and Other Formal Awards (SHADEGR) and Graduation Application (SHAGAPP) pages.
Create the Graduation Application

• Identify and select the Sought Degree Record on the Degree Summary (SHADGMQ) Page

• Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) page and save the updates

• Apply to Graduate (SHADEGR)

• Verify/Update Graduation Information on the Graduation Application (SHAGAPP) page

Note: Skip to Reports section if active (AS) graduation application exists
Identify and select the Sought Degree Record on the Degree Summary (SHADGMQ) Page

1. Enter UIN

2. View Current/Active Curricula should be checked

3. Click the degree sequence search button. This will take you to the Degree Summary (SHADGMQ) page. (You can enter the degree sequence number if you know it.)
Identify and select the Sought Degree Record on the Degree Summary (SHADGMQ) Page, cont.

Select the Sequence Number of the appropriate degree and click to be taken to the Degree and Other Formal Awards (SHADEGR) page.
Identify and select the Sought Degree Record on the Degree Summary (SHADGMQ) Page, cont.

1. UIN
2. View Current/Active Curricula is checked
3. The selected degree sequence number populates.
4. Click Go
In the Graduation Information section, enter

- Graduation Term
- Graduation Year
- Graduation Status
- Graduation Date

Click the search buttons to open validation search boxes for each field. Or type the information in the field if you know it. Refer to the Degree Due Dates message sent from the Office of the Registrar.
Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page, cont.

**Graduation Term**

1. Enter all or part of term in the Criteria field.
2. Select the desired value from the list. (Refer to the Degree Due Dates message sent from the Office of the Registrar or the registrar's web site (registrar.uic.edu – Semester Beginning, Ending, and Degree Dates).
3. Click OK.

Note: If the list is longer than one page, use the right and left arrows at bottom of the page to scroll through pages.

You can change the number of rows per page using the Per Page selection box to the right of the page scroll.
Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page, cont.

Graduation Year

1. Enter all or part of graduation year in the Academic Year Validation Criteria field.

2. Select the desired value from the list. (Refer to the Degree Due Dates message sent from the Office of the Registrar or the registrar’s web site (registrar.uic.edu – Semester Beginning, Ending, and Degree Dates).

3. Click OK.
Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page, cont.

**Graduation Status**

1. Select Code AS (Graduation Appl Submitted) from the Graduation Status Validation list.

2. Click OK.
Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page, cont.

Graduation Date

1. The calendar search button opens a calendar from which you can select the Graduation Date.
2. Scroll to the correct month.
3. Select the graduation date associated with this graduation term.
4. Refer to the Degree Due Dates message sent from the Office of the Registrar or the registrar’s web site (registrar.uic.edu – Semester Beginning, Ending, and Degree Dates).

Note: Graduation Date is entered in the mm/dd/yyyy or mm/dd/yyyy format on this page.
Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page, cont.

Note that the Outcome Status changes to PN (Pending) as soon as you enter the Graduation Status of AS (Graduation Appl Submitted).

Finish entering the required Graduation Information fields and Save the record.
Apply to Graduate (SHADEGR)

Click the Apply to Graduate Button. Then click Yes on the displayed message. This will take you to the Graduation Application (SHAGAPP) page.
Verify/Update Graduation Information on the Graduation Application (SHAGAPP) page

Verify that the Graduation Information is correct. If necessary, update the data and Save the record.

Close the page to return to the Degree and Other Formal Awards (SAHDEGR) page.
Reports

These reports will help you identify Graduation Applications that must be reviewed, updated with final degree information, and certified (or set to Inactive if degree requirements have not been met.

**MobiusView (ViewDirect):** SH2DGC102B, SH2DGC502B, SH2DGC802B Excel reports by term

**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 a graduation application is submitted. A student eligible to graduate submits the graduation application using Banner Student Self Service. If the student misses the graduation application deadline, a college or department may submit the graduation application on the Banner Administrative Pages. The Graduation Application (SHAGAPP) page is not used during the normal College or Department processing of graduation applications.
Getting Started -- Review reports and perform initial graduation applicant review

SH2DGC102B, SH2DGC502B, SH2DGC802B Mobius View report(s) or EDDIE - SAH_Degree_Certification_Data. Download and save into a spreadsheet to facilitate review.

**NOTE:** not all columns of spreadsheet are displayed.
SHADEGR (Degree and Other Formal Awards) – view all Degree Sequence records
Get Pending Degree Sequence Record

- Select Sequence Number corresponding to Deg Seq Number on report.
- Outcome Status should be PN (Pending).
- Graduation Status should be AS (Graduation Appl Submitted).
- Verify Program and Major are correct in the CURRICULA SUMMARY – PRIMARY and FIELD OF STUDY SUMMARY sections.
Enter / Update Supplemental Data - View reports for Supplemental Data and update in SHADEGR Curricula tab

<table>
<thead>
<tr>
<th>2nd Major</th>
<th>5th Conc</th>
<th>Conc Descrip</th>
<th>Attnch Major</th>
<th>6th Conc</th>
<th>Conc Descrip</th>
<th>Attnch Major</th>
<th>Grad App Seq No</th>
<th>Grad Stat</th>
<th>Grad App Date</th>
<th>Grad App Stat Date</th>
<th>Suppl Data</th>
<th>Inst Honors</th>
<th>Dept Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AC</td>
<td>6/10/2018</td>
<td>6/10/2018</td>
<td>Finance and Management Concentration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 AC</td>
<td>6/25/2018</td>
<td>6/25/2018</td>
<td>Concentrations in Finance and Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
On SHADEGR: Curriculum (Program, Major, Concentration, Minor) Changes

Go to the Curricula→Curriculum/Field of Study tab.

1. Navigate to the FIELD OF STUDY block using the next section arrow.
2. Add a new field of study row for the minor or concentration.
3. Select the field of study type from the list of values that pops up.
4. 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.
On SHADEGR: Curriculum (Program, Major, Concentration, Minor) Changes, cont.

1. Next Section button

2. Click Insert to open a new field of study row
3. Click on the Type column of the new row to display the field of study types.

4. Then click on Field of Study to choose the concentration (or minor). An Option List will be displayed.
Click on CONCENTRATION to add the type for the additional field of study.
Add the concentration and click OK.

Select the concentration (Health Policy & Administration) and click OK.

<table>
<thead>
<tr>
<th>Conc</th>
<th>Description</th>
<th>Eff Term Code</th>
<th>Attached to</th>
<th>Conc Rule</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>1638</td>
<td>Health Policy &amp; Administration</td>
<td>000000</td>
<td>Major</td>
<td>42</td>
<td>1632</td>
</tr>
<tr>
<td>5039</td>
<td>Women's Health</td>
<td>220091</td>
<td>Base</td>
<td>2825</td>
<td></td>
</tr>
<tr>
<td>5255</td>
<td>Global Health</td>
<td>220091</td>
<td>Base</td>
<td>2826</td>
<td></td>
</tr>
</tbody>
</table>
SHADEGR, cont. 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.

The Current box for this field of study will be checked after you save. The Field of Study information will display here. Click Save to complete the process.
SHADEGR: Enter/Update Honors.

Enter or update Honors on the Honors tab of SHADEGR, if appropriate. Outcome Status must be in Pending status to add Honors. Honors must be added prior to certifying the graduation application. Then Save record.

Note: This does not apply to most graduate and professional programs. More information is available on the undergraduate presentation if needed.
Final Review - Update Graduation Status

After grade roll, final grade review, graduation application information updates and data corrections, the Graduation Status should be updated to CT – Coll/Dept Certified on the Degree and Other Formal Awards (SHADEGR) page. Note: Graduation Status is not certified until grade processing is complete.

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.

Navigate to Graduation Information section. Update Graduation Status to CT and Save.
Final Review - Update Graduation Status, cont.

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.
Other Processes

After grade processing is complete, multiple batch processes run overnight to finalize Degree Outcome and Graduation Application statuses on the Degree and Other Formal Awards (SHADEGR) and Graduation Application (SHAGAPP) pages. Near the end of every term, the Office of the Registrar sends a Degree Due Dates email to colleges and departments outlining the schedule for certifying pending degrees. This information is also available on the registrar’s web site (registrar.uic.edu – Semester Beginning, Ending, and Degree Dates).

1. A job will run to create a record with an Outcome Status of Awarded (AW) on the Degree and Other Formal Awards (SHADEGR) page.

2. Another job runs that identifies SHADEGR records with a Graduation Status of IA (Inactive) and sets those students’ Application Status on the Graduation Application (SHAGAPP) page to NETT (Not Eligible This Term). This will allow a graduation application to be submitted in a future term.

3. And a final job is run to change the SHADEGR Outcome Status from Pending (PN) to Sought (SO) on records where the SHADEGR graduation status has been set to Inactive (IN).
Additional Information about Graduation Applications

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

See “Online Graduation Application” if you want more information about how students submit Graduation Applications.

See “Degree Certification Data Reports” for more detailed information about accessing and downloading Degree Certifications reports in Eddie and Mobius View.

Go to https://osss.uic.edu/AH_banner9.html for these guides, this presentation, and other job aids.
Need help????

• See the Graduation Application job aids at the OSSS website: https://osss.uic.edu/AH_banner9.html (BANNER 9--ACADEMIC HISTORY)

• If you have questions about reviewing and certifying graduation applications or have specific questions regarding a student’s record, contact Michelle Garcia or Sonia Rincon in Records at 312-996-4381 or mgarci8@uic.edu and srinco1@uic.edu.