

# Create a Graduation Application



THE  
UNIVERSITY OF  
ILLINOIS  
AT  
CHICAGO



# A friendly reminder

- Please silence your cell phone or pager.
- Be sure to ask questions!!!!

# How to Create Graduation Applications in Banner – No Sought (SO) Degree Record Exists

Undergraduate students who have never applied to graduate will not have any degree records. A sought degree record must be created before a college or department can create an application to graduates. Colleges or departments must create the application if the student missed the submission deadline.

# Create the Graduation Application

- Create the Sought Degree Record on the Curriculum Update Form (SZACURU)
- 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



# Create the Sought Degree Record on the Curriculum Update Form (SZACURU)

The screenshot shows the 'Curriculum Update Form SZACURU 9.3.9 UI\_SGHE096 (BANDR1) (2UIC)' interface. The form includes an ID field with '600000003', a name field with 'Ahgradappug1, Antonio A.', and a Term field. A 'View Current/Active: Curricula' checkbox is checked. A green 'Go' button is in the top right. A yellow instruction bar reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' Four blue callout boxes with arrows point to the ID field, Term field, checked checkbox, and Go button, labeled 1 through 4.

1. Enter UIN

2. Term should be blank

3. View Current/Active Curricula should be checked

4. Click Go

ellucian

Curriculum Update Form SZACURU 9.3.9 UI\_SGHE096 (BANDR1) (2UIC)

ADD RETRIEVE RELATED TOOLS

ID: 600000003 Student Summary Go

Ahgradappug1, Antonio A.

Term: View Current/Active:  Curricula

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY\_BLOCK.VIEW\_CURRENT [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.



# Create the Sought Degree Record on the Curriculum Update Form (SZACURU), cont.

The screenshot shows the 'Curricula' tab of the SZACURU form. The student information is Ahgradappug1, Antonio A., Term: 220188. The 'GENERAL LEARNER' section shows the 'New Term' as 220188, which is highlighted in yellow. The 'CURRICULA SUMMARY - PRIMARY' table below shows a single record for the BA:Psychology program.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	Outcome Key	Admis
	220188	BA:Psychology -...	220188	Undergrad - Chicago	Chicago	Liberal Arts & Scienc...	Bachelor of Arts		Read

Three callout boxes provide instructions:

- 1. Verify that this is the most recent term less than or equal to the graduation term (pointing to the 'New Term' field).
- 2. Verify this is the program from which the student is graduating (pointing to the 'Program' field in the 'CURRICULA SUMMARY - PRIMARY' table).
- 3. Go to the Curricula tab (pointing to the 'Curricula' tab in the top navigation bar).



# Create the Sought Degree Record on the Curriculum Update Form (SZACURU), cont.

ellucian Curriculum Update Form SZACURU 9.3.9 UI\_SGHE096 (BANDR1) (2UIC)

ID: 6 Ahgradappug1, Antonio A. Term: 220188 View Current/Active Curricula:  Start Over

Learner **Curricula** Study Path Expected Graduation Data and Educational Goal

Curriculum / Field of Study

**CURRICULUM** Insert Delete Copy Filter

Replace Duplicate/Reg exists **Roll to Outcome**

Current	Activity	Key Sequence	Term	Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	220188	Fall 2018 - Chicago	220188	Fall 2018 - Chicago

1 of 1 Per Page Record 1 of 1

**Curriculum** Status Details

Program	20FT0338BA	BA:Psychology -UIC	College	FT	Liberal Arts & Sciences
Level	2U	Undergrad - Chicago	Degree	BA	Bachelor of Arts
Campus	200	Chicago	Start Date	End Date	

**FIELD OF STUDY** Insert Delete Copy Filter

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	220188	MAJOR	Major	1	220188

**Field of Study**

Activity Date 04/24/2018 03:53:21 PM Activity User UI2JWSSTUWS2 **SAVE**

EDIT Record: 1/1 SORLCUR.SORLCUR\_CACT\_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.



# Create the Sought Degree Record on the Curriculum Update Form (SZACURU), cont.

The screenshot displays the Curriculum Update Form (SZACURU) interface. At the top, the user is logged in as 'ellucian' and the form title is 'Curriculum Update Form SZACURU 9.3.9 UI\_SGHE096 (BANDR1) (2UIC)'. The learner's name is 'Ahgradappug1, Antonio A.' and the term is '220188'. A warning message is displayed in a red box: 'Manual Learner to Outcome Roll. The following operation cannot be undone. Do you wish to continue?'. Below the warning, there are 'Yes' and 'No' buttons. A blue callout box with a white border points to the 'Yes' button, containing the text 'Click yes on this warning message'. The main content area shows a table for 'CURRICULUM' with columns: Current, Activity, Key Sequence, Term, Term Description, Catalog Term, and Catalog Term Description. The table contains one row with values: [checked], ACTIVE, 99, 220188, Fall 2018 - Chicago, 220188, and Fall 2018 - Chicago. Below this is a 'Status Details' section with fields for Program (20FT0338BA), Level (2U), and Campus (200). At the bottom, there is a 'FIELD OF STUDY' section with a table containing one row: [checked], ACTIVE, INPROGRESS, 220188, MAJOR, Major, 1, 220188. The footer includes 'Activity Date 04/24/2018 03:53:21 PM', 'Activity User UI2.JWSSTUWS2', and 'SAVE' button. The bottom right corner has the copyright notice '©2000 - 2018 Ellucian. All rights reserved.' and the 'ellucian' logo.





# Create the Sought Degree Record on the Curriculum Update Form (SZACURU), cont.

The screenshot displays the Curriculum Update Form (SZACURU) interface. At the top right, a message count of '2' is highlighted in an orange box. Below this, a yellow warning message states: 'The curriculum has been rolled to degree 1'. A green success message below it says: 'No changes to save'. A blue callout bubble points to the yellow message with the text: 'A degree record has been created for this program'. Another blue callout bubble points to the orange message count with the text: 'Click on the message count to remove the message'. The main interface shows a curriculum table with one entry: 'ACTIVE' for 'Fall 2018 - Chicago'. Below the curriculum table is a 'Curriculum' status details table with fields: Program (20FT0338BA), Level (2U), Campus (200), Term (220188), and Term Description (Fall 2018 - Chicago). Below that is a 'Field of Study' table with one entry: 'MAJOR' for '220188'. The bottom of the interface shows the activity date (04/24/2018 03:53:21 PM) and activity user (UI2JWSSTUWS2).

Current	Activity	Key Sequence	Term	Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	220188	Fall 2018 - Chicago	220188	Fall 2018 - Chicago

Program	Level	Campus	Term	Term Description	College	Field of Study
20FT0338BA	2U	200	220188	Fall 2018 - Chicago	FT	Liberal Arts & Sciences

Current	Activity	Status	Term	Type	Type Description
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	220188	MAJOR	Major



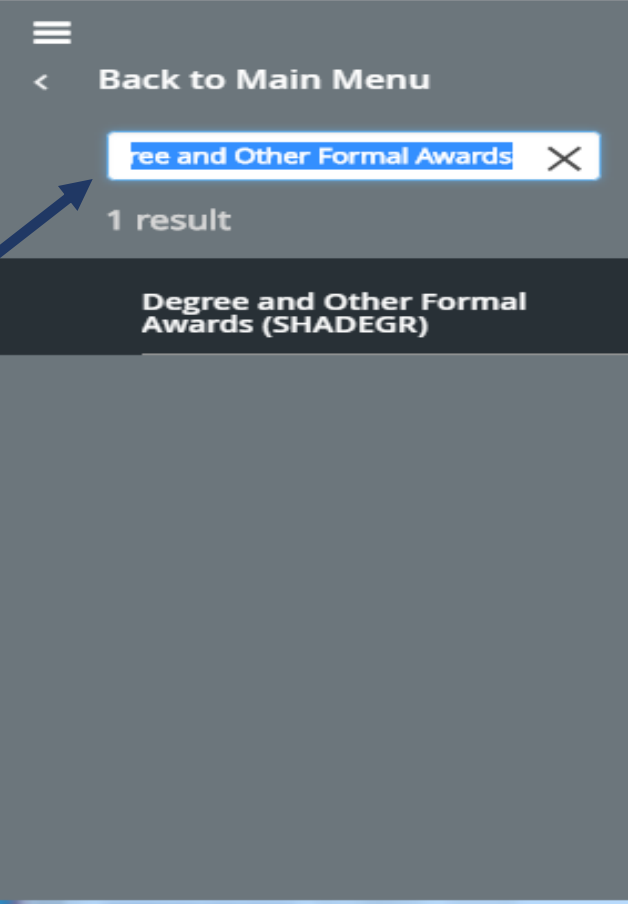
# Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page



Click on the search button on the menu bar on the left of the page.

Type Degree and Other Formal Awards or SHADEGR in the search box. Select the appropriate page from the list and enter to go to this page.

Click on the Toggle Menu (☰) icon at the top of the bar to collapse the menu.



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

1. Enter UIN

The screenshot shows the 'Degree and Other Formal Awards SHADEGR 9.3.11 UI\_9124 (BANDR1) (2UIC)' interface. At the top, there are navigation buttons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main form area includes an 'ID' field with the value '6', a 'Degree Sequence' field with the value '1', and an 'Override Hold' field. A green 'Go' button is located to the right of the 'Degree Sequence' field. Below the form, there is a yellow instruction box that reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The 'View Current/Active: Curricula' checkbox is checked. At the bottom of the page, there is a status bar with 'EDIT', 'Record: 1/1', and 'KEY\_BLOCK.DGMR\_SEQ\_NO [1]'.

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.)

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

ellucian Degree Summary SHADGMQ 9.3 (BANDR1) (2UIC)

ID: 60000000000000000000 Ahgradappug1, Antonio A. Level: Campus: College: Degree: Term: Program: Field of Study Type: Start Over

Field of Study Code:

LEARNER OUTCOME SUMMARY

Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Gradu
1	SO	220188	2223		<input type="checkbox"/>	220235	

1 of 1 Per Page Record 1 of 1

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220188	BA:Psychology -UIC	220188	Undergrad - Chic			

1 of 1 Per Page

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study
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Record: 1/1 SHRDGMR.SHRDGMR\_SEQ\_NO [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.



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

**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. You can directly enter the information if you know. Refer to the Degree Due Dates message sent from the Office of the Registrar.**

The screenshot shows the following data in the Graduation Information section:

Field	Value
Graduation Term	220188
Graduation Year	1819
Graduation Status	
Graduation Date	08/06/2023

The interface also displays the following summary information:

**CURRICULA SUMMARY - PRIMARY**

Priority	Term	Program	Catalog	Level
1	220188	BA:Psychology -UIC	220188	Undergrad - Chicago

**FIELD OF STUDY SUMMARY**

Priority	Term	Type	Field of Study
1	220188	Major	Psychology



# 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

Term Code Validation (STVTERM)

Criteria

Code	Description	Start Date	End Date	FinAid Yr
220188	Fall 2018 - Chicago	08/27/2018	12/15/2018	1819
220185	Summer 2018 - Chicago	05/21/2018	08/10/2018	1718
220181	Spring 2018 - Chicago	01/16/2018	05/12/2018	1718

10 Per Page Record 1 of 3

Cancel OK



# 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.

**Academic Year Validation (STVACYR)** ✕

Criteria

Code	Description	Sys Req	Activity Date
1718	2017-2018		08/26/2010
1819	2018-2019		08/26/2010
7778	1977-1978		02/18/2003
8182	1981-1982		03/13/2003
8283	1982-1983		02/18/2003
8586	1985-1986		02/18/2003
8687	1986-1987		02/18/2003
8788	1987-1988		02/18/2003
8889	1988-1989		02/18/2003
8990	1989-1990		02/18/2003

1 of 1 | 20 Per Page | Record 2 of 20



# 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.

Graduation Status Validation (STVGRST)

Criteria

Code	Description	Update Next Degree Status
AS	Graduation Appl Submitted	Y
CP	College/Dept Pending	Y
CR	College/Dept Review	Y
CT	College/Dept Certified	
IA	Inactivate Graduation Appl	

1 of 1 | 10 Per Page | Record 1 of 5

Cancel 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 mmddyyyy or mm/dd/yyyy format on this page.

Student Record Term	Today						
Bulletin Academic Year	December		2016				
Graduation Information	Su	Mo	Tu	We	Th	Fr	Sa
Graduation Term	27	28	29	30	1	2	3
Graduation Year	4	5	6	7	8	9	10
Graduation Status	11	12	13	14	15	16	17
Graduation Date	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Graduation Date	12/16/2016						

# 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.**

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220188	BA:Psychology -UIC	220188	Undergrad - Chicago			



# Apply to Graduate (SHADEGR)

ellucian Degree and Other Formal Awards SHADEGR 9.3.11 UI\_9124 (BANDR1) (2UIC)

ADD RETRIEVE RELATED TOOLS 1

ID: 60 Ahgradappug1, Antonio A. Degree Sequence: 1 Graduation Holds: Override Hold: View Current/Active Curricula:

Manual Learner to Outcome Roll  
The following operation cannot be undone. Do you wish to continue?  
Yes No

Learner Outcome Curricula Dual Degree Honors Institutional Courses Transfer Courses Non-C

LEARNER OUTCOME INFORMATION

Outcome Status PN Pending Degree Completion Term

Student Record 220188 Graduation \* 11/08/2018 Application Date

Bulletin Academic 2223

Graduation Information

Graduation Term 220188 Fee Charge Fee

Graduation Year 1819 Fee Term

Graduation Status AS Graduation Appl Submitted Fee Detail

Graduation Date 12/16/2018 Fee Amount

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus
1	220188	BA:Psychology -UIC	220188	Undergrad - Chicago	Chicago

1 of 1 Per Page

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
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SAVE

EDIT Record: 1/1 BUTTON CONTROL BLOCK.APPLY TO... ©2000 - 2018 Ellucian. All rights reserved. ellucian.



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

ellucian Graduation Application SHAGAPP 9.3.8 (BANDR1) (2UIC)

ID: 6 Ahgradappug1, Antonio A. Start Over

**Application** Diploma Information

APPLICATION TO GRADUATE

Graduation Application Information

Application Date \* 11/08/2018 Application Status \* AC Active Application

Graduation Information

Graduation Term 220188 Graduation Year 1819 Graduation Date 12/16/2018 Graduation Status AS Graduation Appl Submitted Attend Ceremony Yes No Undecided No Response Fee Detail

Fee Amount Fee Date Fee Term Transaction Receipt Number

Record 1 of 1

CURRICULA SUMMARY STUDENT OUTCOME - UIC

Priority	Term	Program	Catalog	Level	Campus	College	Degree	Outcome Key	Admission
1	220188	BA:Psychology -...	220188	Undergrad - Chicago	Chicago	Liberal Arts & Scienc...	Bachelor of Arts	1	

Record 1 of 1

SAVE

EDIT Record: 1/1 SHBGAPP.SHBGAPP\_REQUEST\_DATE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian



# Application Creation is Complete—Return to the Degree and Other Formal Awards (SAHDEGR) Page

The screenshot displays the SAHDEGR system interface. At the top, a navigation bar includes 'ellucian', 'Degree and Other Formal Awards SHADEGR 9.3.11 UI\_9124 (BANDR1) (2UIC)', and action buttons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. A notification banner at the top right states 'Return from graduation application.' with a green checkmark icon. Below this, the user information is shown: 'ID: 61...', 'Ahgradappug1, Antonio A.', 'Degree Sequence: 1', 'Graduation Holds:', and 'Override Hold:'. A checkbox for 'View Current/Active Curricula:' is checked. The main content area is divided into several sections: 'LEARNER OUTCOME INFORMATION' with fields for 'Outcome Status' (PN), 'Student Record' (220188), and 'Bulletin Academic' (2223); 'Graduation Information' with fields for 'Graduation Term' (220188), 'Graduation Year' (1819), 'Graduation Status' (AS), and 'Graduation Date' (12/16/2018); and 'CURRICULA SUMMARY - PRIMARY' which is a table with columns for Priority, Term, Program, Catalog, Level, Campus, College, and Degree. The table contains one record for a Bachelor of Arts degree in Psychology. A 'FIELD OF STUDY SUMMARY' section is also visible at the bottom, with a button for 'Attached to Major Details'. The interface includes a sidebar with navigation icons and a footer with 'EDIT', 'Record: 1/1', 'SHRDGMR.SHRDGMR\_DEGS\_CODE [1]', '©2000 - 2018 Ellucian. All rights reserved.', and 'ellucian.'.

Return from graduation application.

ID: 61... Ahgradappug1, Antonio A. Degree Sequence: 1 Graduation Holds: Override Hold:

View Current/Active Curricula:

**LEARNER OUTCOME INFORMATION**

Outcome Status: PN Pending

Student Record: 220188

Bulletin Academic: 2223

Graduation Information

Graduation Term: 220188

Graduation Year: 1819

Graduation Status: AS Graduation Appl Submitted

Graduation Date: 12/16/2018

Fee: Charge Fee Waive Fee  None

Fee Term: Fee Detail: Fee Amount:

Fee Date: Fee Indicator: Authorize: Bl

**CURRICULA SUMMARY - PRIMARY**

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220188	BA:Psychology -UIC	220188	Undergrad - Chicago	Chicago	Liberal Arts & Sciences	Bachelor of Arts

Record 1 of 1

**FIELD OF STUDY SUMMARY**

Attached to Major Details

Priority Term Type Field of Study Department Attached to Major

SAVE

EDIT Record: 1/1 SHRDGMR.SHRDGMR\_DEGS\_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.



# Need help????

- See the Graduation Application job aids at the OSSS website:  
[https://osss.uic.edu/AH\\_banner9.html](https://osss.uic.edu/AH_banner9.html) (BANNER 9--ACADEMIC HISTORY)
- If you have questions about creating a Learner Outcome record or a Graduation Application, please contact [Michelle Garcia](#) or [Sonia Rincon](#) in Records at [312-996-4381](tel:312-996-4381) or [mgarci8@uic.edu](mailto:mgarci8@uic.edu) and [srinco1@uic.edu](mailto:srinco1@uic.edu).

Academic and Enrollment Services | Office of Student Systems Services

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