Create a Graduation Application





A friendly reminder

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

THE UNIVERSITYOF ILLINOIS AT CHICAGO

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.

THE UNIVERSITYOF ILLINOIS AT CHICAGO

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







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

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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 (\blacksquare) icon at the top of the bar to collapse the menu.









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Graduation Term

- 1. Enter all or part of term in the Criteria field.
- 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

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Graduation Year

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

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8283	1982-1983		02/18/2003	
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Graduation Status

- Select Code AS (Graduation Appl Submitted) from the Graduation Status Validation list.
- 2. Click OK.

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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.

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Apply to Graduate (SHADEGR)

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

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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 creating a Learner Outcome record or a Graduation Application, please contact Michelle Garcia or Sonia Rincon in Records at 312-996-4381 or mgarci8@uic.edu and srinco1@uic.edu.

Academic and Enrollment Services | Office of Student Systems Services Last Revised: 11/28/2018

