Create a Graduation Application

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)

1. Enter UIN

2. Term should be blank

3. View Current/Active Curricula should be checked

4. Click Go

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

1. **Verify that this is the most recent term less than or equal to the graduation term**

2. **Verify this is the program from which the student is graduating**

3. **Go to the Curricula tab**

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

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

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.

< **Back to Main Menu**

ree and Other Formal Awards ✕

1 result

Degree and Other Formal Awards (SHADEGR)

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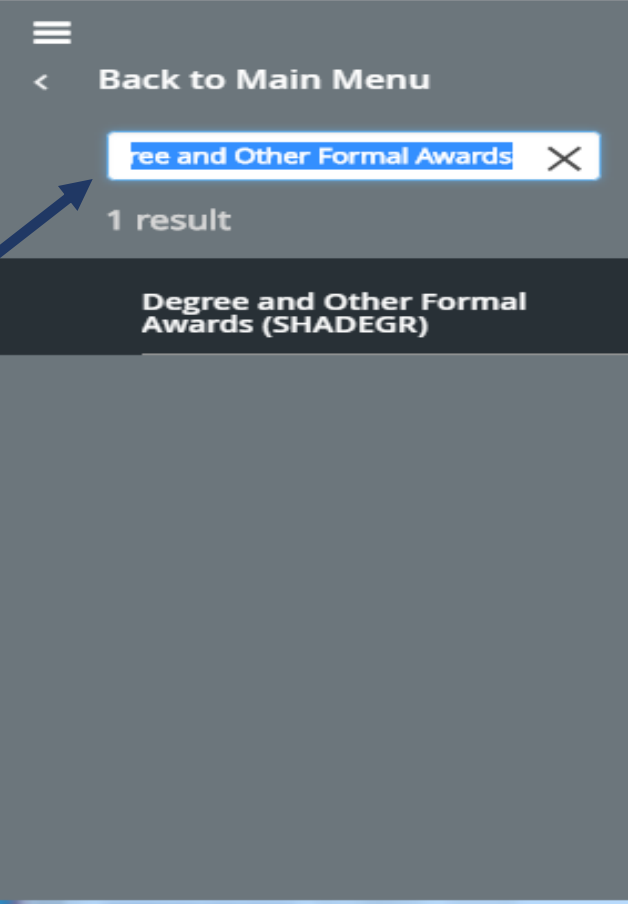
Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page, cont.

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.)

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

Select the Sequence Number of the appropriate degree and click to be taken to the Degree and Other Formal Awards (SHADEGR) page.

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.

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.

Academic Year Validation (STVACYR) ✕

Criteria 🔍 18

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

Cancel   OK

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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 mmddyyyy 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

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

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

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