

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 – Sought (SO) Degree Record Exists

Students who miss the graduation application deadline will not have a pending degree record for the active graduation term in Banner. The graduation application can be created in Banner by the college or department.

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



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

The screenshot shows a web application interface for searching degree records. At the top, there is a search bar with the following fields: "ID:" containing the number "6", "Ahgradappgrtwo, Timothy C.", "Degree Sequence:" (empty), and "Override Hold:" (empty). A "Go" button is located to the right of these fields. Below the search bar, there is a checkbox labeled "View Current/Active: Curricula" which is checked. A yellow banner below the search bar contains the text: "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".

Three blue callout boxes with arrows pointing to specific elements on the page provide instructions:

1. Enter UIN (points to the ID field)
2. View Current/Active Curricula should be checked (points to the checked checkbox)
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.) (points to the Degree Sequence field)

The bottom of the page features a footer with "EDIT", "Record: 1/1", "KEY_BLOCK.ID [1]", "©2000 - 2018 Ellucian. All rights reserved.", and the "ellucian" logo.



Identify and select the Sought Degree Record on the Degree Summary (SHADGMQ) Page, cont.

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

ID: 67 Ahgradappgrtvo, Timothy C. Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code: Start Over

LEARNER OUTCOME SUMMARY

| Sequence Number * | Outcome Status | Learner Record Term | Bulletin Year | Outcome Completion Term | Dual Degree | Graduation Term | Graduation Status | Graduation Date | Diploma Name |
|-------------------|----------------|---------------------|---------------|-------------------------|--------------------------|-----------------|-------------------|-----------------|--------------|
| 3 | SO | 220178 | 1718 | | <input type="checkbox"/> | 220191 | | 05/12/2019 | |
| 2 | SO | 220138 | 1314 | | <input type="checkbox"/> | 220165 | | 08/07/2016 | |
| 1 | SO | 220098 | 0910 | | <input type="checkbox"/> | 220108 | | 12/12/2010 | |

1 of 1 Per Page Record 1 of 3

CURRICULA SUMMARY - PRIMARY

| Priority | Term | Program | Catalog | Level | Degree |
|----------|--------|-------------------------------|---------|--------|-------------------------|
| 1 | 220178 | MPH:Pb Hth:Hth Plcy&Admin ... | 220138 | Gradua | Master of Public Health |

1 of 1 Per Page Record 1 of 1

FIELD OF STUDY SUMMARY

Attached to Major Details

| Priority | Term | Type | Field of Study | Field of Study |
|----------|--------|-------|---------------------|--------------------------------|
| 1 | 220178 | Major | Public Health (MPH) | Health Policy & Administration |

1 of 1 Per Page Record 1 of 1

CANCEL SELECT

QUERY Record 1/3 SHRDGMR SHRDGMR_SEQ_NO [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian



Identify and select the Sought Degree Record on the Degree Summary (SHADGMQ) Page, cont.

The screenshot shows a web interface for degree records. At the top, there is a search bar with the following fields: ID (containing '6'), Name (Ahgradappgrtwo, Timothy C.), Degree Sequence (containing '3'), and Override Hold. A green 'Go' button is located to the right of these fields. Below the search bar is a yellow instruction box: '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.' On the left side, there is a vertical navigation menu with icons for home, search, and user profile. At the bottom, there is a footer with 'EDIT', 'Record: 1/1', 'KEY_BLOCK.ID [1]', '©2000 - 2018 Ellucian. All rights reserved.', and the 'ellucian.' logo.

1. UIN

2. View Current/Active Curricula is checked

3. The selected degree sequence number populates.

4. Click Go



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

The screenshot shows the SHADegr system interface for a student named Timothy C. Ahgradappgrtwo. The 'Graduation Information' section is highlighted with a red box and contains the following fields:

| Field | Value |
|-------------------|------------|
| Graduation Term | 220191 |
| Graduation Year | 1819 |
| Graduation Status | |
| Graduation Date | 05/12/2019 |

Other visible fields include Outcome Status (SO), Student Record (220178), Bulletin Academic (1718), Degree Completion Term, Graduation * (12/20/2017), Application Date, Fee (Charge Fee), Fee Term, Fee Detail, and Fee Amount.

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

Term Code Validation (STVTERM) ✕

Criteria

| Code | Description | Start Date | End Date | FinAid Yr |
|--------|-----------------------|------------|------------|-----------|
| 220198 | Fall 2019 - Chicago | 08/26/2019 | 12/14/2019 | 1920 |
| 220195 | Summer 2019 - Chicago | 05/20/2019 | 08/09/2019 | 1819 |
| 220191 | Spring 2019 - Chicago | 01/14/2019 | 05/11/2019 | 1819 |

1 of 1 | 10 Per Page | Record 3 of 3



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 | |

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



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 | Today | | | | | | |
| Term | May | | 2019 | | | | |
| Bulletin Academic | Su | Mo | Tu | We | Th | Fr | Sa |
| Year | 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| Graduation Information | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Graduation Term | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Graduation Year | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Graduation Status | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| Graduation Date | 05/12/2019 | | | | | | |



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.

| LEARNER OUTCOME INFORMATION | | | | | |
|-----------------------------|--------|-----|---------|-------------------------------|------------|
| Outcome Status | PN | ... | Pending | Degree Completion Term | |
| Student Record | 220178 | ... | | Graduation * Application Date | 12/20/2017 |
| Bulletin Academic Year | 1718 | ... | | | |

| Graduation Information | |
|------------------------|------------------------------|
| Graduation Term | 220191 |
| Graduation Year | 1819 |
| Graduation Status | AS Graduation Appl Submitted |
| Graduation Date | 05/12/2019 |

| CURRICULA SUMMARY - PRIMARY | | | | | |
|-----------------------------|--------|------------------------------|---------|--------------------|----|
| Priority | Term | Program | Catalog | Level | Ca |
| 1 | 220178 | MPH:Pb Hth:Hth Plcy&Admin... | 220138 | Graduate - Chicago | Ch |

Record 1 of 1

SAVE



Apply to Graduate (SHADEGR)

The screenshot shows the ellucian SHAGAPP interface. At the top, the user is logged in as 'ellucian' and is viewing 'Degree and Other Formal Awards SHADEGR 9.3.11 UI_9124 (BANDR1) (2UIC)'. The main header displays the student ID '6', name 'Ahgradappgrtwo, Timothy C.', 'Degree Sequence: 3', 'Graduation Holds:', 'Override Hold:', and a 'View Current/Active Curricula' checkbox. A red warning message states: 'Manual Learner to Outcome Roll. The following operation cannot be undone. Do you wish to continue?'. Below this, a 'Learner Outcome' tab is selected, showing 'LEARNER OUTCOME INFORMATION' with fields for Outcome Status (PN), Student Record (220178), Bulletin Academic (1718), Degree Completion, Graduation Term (12/20/2017), and Application Date. A yellow 'Apply to Graduate' button is highlighted. A blue callout box with arrows pointing to the button and the 'Yes' button in the dialog says: 'Click the Apply to Graduate Button. Then click Yes on the displayed message. This will take you to the Graduation Application (SHAGAPP) page.' Below the outcome information is the 'Graduation Information' section with fields for Graduation Term (220191), Graduation Year (1819), Graduation Status (AS), Graduation Date (05/12/2019), Fee (Charge Fee, Waive Fee, None), Fee Term, Fee Detail, and Fee Amount. The 'CURRICULA SUMMARY - PRIMARY' table shows one record: Priority 1, Term 220178, Program MPH:Pb Hth:Hth Plcy&Admin..., Catalog 220138, Level Graduate - Chicago, Campus Chicago, College School of Public Health, Degree Master of Public Health. The 'FIELD OF STUDY SUMMARY' section is partially visible at the bottom.



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

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

ADD RETRIEVE RELATED TOOLS

ID: 6 [redacted] Angrasartwo, Timothy C. Start Over

Application Diploma Information

APPLICATION TO GRADUATE

| Graduation Application Sequence | Application Status | Application Date |
|---------------------------------|--------------------|------------------|
| 1 | Active Application | 11/12/2018 |

Graduation Application Information

Application Date * 11/12/2018

Application Status * AC Active Application

Graduation Information

Graduation Term 220191

Graduation Year 1819

Graduation Date 05/12/2019

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

Insert Delete Copy Filter

SAVE

EDIT Record: 1/1 SHBGAPP:SHBGAPP REQUEST DATE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

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.



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

The screenshot displays the ellucian SAHDEGR system interface. At the top, the browser address bar shows the URL: Degree and Other Formal Awards SHADEGR 9.3.11 UI_9124 (BANDR1) (2UIC). The user is logged in as 'ellucian'. A green notification banner at the top right contains a checkmark and the text 'Return from graduation application.', with a blue arrow pointing to it. Below the notification, the student's information is displayed: ID: 6, Name: Ahgradappgrtwo, Timothy C., Degree Sequence: 3, Graduation Holds, Override Hold, and View Current/Active Curricula: [checked]. The 'Learner Outcome' tab is selected, showing 'Learner Outcome Information' with fields for Outcome Status (PN), Student Record (220178), Bulletin Academic (1718), Degree Completion, Graduation Term, Graduation Application Date (12/20/2017), Calculate GPA, and Apply to Graduate. Below this is the 'Graduation Information' section with fields for Graduation Term (220191), Graduation Year (1819), Graduation Status (AS), Graduation Date (05/12/2019), Fee (Charge Fee, Waive Fee, None), Fee Term, Fee Detail, Fee Amount, Fee Date, Fee Indicator (Fee Charged, Fee Waived, No Fee), and Authorize (BROCHEAS). The 'Curricula Summary - Primary' section shows a table with columns for Priority, Term, Program, Catalog, Level, Campus, College, and Degree. The table contains one record: Priority 1, Term 220178, Program MPH:Pb Hth:Hth Plcy&Admin..., Catalog 220138, Level Graduate - Chicago, Campus Chicago, College School of Public Health, Degree Master of Public Health. The 'Field of Study Summary' section is partially visible at the bottom. The interface includes a sidebar with navigation icons and a bottom status bar with 'EDIT', 'Record: 1/1', 'SHRDGMR.SHRDGMR_DEGS_CODE [1]', '©2000 - 2018 Ellucian. All rights reserved.', and the ellucian logo.



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](tel:312-996-4381) or mgarci8@uic.edu and srinco1@uic.edu.

Academic and Enrollment Services | Office of Student Systems Services

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