

# Graduation Application Process

College and Department Review of Submitted Graduation Applications—No Sought Degree Exists (Undergraduate)

Banner 9



THE  
UNIVERSITY OF  
ILLINOIS  
AT  
CHICAGO



# 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. A 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

- 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

Note: Skip to Reports section if active (AS) graduation application exists





# 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. Below this, the 'Additional Information' section includes fields for Site and Session. At the bottom, the 'CURRICULA SUMMARY - PRIMARY' table is visible, showing a record for Term 220188, Program BA:Psychology, Level Undergrad - Chicago, Campus Chicago, College Liberal Arts & Scienc..., Degree Bachelor of Arts, and Admis Read.

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

Activity Date 08/17/2018 08:35:58 PM Activity User UI2.JBSGEXPGRDT2

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# 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 current learner 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 the following data: Current: , Activity: ACTIVE, Key Sequence: 99, Term: 220188, Term Description: Fall 2018 - Chicago, Catalog Term: 220188, Catalog Term Description: Fall 2018 - Chicago. Below the table, there are tabs for 'Curriculum' and 'Status Details'. The 'Curriculum' tab is active, showing details for Program (20FT0338BA), Level (2U), and Campus (200). The 'FIELD OF STUDY' section below shows a table with columns: Current, Activity, Status, Term, Type, Type Description, Priority, and Catalog. The table contains one row with the following data: Current: , Activity: ACTIVE, Status: INPROGRESS, Term: 220188, Type: MAJOR, Type Description: Major, Priority: 1, Catalog: 220188. The bottom of the interface shows the activity date (04/24/2018 03:53:21 PM), activity user (UI2.JWSSTUWS2), and a 'SAVE' button. The footer includes the UIC logo and copyright information: '©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 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 active record for 'Fall 2018 - Chicago'. Below the table, there are sections for 'Curriculum' and 'Field of Study' with various details and options.

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	Key Sequence	Term	Term Description	College	Field of Study
20FT0338BA	2U	200	99	220188	Fall 2018 - Chicago	FT	Liberal Arts & Sciences

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



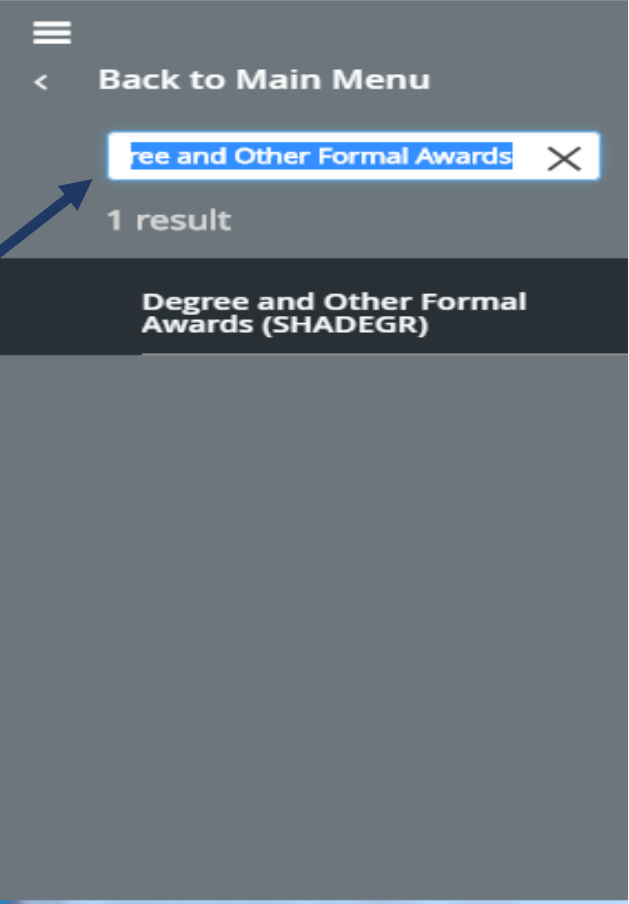
# Update Graduation Information in the Degree and Other Formal Awards (SHADEGR) Page



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 has a blue header with the following fields: 'ID:' with the value '6', 'Degree Sequence:' with the value '1', and 'Override Hold:'. Below these is the name 'Ahgradappug1, Antonio A.' and 'Graduation Holds:'. A checkbox labeled 'View Current/Active: Curricula' is checked. A green 'Go' button is on the 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.' At the bottom, there are navigation arrows and the text 'EDIT Record: 1/1 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: 60 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. 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.**

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 'CURRICULA SUMMARY - PRIMARY' table shows:

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

The 'FIELD OF STUDY SUMMARY' table shows:

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
	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.**

**SAVE**

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

FIELD OF STUDY SUMMARY			
Priority	Term	Type	Field of Study
Attached to Major Details			



# Apply to Graduate (SHADEGR)

**Manual Learner to Outcome Roll**  
The following operation cannot be undone. Do you wish to continue?

**LEARNER OUTCOME INFORMATION**

Outcome Status	PN	Pending	Degree Completion	
Student Record	220188		Term	
Bulletin Academic	2223		Graduation * Application Date	11/08/2018

**Graduation Information**

Graduation Term	220188	Fee	<input type="radio"/> 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

**FIELD OF STUDY SUMMARY**

Priority	Term	Type	Field of Study	Department	Attached to Major
Attached to Major Details					

**Callout Box:** 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

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

ID: 6 Ahgradappug1, Antonio A. Start Over

**Application** Diploma Information

APPLICATION TO GRADUATE

Graduation Application Sequence 1

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

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 (SHADEGR) Page

ellucian Degree and Other Formal Awards SHADEGR 9.3.11 UI\_9124 (BANDR1) (2UIC) ADD RETRIEVE RELATED TOOLS 1

ID: 61 Ahgradappug1, Antonio A. Degree Sequence: 1 Graduation Holds: Override Hold: Return from graduation application.

View Current/Active Curricula:

**Learner Outcome** Curricula Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

LEARNER OUTCOME INFORMATION Insert Delete Copy Filter

Outcome Status	PN	Pending	Degree Completion		Calculate GPA
Student Record	220188		Term		Apply to Graduate
Term			Graduation *	11/08/2018	
Bulletin Academic	2223		Application Date		
Year					

Graduation Information

Graduation Term	220188	Fee	<input type="radio"/> Charge Fee <input type="radio"/> Waive Fee <input checked="" type="radio"/> None	Fee Date	
Graduation Year	1819	Fee Term		Fee Indicator	
Graduation Status	AS	Fee Detail		Authorize	Bl
Graduation Date	12/16/2018	Fee Amount			

CURRICULA SUMMARY - PRIMARY Insert Delete Copy Filter

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 Insert Delete Copy Filter

[Attached to Major Details](#)

Priority	Term	Type	Field of Study	Department	Attached to Major
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SAVE

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



# 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.

Term	Graduation Date	FERPA	Student ID	Student Last Name	Student First Name	Student MI	Earned Inst Hours	Earned Trans Hours	Earned Overall Hours	Graduation Hold	Deg Grad Stat	Deg Seq No	Deg Out Stat	User ID	Pri	Program
220185	8/12/2018		UIN..01	Last Name	First Name		109.00	29.00	138.00		AS	1	PN	WWW_U SER2AS	1	20FT1072 BS
220185	8/12/2018		UIN..02	Last Name	First Name				136.00		AS	1	PN	WWW_U SER2AS	1	20FT0338 BA
220185	8/12/2018		UIN..03	Last Name	First Name	Y	127.00	3.00	130.00		AS	1	PN	WWW_U SER2AS	1	20FT1072 BS
220185	8/12/2018		UIN..04	Last Name	First Name		64.00	64.00	128.00		AS	1	PN	WWW_U SER2AS	1	20FT1072 BS
220185	8/12/2018		UIN..05	Last Name	First Name		55.00	56.00	111.00		AS	1	PN	WWW_U SER2AS	1	20FT1072 BS
220185	8/12/2018		UIN..06	Last Name	First Name		121.00	8.00	129.00		AS	1	PN	WWW_U SER2AS	1	20FT1072 BS

Outcome Status defaults to PN

Graduation Status = AS

Degree Sequence Number



# SHADEGR (Degree and Other Formal Awards) – view all Degree Sequence records

The screenshot shows a web application interface for searching Degree and Other Formal Awards. The title bar reads "Degree and Other Formal Awards SHADEGR 9.3.11 UI\_9124 (BANDR2) (2UIC)". The interface includes several search fields: "ID:" with a dropdown menu, "Degree Sequence:" with a dropdown menu, "Graduation Holds:" with a text input field, and "Override Hold:" with a dropdown menu. A "Go" button is located to the right of the "Degree Sequence:" field. A red callout box points to the "Degree Sequence:" dropdown with the text "Click here to view degree records." Below the search fields, there is a "View Current/Active:" checkbox which is checked, and a "Curricula" label. A yellow banner at the bottom of the form 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."

Close X Degree and Other Formal Awards SHADEGR 9.3.11 UI\_9124 (BANDR2) (2UIC) [Icons: Add, Print, Export, Settings]

ID: [Dropdown] Degree Sequence: [Dropdown] Go

Graduation Holds: [Text Field] Override Hold: [Dropdown]

View Current/Active:  Curricula

Click here to view degree records.

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.



# 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.

Degree Summary SHADGMQ 9.3 (BANDR2) (2UIC)

ADD RETRIEVE RELATED TOOLS

ID: 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	Graduation St
2	PN	220171	1718		<input type="checkbox"/>	220185	AS
1	SO	220158	1516		<input type="checkbox"/>	220185	

10 Per Page Record 1 of 2

Select Degree Sequence Record

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220171	BA:English -UIC	220171	Undergrad - Chicago	Chicago	Liberal Arts & Sciences	Bachelor of Arts

1 Per Page Record 1 of 1

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	220171	Major	English	English	
1	220171	Concentration	Professional Writing		English

3 Per Page Record 1 of 2

Record: 1/2 SHRDGMR\_SHRDGMR\_SEQ\_NO [1] CANCEL SELECT ellucian



# Enter/Update Supplemental Data - View reports for Supplemental Data and update in SHADEGR Curricula tab

4th Major	5th Conc	Conc Desc	Atchd Major	6th Conc	Conc Desc	Atchd Major	Grad App Seq No	Grad App Stat	Grad App Date	Grad App Stat Date	Suppl Data	Inst Honors	Dept Honor
								1 AC	6/10/2018	6/10/2018	Finance and Management Concentration		
								1 AC	6/26/2018	6/26/2018	Major Concentration: Market Research		
								1 AC	6/25/2018	6/25/2018	Concentrations in Finance and Management		
								1 AC	6/9/2018	6/9/2018			

Supplemental Data



# 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 (or a second major if this is a multiple major program).
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.**

**Curriculum / Field of Study**

**CURRICULUM**

Current	Activity	Key Sequence	Term	Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	1	220188	Fall 2018 - Chicago	220188	Fall 2018 - Chicago

**Curriculum**

Program	20FT0311BA	BA:English -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**

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

**Field of Study**

Field of Study:  ...

Department:  ...

Attached to Major:  ...

Full or Part Time:  ...

Start Date:  ...

End Date:  ...

EDIT Record: 2/2 SORLFOS.SORLFOS\_LFST\_CODE [2] @2000 - 2018 Ellucian. All rights reserved. ellucian.



# On SHADEGR: Curriculum (Program, Major, Concentration, Minor) Changes, cont.

The screenshot shows the SHADEGR system interface for a user named Antonio A. Ahgradappug1. The interface is divided into several sections:

- Curriculum / Field of Study:** Contains a table with columns: Current, Activity, Key Sequence, Term, Term Description, Catalog Term Description, Priority, and Graduation Seq. A callout box points to the 'Type' column of a new row.
- Curriculum:** Contains a table with columns: Program, Level, Campus, Degree, and Start Date. It shows details for Program 20FT0311BA, Level 2U, Campus 200, and Degree BA.
- FIELD OF STUDY:** Contains a table with columns: Current, Activity, Status, Term, Type, Type Description, Priority, Catalog, and End Term. A callout box points to the 'Field of Study' dropdown menu in the form below.
- Field of Study Form:** Contains fields for Field of Study, Department, Attached to Major, and Full or Part Time, each with a dropdown menu.

**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.**



# SHADEGR, cont.

Learner Field of Study Type (GTVLFST) ✕

Criteria

Code	Description	Activity Date	User ID
CONCENTRATION	Concentration	03/04/2006	BANINST1
FTRANSFER-FOS	FOS for Future Transfer App	10/16/2008	RHOEWING
MAJOR	Major	03/04/2006	BANINST1
MINOR	Minor	03/04/2006	BANINST1

Click on CONCENTRATION to add the type for the additional field of study.

1 of 1 | 10 Per Page | Record 1 of 4

Cancel OK

Option List ✕

[All Concentration Codes](#)

[Attached Concentrations](#)

Cancel

# SHADEGR, cont.

Add the concentration and click OK.

**Attached Concentrations** ✕

Criteria

Conc	Description	Eff Term Code	Attached to	Conc Rule	Major
3892	Creative Writing	220168	Major	5501	0311
3893	Professional Writing	220168	Major	5505	0311
5236	British & Anglophone Literature	220168	Major	5502	0311
5237	American Literature	220168	Major	5503	0311
5238	Media, Rhetoric & Cult Studies	220168	Major	5504	0311

**Select the concentration (Professional Writing) and click OK**

1 of 1 | 10 Per Page | Record 2 of 5



# 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 screenshot displays the SHADEGR system interface for a student named Antonio A. Ahgradappug1. The interface is divided into several sections:

- Curriculum / Field of Study:** This section contains a table for the curriculum. The table has columns for Current, Activity, Key Sequence, Term, Term Description, Catalog Term, Catalog Term Description, Priority, and Graduation Seq. The first row shows 'ACTIVE' in the Current column, '1' in Key Sequence, '220188' in Term, 'Fall 2018 - Chicago' in Term Description, '220188' in Catalog Term, 'Fall 2018 - Chicago' in Catalog Term Description, and '1' in Priority.
- Field of Study:** This section contains a table for field of study information. The table has columns for Current, Activity, Status, Term, Type, Type Description, Priority, Catalog, and End Term. The first row shows 'ACTIVE' in Current, 'ACTIVE' in Activity, 'SOUGHT' in Status, '220188' in Term, 'MAJOR' in Type, 'Major' in Type Description, '1' in Priority, '220188' in Catalog, and an empty End Term. The second row shows 'ACTIVE' in Current, 'ACTIVE' in Activity, 'SOUGHT' in Status, '220188' in Term, 'CONCENTRATION' in Type, 'Concentration' in Type Description, '1' in Priority, '220188' in Catalog, and an empty End Term.
- Field of Study Details:** This section shows details for the field of study. The 'Field of Study' is '3893 Professional Writing'. The 'Department' is empty. The 'Attached to Major' is '0311 English'. The 'Full or Part Time' is empty.

A blue callout box with white text points to the 'Current' checkbox for the 'CONCENTRATION' field of study. The text in the callout box reads: "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." The 'SAVE' button is visible in the bottom right corner of the interface.



# SHADEGR: Enter/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.

The screenshot displays the SHADEGR system interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main header shows the user 'Ahgradappug1, Antonio A.' and the 'Honors' tab is selected. Below the header, there are sections for 'DEPARTMENTAL HONORS' and 'INSTITUTIONAL HONORS'. A dialog box titled 'Institutional Honors Code Validation (STVHONR)' is open, showing a table of honor codes and their corresponding print options. Two blue callout boxes provide instructions: one points to the 'Code' search button in the 'DEPARTMENTAL HONORS' section, and the other points to the 'HH' (High Honors) row in the validation dialog table.

Code	Description	Tran Print	Commence Print	EDI Equiv
4SS	Student Speaker		Y	
4WW	Who's Who		Y	
C	Cum Laude	Y	Y	
H	Honors	Y	Y	
HH	High Honors	Y	Y	
HSTH	Highest Honors	Y	Y	
M	Magna Cum Laude	Y	Y	
PCUH	Prior College University Honors	N		
S	Summa Cum Laude	Y	Y	

**Navigate to the DEPARTMENTAL HONORS or the INSTITUTIONAL HONORS section and click on the Code search button .**

**Add the desired Departmental or Institutional Honors.**



# 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.**

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



# 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.

The screenshot shows a web application interface for reviewing graduation information. At the top, the user is logged in as 'ellucian' and viewing 'Degree and Other Formal Awards SHADEGR 9.3.11 UI\_9124 (BANDR1) (2UIC)'. The student's name is 'Ahgradappug1, Antonio A.' and the degree sequence is '1'. The interface includes tabs for 'Learner Outcome', 'Curricula', 'Dual Degree', 'Honors', 'Institutional Courses', 'Transfer Courses', 'Non-Course Work', and 'Course Attributes'. The 'Learner Outcome' tab is active, showing 'LEARNER OUTCOME INFORMATION' with fields for Outcome Status (PN), Student Record (220188), Bulletin Academic Year (2223), Degree Completion Term, Graduation Application Date (11/09/2018), Graduation Term (220188), Graduation Year (1819), Graduation Status (IA), and Graduation Date (12/16/2016). A blue callout box with an arrow points to the 'Graduation Status' field, containing the text: 'Set Graduation Status to IA- Inactivate Graduation Appl and Save.' Below this, the 'CURRICULA SUMMARY - PRIMARY' table shows one entry for 'BA:English -UIC' at the 'Undergrad - Chicago' campus. The 'FIELD OF STUDY SUMMARY' section is partially visible at the bottom.

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





# 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](http://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](https://osss.uic.edu/AH_banner9.html) for these guides, this presentation, and other job aids.



# QUESTIONS

Academic and Enrollment Services | Office of Student Systems Services



# 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 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**.

Academic and Enrollment Services | Office of Student Systems Services

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