

# Graduation (Degree Conferral)

## Introduction

This lab is to review and practice the material covered in the online tutorial Graduation with a Banner expert. At the end of this lab, you will know how to:

1. View a student's online application to graduate
2. Approve, deny, and defer a student's application to graduate
3. File a graduation application on behalf of a student
4. Clear the requirement on the degree audit to file the undergraduate college-specific graduation application
5. View a conferred degree

## Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. You have completed the online tutorials mentioned above and practiced them prior to this lab.
3. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

**P A R K I N G   L O T**

## Lab Exercises: Group Exercise – Graduation

### Exercise #1

Fill in the correct number.

Students who have 2 majors in the same college file \_\_\_\_\_ Banner graduation application(s).

Students who have 2 majors in different colleges file \_\_\_\_\_ Banner graduation application(s).

Students who have 2 majors with the same degree objective file \_\_\_\_\_ Banner graduation application(s).

Students who have 2 majors with different degree objectives file \_\_\_\_\_ Banner graduation application(s).

Answer: 2 for all of them

### Exercise #2

Fill in the meaning of each application status.

AC \_\_\_\_\_

CA \_\_\_\_\_

DN \_\_\_\_\_

IA \_\_\_\_\_

NR \_\_\_\_\_

ON \_\_\_\_\_

Answer: AC: application filed CA: college approved application (degree audit clears) DN: college denies application – a letter will be sent by the Registrar to the student IA: college cancels application for that term, implying that graduation for this student is deferred to a later term NR: college needs to review the student's audit again (see comment from Registrar staff in degree audit notes if audit clears) ON: used to approve one degree (such as a master's degree) for a student who is continuing on to a terminal degree such as a PhD

### Exercise #3

Locate Harry Potter in the graduation application form. What is Harry's degree conferral date going to be?

\_\_\_\_\_ Which curricula is Harry planning to earn that term? \_\_\_\_\_

Answer: Search for Harry by name, locate 777345678 in SHAGAPP. His conferral date is the graduation date 15-Jun-2018. He is graduating with a BS in Computer Science and a BA in Language with concentrations in Greek and Latin.

### Exercise #4

Has Harry been approved by the college to graduate? \_\_\_\_\_

Answer: He has been approved in Computer Science but not in Language.

### Exercise #5

If you and Harry decide he is not going to complete his Language major but can graduate that term with Computer Science, what step would need to be taken? \_\_\_\_\_

Answer: Change the application status to IA for the application associated with Language. You would not use DN because you and Harry agree together this is the best decision for him and you do not want him to receive a letter about not graduating from the Registrar's Office. **Please note: Starting with Fall 2016** letters will be sent to students with DN

on a rolling basis instead of all at once at the end of the process so be sure that this is what you want to communicate when entering the code.

### Exercise #6

Using a student from the list provided, file a graduation application on the student's behalf. Change the expected graduation information to one term later.

Answers: See procedures entitled [Graduation: Filling a Graduation Application on Behalf of a Student](#)

## Lab Exercises: On your Own

### Exercise #7

Approve your student from Exercise 6 to graduate.

Answer: Change the application status to CA; use ON if the student is receiving a master's degree and continuing on for terminal degree such as a PhD.

### Exercise #8

Enter the indicator that your undergraduate student from Exercise 6 has filed the application to graduate housed in **your** college (which may not be the college the student is in – that's ok this time).

Please note: this action will clear the requirement to complete the college-specific application on the degree audit. It may not clear the student's audit in THIS example because the student you are using may not belong to the college you represent.

Answer: Go to SHANCRS. On an empty row in the CAPP Non-Course Requirement field enter GABU for SOBA, GAEN for BCOE, GAHS for CHASS, GANA for CNAS and then enter C in the status field and save.

### Exercise #9

True or False: Students' degrees can be conferred if the degree audit has only one item that is not clearing.

Answer: False. At this time there is no known reason why a degree audit cannot accurately represent all degree requirements and therefore it should clear before the approval code CA or ON is entered in SHAGAPP.

### Exercise #10

True or False: Students can view their graduation application in R'Web after it has been filed if their application has a status that is considered active.

Answer: True. If the student's application has a status (AC, CA, NR, or ON) that is considered active (the active checkbox is checked in SHAGAPP for these statuses) the student can view their application in R'Web.

### Exercise #11

True or False: In order for a student to file a 2<sup>nd</sup> application for the same curriculum for a later term, the advisor must first enter IA or DN on the 1<sup>st</sup> application.

Answer: True. There will be no curriculum available to the student in R'Web to file an application until the advisor changes the status of the 1<sup>st</sup> application to an inactive status of DN or IA.

### Exercise #12

Locate Hermione Granger's record. Has her degree been posted? \_\_\_\_\_ What is her curriculum?  
\_\_\_\_\_

Answer: Search by name and select 777123456 in SHADEGR. Yes, she graduated. She has a BS in Business Administration with a concentration of Accounting and Auditing. She also has an MS in Chemistry. You must change the degree sequence to view various degrees in this form. The sequence starts with 1 and then 2 and so on.

### Exercise #13

The online Banner application to graduate will open on \_\_\_\_\_. For undergraduate students it closes on \_\_\_\_\_ and for graduate students it closes on \_\_\_\_\_.

Answer: The first day of enrollment for that term, the fee payment deadline for that term, the fourth Monday of that term

## Resources

### Keystrokes

Action	Keystroke
<b>Edit</b>	Ctrl + E
<b>Show Keys</b>	Ctrl + F1
<b>Previous Block</b>	Ctrl + Page Up
<b>Next Block</b>	Ctrl + Page Down
<b>Exit or Cancel Query</b>	Ctrl + Q
<b>Next Field</b>	Ctrl + Tab
<b>Clear Field</b>	Ctrl + U
<b>Help</b>	F1
<b>Duplicate Field/Item</b>	F3
<b>Duplicate Record</b>	F4
<b>Direct Access</b>	F5
<b>Insert Record</b>	F6
<b>Enter Query</b>	F7
<b>Execute Query</b>	F8
<b>List of Values</b>	F9
<b>Save</b>	F10
<b>Display Error</b>	Shift + F1
<b>Count Query Hits</b>	Shift + F2
<b>Select</b>	Shift + F3
<b>Clear Record</b>	Shift + F4
<b>Clear Block</b>	Shift + F5
<b>Remove Record</b>	Shift + F6
<b>Rollback</b>	Shift + F7
<b>Print</b>	Shift + F8
<b>Previous Field</b>	Shift + Tab
<b>Next Field</b>	Tab

## Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email
SOAIDEN	Person Search
SPACMNT	Comments
SOAHOLD	Holds
GOADPRF	Directory Information
GUASYST	Modules student is active in

REGISTRATION	
SFAREGS	Registration
SFAREGQ	Student Schedule with Day and Time
SFAREGF	Registration with Drops and Refund %
SFARHST	Registration History
SFARGRP	Registration Appointments (Time Ticketing)
SFASRPO	Permits and Overrides
SFASTCA	Registration Audit
SFASLST	Class Roster
SFAESTS	Enrollment Status Codes and Refund Schedule
SFARSTS	Course Registration Status Codes and Refund Schedule

ACADEMIC HISTORY	
SHACRSE	Completed Courses/Grades
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes
SHAGAPP	Graduation Application
SHADEGR	Graduation Degree Conferral
SHADGMQ	Degree Summary
SHASUBJ	Completed Courses and Grades by Subject
SHATERM	Completed Terms/GPA
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA
SHAPCMP	Initial Stats for Students Pre-SIS and Banner

TRANSFER ARTICULATION	
SHATRNS	Transfer Work in Academic History
SHATATR	Articulation Catalog
SHATATC	Articulation Catalog entry
SHATAEQ	Transfer Articulation Evaluation

GENERAL STUDENT INFORMATION	
SGASTDN	General Information: Major/Program Info
SGASTDQ	Major/Program Summary
SGAADVR	Assign Advisor(s)
SGASADD	Cohorts and Attributes

COURSE / SECTION INFORMATION	
SCACRSE	Master Course Inventory
SSASECT	Section Information
SCA/SSADETL	Corequisite, CMF, Attributes, Description
SSASECQ	Section Query
SCA/SSAPREQ	Flag for CAPP Prerequisite Checking
SCA/SSARRES	Restrictions
SCASYLB	Syllabus Approved During course Approval
SSAMATX	Building/Room Use

FACULTY / ADVISOR INFORMATION	
SIAASGQ	Faculty Schedule
SIAINST	Faculty/Advisor Information

TRANSCRIPTS / VERIFICATION	
SHATCMT	Comments
SHARQTC	Transcript Request
SFARQST	Verification Request
SHRTRTC	Transcript Job

FEE INFORMATION	
TSAEXPP	Exemptions
TSIAUTH	Exemption query by student

SPECIAL STUDENT POPULATION INFORMATION	
SZANTUD	Student User Defined Fields (Non-term based)
SZANTUD (41-49)	Residency Values from Admissions Application
SZANTUD (201-205)	Veterans
SZAUUSD	Student User Defined Fields (Term based)
SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SGADISA	Students with Disabilities (security only given to Student Special Services and Registrar Management)
SGASPRT / SGISPRT	Athletes
GOAINTL	International