

FILING A GRADUATION APPLICATION ON BEHALF OF A STUDENT

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REVISION HISTORY

Version	Date	Name	Description
1.0	2/11/2016	Bracken Dailey	Final

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how to file a graduation application in Banner on behalf of a student due to the deadline having passed in self-service. A limited number of staff will file these for students who have missed the deadline in self-service but have been approved by their college to submit an application. It is essential for data to be entered onto the graduation application accurately. Errors in data entry may cause the student's degree to be incorrect on their record, transcript, and diploma.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. A point person in each undergraduate college student affairs office, graduate division student affairs office, and medical school student affairs office will be designated as the person to file the application on behalf of a student after the deadline. Additional access will be determined by the College and the Registrar's Office based on process needs.
2. Deadlines have been reviewed and established for application deadlines equivalent to the fee payment deadline preceding each term for undergraduates and the third Monday of the term for graduate students. It has been agreed that the application will open on the first day of enrollment for a term.
3. Students must have their legal name printed on their diploma.
4. The Registrar's Office confers all degrees after receiving the college approval.
5. Students must apply for each degree and major they are planning to graduate with in self-service Banner. Undergraduate students will also be required to complete the college's application for each major with the exception being when all majors are in the same college.
6. Colleges and Academic Student Affairs approve students for graduation only when their degree audit clears all requirements.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices and Academic Advisors
2. Registrar
3. Graduate Division Academic Affairs
4. Medical School Student Affairs Office

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SPAIDEN	General Person Identification	You use the General Person Identification Form to capture biographic/demographic information for all persons/non-persons associated with the institution.
SGASTDN	General Student	The purpose of the General Student Form is to maintain current and historical information about a student (learner). This information is initially created when a decision is entered on the Admissions Decision Form (SAADCRV), which indicates that the applicant accepts the institution's offer of admission, or when an applicant is admitted via the Quick Entry Form (SAAQUIK). SGASTDN also contains curriculum, field of study, comments, activities, veteran, and degree information.
STVTERM	Term Code Validation	<p>Use the Term Code Validation Form (STVTERM) to create, update, insert, and delete term codes, such as 999999 The End of Time, 200010 Fall 1999, 200020 Spring 2000, and so on. Forms throughout the Student System use this form to validate the term codes. You can create and update these codes only from this form.</p> <p>Term codes should be numeric, in the format YYYYTT, and the codes must be constructed so that they maintain the appropriate sequence of terms. On this form, term codes display in descending order, with the highest term first.</p>
SHAGAPP	Graduation Application	This form is used to maintain information submitted using the graduation application process in Banner® Student Self-Service. You can review active applications, delete applications, change the status of applications, or view inactive applications. New graduation applications can be submitted from this form when it is called from SGASTDN, SFAREGS, and SHADEGR, as these forms will pass the selected curriculum and field of study information. The curriculum information cannot be changed. You can also view and modify the graduation application status, graduation status, graduation dates, graduation fees, diploma name, and mailing address information when the graduation application status is “active”.
SFAREGS	Student Course Registration	The Student Course Registration Form (SFAREGS) provides an automated mechanism for registering students into sections created by the Class Schedule module. This form also assesses the charges related to the registration and passes them to the Accounts Receivable module. This form further allows for student maintenance, performs the functions necessary for add/drop activity, and provides the ability to print a student's schedule/bill.

PROCEDURES

HOW TO FILE AN APPLCIATION TO GRADUATE ON BEHALF OF THE STUDENT

If the deadline has passed for the student to complete the application to graduate in self-service, follow these steps to complete it on their behalf.

STEPS

1. Go to **SPAIDEN**. Enter **SID** then **NEXT BLOCK**.
2. Write down or take a screen shot of the student's first, middle, last names and suffix **EXACTLY** as they appear on this form. Include accents or special characters.

The screenshot shows the SPAIDEN 8.5.3.1 (PPRDXE) web application. At the top, there is a navigation bar with tabs: Current Identification, Alternate Identification, Address, Telephone, Biographical, E-mail, Emergency Contact, and Additional Identification. The 'Current Identification' tab is active. Below the tabs, there are input fields for 'ID:' and 'Name Type:'. The 'Person' section is highlighted with a red box and contains the following fields: Last Name, First Name, Middle Name, Prefix, Suffix, Preferred First Name, and Full Legal Name. The 'ID and Name Source' section on the right contains 'Last Update' (24-JUN-2015), 'User' (SYSTEM), and 'Original Creation' (24-JUN-2015). The 'Non-Person' section at the bottom left has a 'Name:' field.

3. Go to **SGASTDN. NEXT BLOCK.**
4. On the Learner tab ensure you are viewing the General Learner and Curriculum record for which the student is applying.
5. Go to the **Academic and Graduation Status, Dual Degree** tab to view the **Expected Graduation Date, Graduation Term, and Graduation Year.**
6. Ensure that they are accurate. If they're not, make any needed changes to the Expected Graduation Date and Term. If they are accurate, skip to step 11.

7. If you change the date, you **must** verify the Expected Graduation Date to use by looking at the **Term End Date** in **STVTERM** for a quarter. The expected graduation date is *always* the last day of finals and the end of the quarter.

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
201520	Spring 2015	25-MAR-2015	12-JUN-2015	Q	2014	13-MAR-2015	12-JUL-2015

Financial Aid Process Year: 1415 Summer Term: 4 Period: 1 - 12 System Required Activity Date: 15-JUL-2015

8. In **SGASTDN**, enter the **Graduation Term** the student will complete their requirements then press tab. The **Graduation Year** will autofill which corresponds to the fall term of the academic year (e.g. 2014 for the 2014-15 academic year).
9. In the example above, the Expected Graduation Date and Graduation Term are not accurate and are going to be changed.

General Student SGASTDN 8.5.8 (PPRDXE)

ID: [] [W] [] Student Summary [] Term: [] [] View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Academic Status Academic Term: 201610 Academic Status: 00 Good Standing Academic Standing Override: [] [] Academic Status Override Term: [] [] Progress Evaluation: [] Progress Evaluation Override: [] [] Progress Evaluation Override Term: [] [] Combined Academic Standing: [] Combined Academic Standing Override: [] [] Combined Academic Standing Override Term: [] []	Graduation Status Expected Graduation Date: 15-JUN-2018 [] Graduation Term: 201820 [] Graduation Year: 2017 []	Dual Degree Degree: [] [] Level: [] [] College: [] [] Department: [] [] Major: [] []
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10. After the fields have been updated, **SAVE**.

11. Go to the **Learner** tab in **SGASTDN**.
12. Use the scroll bar in the Curricula Summary (if there is more than one major) to view the curricula the student is applying to finish (i.e. BA in Psychology).

The screenshot shows the SGASTDN web application interface. At the top, there is a browser window title bar and a navigation menu with tabs: Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'Learner' tab is selected.

Below the navigation menu, the 'General Learner' section contains various form fields:

- New Term:** 201510 Winter 2015
- Student Status:** AS Active
- Student Type:** C Continuing
- Residence:** R Confirmed CA Resident
- Fee Assessment Rate:** [Dropdown]
- Class:** SO Sophomore
- Student Centric Cycle:** [Dropdown]
- Full or Part Time:** Full Time Part Time None
- From Term:** 201510 **To Term:** 999999
- Additional Information:** Site, Session, Block, and Citizenship dropdowns.

The **Curricula Summary - Primary** section is a table with columns: Priority Term, Program, Catalog, Student Type: Level, Campus, Rate: College, and Degree. The first row shows: Priority Term 1, Program BA in Psychology, Catalog 201440, Student Type: Level Undergraduate, Campus Riverside, Rate: College Humanities, Arts, and Soc, and Degree Bachelor of Arts. Below this table, there are fields for Admission (201440) and Matriculation (201440). A red box highlights the scroll bar on the right side of the Curricula Summary table.

The **Field of Study Summary** section is a table with columns: Priority Term, Type, Field of Study, Department, and Attached to Major. The first row shows: Priority Term 1, Type Major, Field of Study Psychology, and Department Psychology.

13. Once you have confirmed it is listed, go to the **Curricula** tab.
14. Ensure that you are viewing the program for which you are filing an application. Use the yellow arrows at the top right to view other active curricula, if needed.

The screenshot shows the 'Curricula' tab in the SGASTDN 8.5.8 (PPRDXE) application. The interface includes a navigation bar with tabs for 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. Below the navigation bar, there are fields for 'ID', 'Student Summary', and 'Term: 201510'. A 'View Current/Active Curricula' checkbox is also present.

The 'Curriculum' section is highlighted with a red box and contains the following details:

- Activity:** ACTIVE
- Key Sequence:** 99
- Term:** 201510 Winter 2015
- End Term:** [Empty]
- Catalog Term:** 201440 Fall 2014
- Priority:** 1
- Program:** BA-PSYC BA in Psychology
- Level:** U Undergraduate
- Campus:** C Riverside
- College:** HS Humanities, Arts, and Soc Sci
- Degree:** BA Bachelor of Arts

Other fields in the 'Curriculum' section include:

- Admission Type:** [Empty]
- Admission Term:** 201440 Fall 2014
- Application:** [Empty]
- Matriculated Term:** 201440 Fall 2014
- Roll Learner:** No
- Graduation Sequence:** [Empty]
- User ID:** CONVERSION
- Activity Date:** 08-FEB-2015
- Start Date:** [Empty]
- End Date:** [Empty]
- Student Type:** [Empty]
- Site:** [Empty]
- Rate:** [Empty]
- Leave of Absence:** [Empty]
- Leave From Date:** [Empty]
- Leave To Date:** [Empty]
- Expected Graduation Date:** 15-JUN-2018
- Graduation Term:** 201820 Spring 2018
- Graduation Year:** [Empty]

The 'Record 1 of 3' indicator is highlighted with a red box, indicating the current record in a list of three records.

15. Review the **Field of Study** tab for that program. Ensure the Fields of Study are correct.

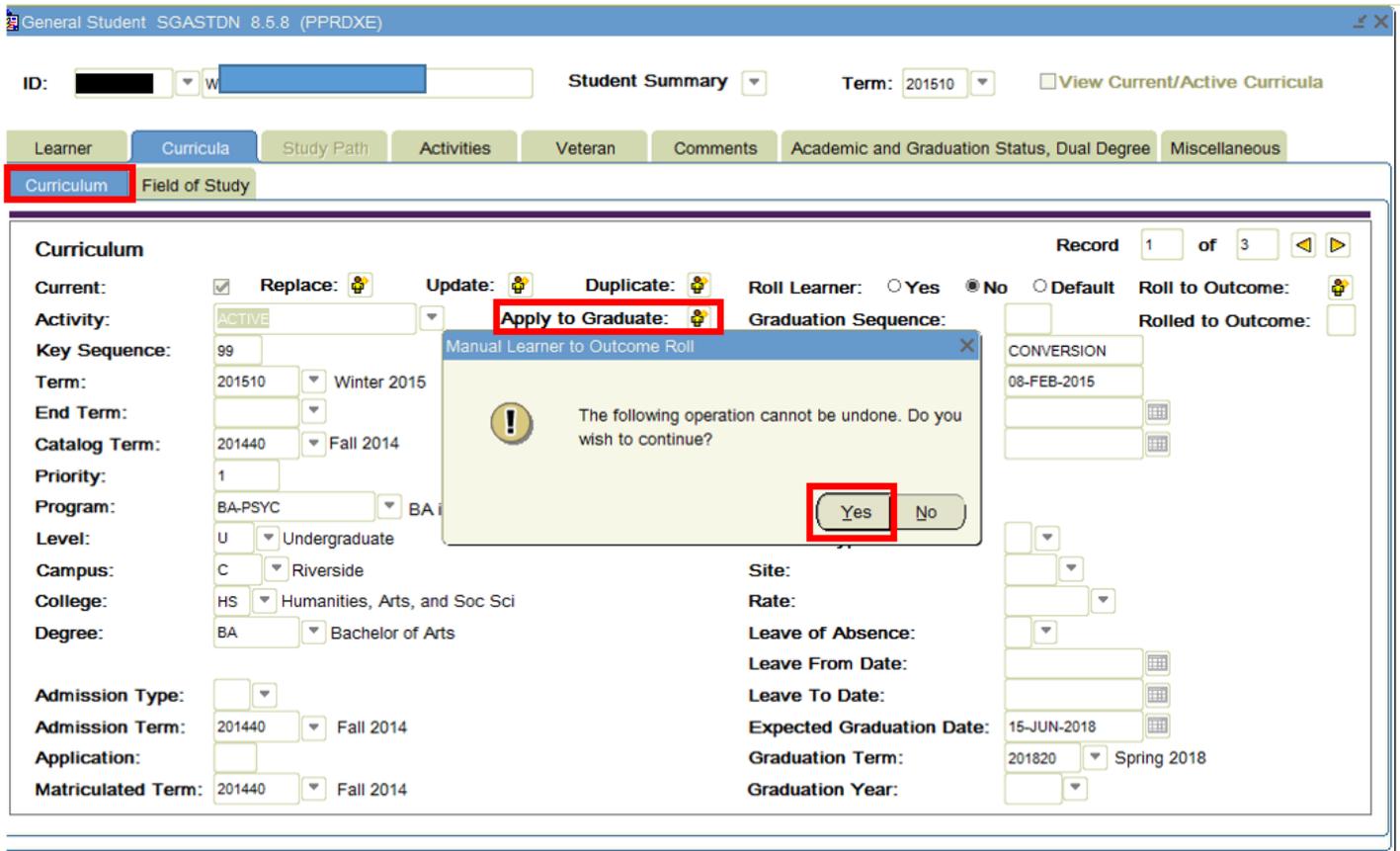
The screenshot shows a web application interface for a student's curriculum. The top navigation bar includes tabs for 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. The 'Curricula' tab is selected, and the 'Field of Study' sub-tab is active. Below the navigation bar, there are fields for 'ID', 'Student Summary', 'Term' (201510), and a 'View Current/Active Curricula' button. The main content area is titled 'Curriculum' and shows 'Record 1 of 3'. Below this, there are fields for 'Current' (checked), 'Activity' (ACTIVE), 'Term' (201510), 'End Term', 'Key Seq' (99), 'Priority' (1), 'Program' (BA-PSYC), 'Catalog' (201440), 'Level' (U), 'Campus' (C), 'College' (HS), and 'Degree' (BA). The 'Field of Study' section is highlighted with a red border and contains a table with the following data:

Current	Activity	Status	Term	Type	Priority	Catalog	Department	Field of Study	Full or Part Time	Start Date	End Date	Created
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201510	MAJOR	1	201440	PSYC	Psychology				08-FEB-2015
<input type="checkbox"/>												
<input type="checkbox"/>												

16. If all is correct and you are viewing the curricula for which you want to enter an application, click the **Apply to Graduate** button on the **Curriculum** tab.

Please note:

- If you need to submit an application for another curricula (major) the student has declared, finish this process and then repeat it by using the yellow arrow button in the top right to go to the next curricula.
- Make sure you are viewing a current curricula (first check box named Current is checked and activity is ACTIVE) before clicking Apply to Graduate.
- If you need to make changes to the curricula, follow the major change procedures to do so before proceeding with the application to graduate. Once changes are made in SGASTDN or SFAREGS, return here to click Apply to Graduate.
- If the Apply to Graduate button is not enabled, this means an application was already filed for this curricula in a term. To enable the button you must Duplicate the curriculum and then SAVE. If registration has begun for that term the Duplicate step must take place in SFAREGS.



Curriculum activity status code.

17. Click **Yes** to continue when the **Manual Learner to Outcome Roll pop-up box** appears.

18. You are brought to **SHAGAPP**, the Graduation Application form.

19. The **Application Status** should be **AC**; the **Application Date** and **Application Status Date** are the current date.

Graduation Application SHAGAPP 8.5.1 (PPRDXE)

ID: [Redacted] W [Redacted]

Application | Diploma Information

Application to Graduate

Graduation Application Sequence: 1 Active:

Graduation Application Information

Application Date: 21-DEC-2015
 Application Status: AC Application Filed
 Application Status Date: 21-DEC-2015
 Create/Update Degree Record:

Graduation Information

Graduation Term: 201820 Graduation Year: 2017
 Graduation Date: 15-JUN-2018
 Graduation Status: [Dropdown]
 Attend Ceremony: Yes No Undecided No Response
 Fee Detail: [Dropdown]
 Fee Amount: [Text] Fee Date: [Text]
 Fee Term: [Dropdown]
 Transaction: [Text] Receipt Number: [Text]

Curricula Summary	Student	Student Type:	Rate:	College	Degree
Priority Term	Program	Catalog	Level	Campus	College
1	201440 BA in Psychology	201440	Undergraduate	Riverside	Humanities, Arts, and Soc
End:	Outcome Key:	Admission Type:	Admission:	Matriculation:	

20. Next, confirm that the **Graduation Term** and **Graduation Date** are correct as reviewed in SGASTDN. The Graduation Term is the term code at the end of which the student plans to graduate. The Graduation Date is the last day of finals and the quarter end date. The Graduation Year corresponds to the fall term of the academic year (i.e. 2017 for the 2017-18 academic year).

21. In the **Graduation Status** field, type **AP** (Application submitted). *Do not, under any circumstances, type any other value in this field.* The other fields in the Graduation Information block are not used.

22. View the **Curricula Summary** block to verify the curriculum you are filing an application for is correct.

Graduation Application SHAGAPP 8.5.1 (PPRDXE)

ID: [Redacted] W [Redacted]

Application | Diploma Information

Application to Graduate

Graduation Application Sequence: 1 Active:

Graduation Application Information

Application Date: 21-DEC-2015
 Application Status: AC Application Filed
 Application Status Date: 21-DEC-2015
 Create/Update Degree Record:

Graduation Information

Graduation Term: 201820 Graduation Year: 2017
 Graduation Date: 15-JUN-2018
 Graduation Status: AP
 Attend Ceremony: Yes No Undecided No Response
 Fee Detail: [Dropdown]
 Fee Amount: [Text] Fee Date: [Text]
 Fee Term: [Dropdown]
 Transaction: [Text] Receipt Number: [Text]

Curricula Summary	Student	Student Type:	Rate:	College	Degree
Priority Term	Program	Catalog	Level	Campus	College
1	201440 BA in Psychology	201440	Undergraduate	Riverside	Humanities, Arts, and Soc
End:	Outcome Key:	Admission Type:	Admission:	Matriculation:	

Field of Study Summary	Type	Field of Study	Department	Attached to Major
Priority Term	Major	Field of Study	Department	Attached to Major
1	201440	Psychology	Psychology	

23. **SAVE.**

24. Click on the **Diploma Information** tab.
25. Enter the First, Middle, Last name, and Suffix **EXACTLY** as it appears in SPAIDEN in the **Diploma Name fields** (which you wrote down in step 1). Include accents and other special characters. Do not add or remove periods, commas, spaces, or change capitalization.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for SHAGAPP. The 'Diploma Information' tab is selected and highlighted with a red box. The 'Diploma Name' section contains four input fields: First Name, Middle Name, Last Name, and Suffix. The 'Diploma Mailing Address' section is partially visible below.

26. **SAVE.**

27. Go back to the **Application** tab.
28. Click the **Create/Update Degree Record** button.
29. Click **Yes** when the **Create/Update Degree pop-up** asks you to confirm the action.

The screenshot shows the SHAGAPP 8.5.1 (PPRDXE) interface. At the top, there is a search bar for ID and a dropdown menu. Below this, there are two tabs: 'Application' (highlighted in red) and 'Diploma Information'. The main content area is divided into several sections:

- Application to Graduate:** Includes 'Graduation Application Sequence: 1' and 'Active: '.
- Graduation Information:** Includes 'Graduation Term: 201530', 'Graduation Year: 2014', 'Graduation Date: 15-JUN-2018', and 'Graduation Status: Application submitted'. There are radio buttons for 'No', 'Undecided', and 'No Response', with 'No Response' selected.
- Graduation Application Information:** Includes 'Application Date: 06-MAY-2015', 'Application Status: AC', and 'Application Status Date: 06-MAY-2015'. The 'Create/Update Degree Record' button is highlighted in red.
- Confirmation Dialog:** A yellow dialog box with a red border is open, containing a warning icon and the text: 'The following operation cannot be undone. Do you wish to continue?'. It has 'Yes' and 'No' buttons, with 'Yes' highlighted in red.
- Curricula Summary Student:** A table with columns: Priority Term, Program, Catalog, Student Type, Level, Campus, Rate, College, Degree. The data row shows: Priority Term: 1, Program: BA in Psychology, Catalog: 201440, Student Type: Undergraduate, Level: Undergraduate, Campus: Riverside, Rate: Humanities, Arts, and Soc, Degree: Bachelor of Arts. There are also fields for 'Admission: 201440' and 'Matriculation: 201440'.

30. You will know this step is successful if there is now a Curricula Summary record in the bottom block that says **Curricula Summary Student Outcome** in the header. You will also see a note in the status bar that says **“Changes have been applied to the degree”**.
31. Repeat all steps in the process if you are applying for additional degrees/majors on behalf of the student.

FINAL QUIZ

1. Why do you need to go to SPAIDEN to file an application on behalf of a student?
 - a. A) To confirm the major the student is graduating in.
 - b. B) To write down the student legal name which must be used for the diploma.
 - c. C) Copy down the email address so you can communicate to the student to submit an application.

Answer: B

2. How do you know what the expected graduation date is?
 - a. A) It is the last day of finals and the end of the quarter.
 - b. B) It is the Term End Date in STVTERM.
 - c. C) It is the first day of Instruction.
 - d. D) Both A and B

Answer: D

3. Before clicking on Apply to Graduate you need to ensure you are viewing the program for which you are filing an application. TRUE OR FALSE?

Answer: TRUE

4. If a student previously applied to graduate for the curriculum you are reviewing the Apply to Graduate button will be grayed out and you will not be able to submit a new application. TRUE OR FALSE

Answer: FALSE. The button will be grayed out but you can Duplicate the curriculum and then the Apply to Graduate button will be active. You can then submit a new application for the same curriculum in the same or a different term.

5. Are you done with the process once Banner brings you to SHAGAPP and the application is present? Yes or No

Answer: No, you need to verify the data on the application is accurate, input the graduation status and diploma name, and Create/Update the Degree Record.

6. What are two ways you can verify that the final stage of creating the degree record is complete?
 - a. A) You pressed save and you know it was the last step.
 - b. B) The bottom Curricula Summary record block now says Curricula Summary Student Outcome and the status bar says "Changes have been applied to the degree."
 - c. C) You see that the bottom of the record says "Changes have been applied to the degree."

Answer: B