

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).

Exercise #2

Fill in the meaning of each application status.

AC _____

CA _____

DN _____

IA _____

NR _____

ON _____

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? _____

Exercise #4

Has Harry been approved by the college to graduate? _____

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? _____

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.

Lab Exercises: On your Own

Exercise #7

Approve your student from Exercise 6 to graduate.

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.

Exercise #9

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

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.

Exercise #11

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

Exercise #12

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

Exercise #13

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

_____.

Resources

Keystrokes

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