

Forms

SHAGAPP - This form is used to maintain information submitted using the graduation application process in Self-Service or manually by the staff. You can review active applications, change the status of applications, or view inactive applications.

SHANCRS - This form is used to tie papers, committees, or events together (individually or in combination) as non-courses associated with a degree in academic history.

SHADEGR - The intent of this form is to capture all information pertaining to degrees or other types of awards which the student is seeking, or which have been awarded.

Quiz Questions for Graduation

1. Viewing a Student's Application to Graduate in Banner
 - a. What field gives you the main information on where the student's application is at in the degree approval process?
 - i. A) Application Status
 - ii. B) Graduation Status
 - iii. C) Active check box
 - iv. Answer: A
 - b. When a student is applying to graduate with more than one degree or major, there will be an application associated with each degree or major. TRUE
 - c. Students can select any name to display on their diploma as long as it is close to their legal name. FALSE
 - i. The student must have their legal name on the diploma. We do allow them adjust their middle name: 1) no middle, 2) full middle or 3) middle initial.
 - d. If the Curricula Summary block in SHAGAPP is blank it means that the student did not complete the application to graduate. FALSE
 - i. A blank Curricula Summary means that the student has filed more than one application with the same curricula and did not graduate the first time. In this case, it can be inferred that the curricula on the current application was also the curricula on the prior application(s).
2. How to Approve a Student to Graduate
 - a. College staff will be reviewing graduation applications that are active and have an Application Status of AC (Application Filed) or NR (Needs College Review). TRUE
 - b. It is okay to place a CA (College Approved) status in the Application Status even if the student's degree audit does not clear but you know the student has met the requirement. FALSE
 - i. The College should not approve a student to graduate if their degree audit is not clearing. If you need assistance with the degree audit please contact the Registrar's Office for help in resolving the error you are receiving or if the student should be given an exception please add the appropriate waiver to the degree audit.

- c. You have an undergraduate student who is graduating and continuing on at UCR for their graduate program. Should you code the student with ON (One degree approved; Cont on) when you have approved the undergraduate degree? Yes or No
 - i. NO; the ON status is only used at the graduate level. It allows for a student who is pursuing two degrees to complete and graduate from one and continue with the other degree. An example is a student who receives their masters, but continues on to receive their PhD.
3. How to Cancel a Student's Application to Graduate
- a. What is the fundamental difference between the use of the IA (College Deferred Application) and DN (Does Not Meet Requirements) Application Status codes?
 - i. A) There is no difference so you can select either one.
 - ii. B) The DN code will trigger an email and letter to be sent to the student from the Registrar's Office formally instructing the student he/she did not graduate and what requirements he/she did not satisfy.
 - iii. C) The IA code will trigger an email and letter to be sent to the student from the Registrar's Office formally instructing the student he/she did not graduate and what requirements he/she did not satisfy.
 - iv. Answer: B
 - b. Student X knows he is not going to graduate once he received his grades for the quarter, so he logs on to submit a new graduation application for the next quarter. Can he submit another application before you complete your review of his current application? Yes or No
 - i. Answer: NO. The application must be changed to IA or DN before the student can apply for the same program again in self-service.
 - c. Once you have made a graduation application inactive by placing an IA or DN it cannot be undone. TRUE
4. How to Proceed if the Registrar Returns the Student Application to the College
- a. The Registrar's Office will only return the student to the College Office if a problem or question is found. TRUE
 - b. All NR (Needs College Review) must be reviewed by the College and appropriately updated with a new status based on if the student did or did not satisfy the degree requirements. TRUE
5. How to Update Banner and Degree Works for an Undergraduate Student Who Has Completed the College-Specific Application to Graduate
- a. Undergraduate students must complete both the Banner self-service application and their College graduation application. TRUE
 - b. What form will you use to update that a student has submitted their College graduation application?
 - i. A) SHATRNS
 - ii. B) SHACRSE
 - iii. C) SHANCRS

Answer: C

- c. The only field you have to complete in SHANCRS is the CAPP Non-Course Requirement field. FALSE
 - i. You have to complete that field, but you also must place a C in the Status field to mark it Complete. Both fields must be appropriately updated for Degree Works to show information correct to the student.

- 6. How to View When a Student's Degree Has Been Awarded
 - a. The official conferred degree can be confirmed on SHADEGR. TRUE
 - b. The degree conferral form is updated by the College Offices once all degrees are reviewed. FALSE
 - i. This form (SHADEGR) is updated only by the Registrar's Office once the College Office and the Registrar's Office agree a student has satisfied all degree requirements.
 - c. If a student has earned more than one degree at UCR there will be more than one Degree Sequence number in SHADEGR. TRUE