

## **Managing Graduation Applications in Banner**

### **Purpose**

The purpose of this document is to explain how graduation applications are managed in Banner. Specifically, it outlines how to view an application a student has filed, how to approve or deny it for graduation, and how to view a conferred degree for a student. Academic advisors will utilize these procedures to manage graduation applications students have filed in self-service Banner and to communicate with the Registrar's Office on the status of whether degree requirements have been met.

### **Related Policies and Regulations**

1. Undergraduate R6 Campus Graduation Requirements (En 5 May 81)  
[http://senate.ucr.edu/bylaws/?action=read\\_bylaws&code=r&section=06](http://senate.ucr.edu/bylaws/?action=read_bylaws&code=r&section=06)
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 or Graduate Division Academic Affairs 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. Eligibility rules for students in each college vary and will be coded in Banner according to what has been requested. Undeclared/non-finite majors cannot apply for graduation. UG CHASS and SOBA students – no restrictions; UG BCOE and CNAS students – must have 135 units including current enrolled units and terms to apply for are restricted by expected graduation date. Graduate students must be D2 for Doctoral and Masters must have 36 units including current enrolled units. Medical students must be M4.
7. Colleges and Graduate Academic Affairs approve students for graduation only when their degree audit clears all requirements.
8. The catalog for each year states the requirements that must be met in order for a student to graduate with a degree and major.

### **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

## Procedures

### Viewing a Student's Application to Graduate in Banner

When a student completes the Self-Service Banner application to graduate there will be data visible in SHAGAPP:

The screenshot displays the SHAGAPP interface with the following sections and data:

- 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
- Graduation Information:**
  - Graduation Term: 201820, Graduation Year: 2017
  - Graduation Date: 15-JUN-2018
  - Graduation Status: AP (Application submitted)
  - Attend Ceremony:  Yes,  No,  Undecided,  No Response
  - Fee Detail: [Dropdown]
  - Fee Amount: [Field], Fee Date: [Field]
  - Fee Term: [Dropdown], Transaction: [Field], Receipt Number: [Field]
- Curricula Summary Student:**

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201440 BA in Psychology	201440	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts
- Field of Study Summary:**

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

The **Graduation Application Sequence** shows how many applications to graduate have been filed. In the example here, 1 application has been filed. Previous applications can be viewed using the scroll bar on the right or up/down arrows.

The **Active check box** indicates that the application is active. This is based on having an Application Status that we consider active such as AC (Application Filed), CA (College Approved), NR (Needs College Review), or ON (One degree approved; Cont on).

The **Application Date** is when the student submitted the application through self-service or an advisor filed the application on the student's behalf. This should not be changed.

The **Application Status** is the key field that says where the student's application is at in the degree conferral process; it is also the field where staff manage the application. Please see the attached flow chart to follow the Application Status changes. A report is available to view and manage student applications and facilitate communication between the Registrar and the College. Note

that once the application status is changed to DN (Does not meet requirements) or IA (College deferred application), the action cannot be reversed because these are inactive statuses. Students can view their graduation application in self-service after it has been filed if their application has a status that is considered active (AC, CA, NR, or ON). Students cannot cancel or change their application through self-service after they have submitted it; this must be done by staff.

The **Application Status Date** populates with the date the application was submitted by the student (or filed by an advisor on behalf of a student).

The **Graduation Information block** is automatically populated with all necessary information when the student fills out the self-service application.

The **Curricula Summary block** shows the curricula the student selected to apply for in self-service. There are two records for each curricula – one is titled Student Outcome (meaning a degree record) and the other is Student (meaning it is the same as the SGASTDN learner record).

If the student is applying to graduate with more than one degree or major, there will be an application associated with each degree or major. The application for each degree and/or major is managed separately and therefore for students with 2+ majors the Curricula Summary changes when another application is viewed.

If a student applies to graduate *with the same curricula more than once* the Curricula Summary block will be blank on the first application(s). This is because the curricula can only be associated with one graduation application. For example, the student below applied 3 times with the same curriculum. Even though the Curricula Summary is blank in the first and second applications, it can be inferred that the Curricula was identical to the Curricula in the third application.

Oracle Fusion Middleware Forms Services: Open > SHAGAPP

File Edit Options Block Item Record Query Tools Help **ORACLE**

Graduation Application SHAGAPP 8.5.1 (PPRDXE)

ID: [REDACTED] Anderson, Brady W.

Application | Diploma Information

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**Application to Graduate**

Graduation Application Sequence: 1 Active:

**Graduation Application Information**

Application Date: 08-JAN-2016

Application Status: DN Does Not Meet Requirements

Application Status Date: 08-JAN-2016

Create/Update Degree Record:

**Graduation Information**

Graduation Term: 201620 Graduation Year: 2015

Graduation Date: 10-JUN-2016

Graduation Status: AP Application submitted

Attend Ceremony:  Yes  No  Undecided  No Response

Fee Detail:

Fee Amount:  Fee Date:

Fee Term:  Transaction:  Receipt Number:

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**Curricula Summary**

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End: <input type="text"/>	Outcome Key: <input type="text"/>	Admission Type: <input type="text"/>	Admission: <input type="text"/>	Matriculation: <input type="text"/>		

**Field of Study Summary**

Priority Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Graduation Application Date; format 'DD-MON-YYYY':

Record: 3/3 <OSC>

Oracle Fusion Middleware Forms Services: Open > SHAGAPP

File Edit Options Block Item Record Query Tools Help

Graduation Application: SHAGAPP 8.5.1 (PPRDXE)

ID: [REDACTED] Anderson, Brady W.

Application | Diploma Information

**Application to Graduate**  
 Graduation Application Sequence: 3 Active:

**Graduation Application Information**  
 Application Date: 08-JAN-2016  
 Application Status: AC Application Filed  
 Application Status Date: 08-JAN-2016  
 Create/Update Degree Record: [Icon]

**Graduation Information**  
 Graduation Term: 201630 Graduation Year: 2015  
 Graduation Date: 27-AUG-2016  
 Graduation Status: AP Application submitted  
 Attend Ceremony:  Yes  No  Undecided  No Response  
 Fee Detail: [Dropdown]  
 Fee Amount: [Text] Fee Date: [Text]  
 Fee Term: [Dropdown]  
 Transaction: [Text] Receipt Number: [Text]

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201540 BA in Media & Cultural	201540	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts
End:	Outcome Key:	1	Admission Type:	Admission:	Matriculation:	

Priority Term	Type	Field of Study	Department	Attached to Major
1	201540 Major	Media and Cultural Studies	Media and Cultural Studies	

Graduation Application Date; format 'DD-MON-YYYY':  
Record: 1/3 | <OSC>

The **Diploma Information tab** shows the name the student selected in their application. Students who wish to change the name on their diploma can be directed to the HOSS and are subject to a published deadline.

## How to Approve a Student to Graduate

Graduation Application SHAGAPP 8.5.1 (PPRDXE)

ID: [Redacted]

Application | Diploma Information

**Application to Graduate**  
 Graduation Application Sequence: 2 **Active:**

**Graduation Information**  
 Graduation Term: 201540 Graduation Year: [ ]  
 Graduation Date: 15-DEC-2015  
 Graduation Status: AP Application submitted  
 Attend Ceremony:  Yes  No  Undecided  No Response  
 Fee Detail: [ ]  
 Fee Amount: [ ] Fee Date: [ ]  
 Fee Term: [ ]  
 Transaction: [ ] Receipt Number: [ ]

**Graduation Application Information**  
 Application Date: 06-MAY-2015  
**Application Status:** AC Application Filed  
 Application Status Date: 06-MAY-2015  
 Create/Update Degree Record: [ ]

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201510 BA in Psychology	201440	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts
End:	Outcome Key:	1	Admission Type:	Admission:	Matriculation:	

Priority Term	Type	Field of Study	Department	Attached to Major
1	201510 Major	Psychology	Psychology	

If the student has cleared all graduation requirements, follow the steps below:

1. Go to **SHAGAPP**.
2. Enter **SID**. Next block.
3. Scroll to an active application for the curricula you are approving. An application is active if the **Active checkbox** is checked.
4. The **Application Status** should say **AC** or, if this is an application the Registrar has asked you to review, it will say **NR**.
5. The **Curricula Summary** and **Graduation Term** are displayed for reference in locating the correct application.

Application to Graduate

Graduation Application Sequence: 2 Active:

Graduation Application Information

Application Date: 06-MAY-2015

Application Status: CA College Approved

Application Status Date: 06-MAY-2015

Create/Update Degree Record:

Graduation Information

Graduation Term: 201540 Graduation Year: [dropdown]

Graduation Date: 15-DEC-2015

Graduation Status: AP Application submitted

Attend Ceremony:  Yes  No  Undecided  No Response

Fee Detail: [dropdown]

Fee Amount: [input] Fee Date: [input]

Fee Term: [dropdown]

Transaction: [input] Receipt Number: [input]

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201510	BA in Psychology	201440	Undergraduate	Riverside	Humanities, Arts, and So	Bachelor of Arts
End:		Outcome Key:	1	Admission Type:		Admission:	Matriculation:

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201510	Major	Psychology	Psychology	

- Change the Application Status to **CA (College Approved)** if all requirements on the degree audit are cleared.

**Note:** The Graduate Division Academic Affairs should use code **ON (One degree approved; Cont on)** instead of CA when a student is earning a master's degree and continuing at UCR for another degree such as a PhD. This will ensure the student's SGASTDN record remains active to pursue the second degree. This code should not be used for an undergraduate student who is planning to continue as a graduate student at UCR.

- SAVE.** This status update signifies to the Registrar that the record is ready to be reviewed.

## How to Cancel a Student's Application to Graduate

1. Go to **SHAGAPP**.
2. Enter **SID**.
3. If the application (with curricula) you want to cancel doesn't appear, scroll to find it. Once found, change the application status to the appropriate value: **IA** for college deferred application or **DN** for does not meet requirements. DN is a denial due to requirements not being met and will generate a letter and email sent by the Registrar to the student explaining why s/he did not graduate.
4. **SAVE**. Please note that this action cannot be undone.

When another application needs to be filed, please ask the student to fill out another application in self-service. If the deadline has passed for the student to do this, please work with the designated point person in your college to file an application on behalf of a student.

**Note:** When there is an active graduation application on file and the student tries to file an application before you have canceled it, they receive a message that says "no curricula available for graduation". The student will not be able to file another application in self-service for this curricula until you have updated the application status to IA or DN.

Graduation applications with a status of IA or DN will remain in SHAGAPP. The outcome record in SHADEGR that is associated with these applications will be cleared by a C&C job which allows the student to apply again for the same curriculum. In addition, the row in SHANCRS indicating that the student has completed the college specific application to graduate will also be cleared to ensure the degree audit states this requirement is incomplete, as the student is required to file this again.

### How to Proceed if the Registrar Returns the Student Application to the College

After you have entered CA or ON into the Application Status field, the Registrar will review the record and confer the degree. If the Registrar staff identify an error or have a question regarding the student's degree audit, they will enter **NR (Needs College Review)**. Please review the report to identify these students, as the responsibility to review the student record now lies with the college.

Please review the record and make any appropriate notes or changes. If the student does *not* meet requirements, please enter **IA (College Deferred Application)** or **DN (Does Not Meet Requirements)**. DN will generate an email and a paper letter to be sent from the Registrar to the student explaining why they did not graduate.

If the student *does* meet requirements, ensure the degree audit clears and enter **CA (College Approved)** or, for the Graduate Division, **ON (One degree approved; Cont on)** if the student is continuing on for another degree at UCR.

## How to Update Banner and Degree Works for an Undergraduate Student Who Has Completed the College-Specific Application to Graduate

All degree-seeking students initiate the application to graduate in Banner self-service. Undergraduate students have an additional action step that must be fulfilled in order for their application to be considered complete. That second step is to fill out the college-specific application to graduate.

The link to the college-specific application to graduate is only available to undergraduates who have completed the first step in Banner self-service. The link to each college is provided on the confirmation page and also in an email that is sent to the student. The degree audit indicates a graduation requirement for undergraduates is to complete the college-specific application to graduate. For BCOE and CNAS students this requirement appears in the audit once the student has achieved senior class standing. For CHASS and SOBA students this requirement is always visible.

In order to clear this requirement on the student's degree audit, take the following steps:

1. Go to **SHANCRS**.
2. Enter **SID**. Next block.
3. On an empty row in the **Academic Non-Courses block**, enter the following code in the **CAPP Non-Course Requirement** field for the appropriate college:

Code	Description	ACTIVITY DATE
GABU	SOBA UG App to Graduate	08-JUN-2015
GAEN	BCOE UG App to Graduate	08-JUN-2015
GAHS	CHASS UG App to Graduate	08-JUN-2015
GANA	CNAS UG App to Graduate	23-JUN-2015

4. In the **Status** field, enter **C** for **Complete**.
5. **SAVE**. The student's degree audit will be updated to check off the requirement as complete according to the university's refresh schedule or when an advisor refreshes it.

## How to View When a Student's Degree Has Been Awarded

Degree and Other Formal Awards SHADEGR 8.5.6 (PPRDXE)

ID: [Redacted] Degree Sequence: 1 Graduation Holds: [ ] Override Hold: [ ]

View Current/Active Curricula

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

### Learner Outcome Information

**Outcome Status:** DA Degree Awarded

Student Record Term: 201510

Bulletin Academic Year: 2015

Degree Completion Term: [ ]

Graduation Application Date: 06-MAY-2015

Calculate GPA [ ]

Apply to Graduate: [ ]

**Graduation Information**

Graduation Term: 201540 Graduation Year: 2015

Graduation Status: RR Registrar's Rev: Confer

Graduation Date: 15-DEC-2015

Fee:  Charge Fee  Waive Fee  None Fee Term: [ ]

Fee Detail: [ ]  Fee Charged

Fee Amount: [ ] Fee Date: [ ]  Fee Waived

Authorize: KARIGRR  No Fee

### Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201510	BA in Psychology	201440	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts

### Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201510	Major	Psychology	Psychology	

1. Go to **SHADEGR**.
2. Enter **SID**.
3. Enter the **Degree Sequence** (1 for the first degree earned, 2 for the second degree earned, etc.) that corresponds to the degree you are wanting to confirm.  
Tip: Click the **down arrow** next to Degree Sequence if you are unsure which number to enter. Choose the degree you want to view from the list.
4. You will know the degree has been conferred by the Registrar when you see **DA "Degree Awarded"** in the **Outcome Status**. The **Graduation Term** and **Graduation Date** indicate the conferral date the degree was earned.