

EXPECTED GRADUATION DATE

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REVISION HISTORY

Version	Date	Name	Description
2	Oct 2016	Kari	Updated step 5

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how to update the expected graduation date, term, and year for a student. A date auto-populates by a C&C job at the time a student matriculates. Academic advisors may update this date as appropriate for each student. This date shows on a student's enrollment verification, is reported to the National Student Clearinghouse and is critical to several campus offices and for their procedures and interactions with students.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. It is vital that the expected graduation date, term, and year are maintained on a student's record for enrollment verifications and reporting purposes.
2. The expected graduation date, term, and year auto-populate by a C&C job at the time a student matriculates to a program. The date is always the last day of the term per the academic calendar.
 - a. Undergraduate Degree Seeking Students:
 - i. If a first-year (freshman) undergraduate student, AGD = Current term + 4 years
 - ii. If a second-year (sophomore) undergraduate student, AGD = Current term + 3 years
 - iii. If a third-year (junior) undergraduate student, AGD = Current term + 2 years
 - iv. If a fourth-year (senior) undergraduate student, AGD = Current term + 1 year
 - v. Else, AGD = end of current academic year
 - b. Medical Students – auto-populates for 4 years
 - c. Graduate and Professional students - auto-populates and length varies by degree and major.
3. Academic Advisors are responsible for maintaining the expected graduation date, term, and year following the auto-populated date.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Advisors
2. Graduate Division Academic Affairs Office
3. Medical School Student Affairs Office
4. Registrar's Office
5. Financial Aid
6. Career Center

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
SGASTDN	General Student	

PROCEDURES

1. Go to **SGASTDN**.
2. Enter the **SID** and tab to ensure the Term field is blank. Next block.
3. You are viewing the most recent General Learner record the student has. This is evident because the To Term equals 999999.

The screenshot shows the Oracle SGASTDN interface. At the top, there is a menu bar with options like 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'General Student SGASTDN 8.5.8 (PPRDXE)'. There is a search bar for 'ID:' and a 'Student Summary' dropdown menu. The 'Term:' field is set to '201510'. A checkbox for 'View Current/Active Curricula' is present. Below this are several tabs: 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. The 'Learner' tab is selected, showing a 'General Learner' record. The 'New Term:' is '201510 Winter 2015'. The 'From Term:' is '201510' and the 'To Term:' is '999999', which is highlighted with a red box. The 'Student Status:' is 'IS Inactive', 'Student Type:' is 'C Continuing', 'Residence:' is 'R Confirmed CA Resident', 'Fee Assessment Rate:' is empty, 'Class:' is 'JR Junior', and 'Student Centric Cycle:' is empty. The 'Full or Part Time:' options are 'Full Time', 'Part Time', and 'None' (selected). Below this is the 'Curricula Summary - Primary' section with columns for 'Priority Term', 'Program', 'Catalog', 'Student Type: Level', 'Campus', 'Rate: College', and 'Degree'. The first entry shows '1', '201240', 'BA in Media & Cultural', '201240', 'Undergraduate', 'Riverside', 'Humanities, Arts, and Soc', and 'Bachelor of Arts'. There are also 'Admission:' and 'Matriculation:' fields. Below that is the 'Field of Study Summary' section with columns for 'Priority Term', 'Type', 'Field of Study', 'Department', and 'Attached to Major'. The first entry shows '1', '201240', 'Major', 'Media and Cultural Studies', and 'Media and Cultural Studies'. At the bottom, there is a status bar with the text 'DUPREC - create new eff term, DUPFLD - go to Advisor Form.' and 'Record: 1/?'.

4. Go to the **Academic and Graduation Status, Dual Degree** tab.

File Edit Options Block Item Record Query Tools Help ORACLE

General Student SGASTDN 8.5.8 (PPRDXE)

ID: 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:

Academic Status:

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:

Graduation Term:

Graduation Year:

Dual Degree

Degree:

Level:

College:

Department:

Major:

Academic standing (history override); press LIST for valid codes.
Record: 1/? ... List of Valu... <OSC>

5. Enter the **expected graduation date** for the term the student will complete all requirements for graduation. This date is always equal to the last day of the quarter found in the academic calendar. There are 3 ways to find this date:

- 1) On the academic calendar (<http://registrar.ucr.edu/registrar/academic-calendar/default.aspx>) page there is a chart called **Advisor EGD** that you can reference or print for ready access.

QUICK LINKS

UCR Academic Calendar

FIRST DAY	REGISTRATION	PAYMENT & DISBURSEMENT	LAST DAY TO...	FINALS & GRADES
Use the arrows to see past, current and future quarters				
SUMMER 2016		FALL 2016		WINTER 2017
First day of the quarter	June 20, 2016	September 19, 2016	January 4, 2017	
First day of instruction	See Summer Sessions	September 22, 2016	January 9, 2017	

[Advisor EGD](#) [Print the UCR Academic Calendar](#)

- 2) You can find it on the **Last Day to tab** of the academic calendar: <http://registrar.ucr.edu/registrar/academic-calendar/default.aspx>.
- 3) You can find it on STVTERM in the Term End Date field on the same line as the term code in question.

Term Code Validation STVTERM 8.4.1 (PPRDXE)

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
201620	Spring 2016	23-MAR-2016	10-JUN-2016	Q	2015	27-MAR-2016	26-JUN-2016

Financial Aid Process Year: 1516 Summer Term: 4 Period: 1 - 12 System Required Activity Date: 16-MAY-2016

- a. Tip: You can enter the date using the calendar icon or you can type the six digit date MMDDYY and Banner will format it for you.
 - b. Note: The expected graduation date, term, and year do not affect a student's ability to apply to graduate for a specific term in self-service.
6. Enter the **graduation term code** for the term the student will complete all requirements for graduation.
 7. The academic year will auto-populate according to the rules set up in Banner.
 - a. The graduation year is driven by the fall quarter for the academic year (fall, winter, spring and summer). For example, the graduation year of 2016 includes Fall 2016, Winter 2017, Spring 2017 and Summer 2017.

File Edit Options Block Item Record Query Tools Help ORACLE

General Student SCASTDN 8.5.8 (PPRDXE)

ID: Student Summary Term: View Current/Active Curricula

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

<p>Academic Status</p> <p>Academic Term: <input type="text" value="201440"/></p> <p>Academic Status: <input type="text"/></p> <p>Academic Standing Override: <input type="text"/> <input type="button" value="▼"/></p> <p>Academic Status Override Term: <input type="text"/> <input type="button" value="▼"/></p> <p>Progress Evaluation: <input type="text"/></p> <p>Progress Evaluation Override: <input type="text"/> <input type="button" value="▼"/></p> <p>Progress Evaluation Override Term: <input type="text"/> <input type="button" value="▼"/></p> <p>Combined Academic Standing: <input type="text"/></p> <p>Combined Academic Standing Override: <input type="text"/> <input type="button" value="▼"/></p> <p>Combined Academic Standing Override Term: <input type="text"/> <input type="button" value="▼"/></p>	<p>Graduation Status</p> <p>Expected Graduation Date: <input type="text" value="17-JUN-2017"/> <input type="button" value="📅"/></p> <p>Graduation Term: <input type="text" value="201720"/> <input type="button" value="▼"/></p> <p>Graduation Year: <input type="text" value="2016"/> <input type="button" value="▼"/></p>
<p>Dual Degree</p> <p>Degree: <input type="text"/> <input type="button" value="▼"/></p> <p>Level: <input type="text"/> <input type="button" value="▼"/></p> <p>College: <input type="text"/> <input type="button" value="▼"/></p> <p>Department: <input type="text"/> <input type="button" value="▼"/></p> <p>Major: <input type="text"/> <input type="button" value="▼"/></p>	

Academic standing (history override); press LIST for valid codes.
Record: 1/? | ... | List of Valu... | <OSC>

8. **Save.**