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SHACATT Overview

The SHACATT form stores convocation ceremony information on graduation attendance.

The key information (which for the purposes of McGill's Convocation Office ignores all cap, gown, hood and other associated information) is a simple attendance value that is uploaded from CISS. It is this single value that allows ceremony information to added to SHADIPL.

When CISS uploads are incomplete for whatever various reasons, the attendance value can be manually updated through a simple procedure, as detailed in this how-to.

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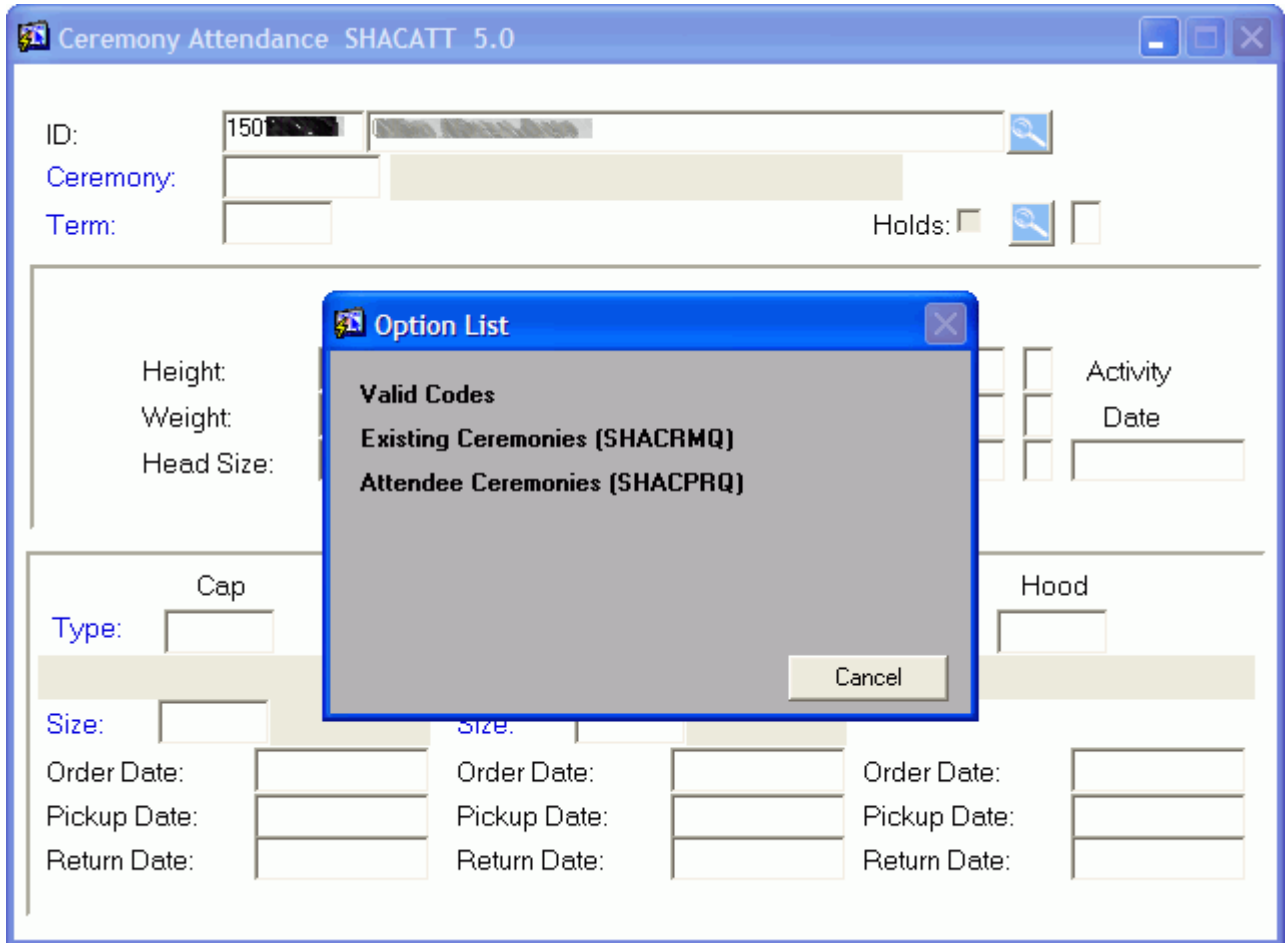
- 1 Enter SHACATT in the **Go** field.

- 2 Enter the McGill **ID**.
- 3 Enter a **Ceremony**. If you do not already know the ceremony code:

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a Double-click in the **Ceremony** field.



b Select Existing Ceremonies [SHACRMQ].



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c Click the **Execute Query**  button or press <F8>.

Term	Ceremony	Description	1st Evnt	Date	Time	Building
200301	2003013005	Engineering		16-APR-2004	1400	
200301	NOCEREMONY	No Ceremony		21-MAY-2004	0000	
200305	2003053011	Fall 2003 Convocation		23-OCT-2003	1430	
200401	2004013006	Spring Convocation		02-JUN-2004	1000	

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- d Make your selection from the query results (either double-click on the entry or click the **Select** button to bring the value back into SHACATT).

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2003013005 Engineering

200301 Holds:

Attendee Information

Height: Measurement: Activity

Weight: Measurement: Date

Head Size: Measurement:

Cap Gown Hood


Type: Type: Type:

Size: Size:

Order Date: Order Date: Order Date:

Pickup Date: Pickup Date: Pickup Date:

Return Date: Return Date: Return Date:

- 4 Click the **Next Block**  button.
- 5 Ignore the Attendee Information block and simply select Addl Ceremony Information in Options.



You can access the Addl Ceremony Information block from the Options Panel or from the Options Menu however, in either case, your cursor must be in the Diploma Information block.

- 6 Enter "0" in **Announcements**.
- 7 Click the **Save**  button.

Field descriptions for SHACATT



Field descriptions for SHACATT

	Item	Description
Key block		
1	ID (Required)	A 9-digit number McGill identification number of a student.
2	Ceremony (Required)	10-digit code indicating a convocation ceremony. Stored in the STVCERT table. The first 6 digits indicate the term. The last 4 digits are unique number sequences. For example, a ceremony code of 2004013001 : <ul style="list-style-type: none">• indicates a May/June convocation ("200401"), and• ends with a sequence of 4 digits, unique within any one term ("3001")
3	Term (Required)	6-digit code indicating the term when the convocation ceremony was held.
4	Holds box	Read-only. Indicates any holds that prevent a student from graduating.
Addl Ceremony Information block		
1	Fee Ind	Fee-related - not used by Convocation Office
2	Fee	Fee-related - not used by Convocation Office
3	Amount	Fee-related - not used by Convocation Office
4	Date	Fee-related - not used by Convocation Office
5	Fee Charged	Fee-related - not used by Convocation Office
6	Announcements (Required)	Used by the Convocation Office in order to save a SHACATT record. For McGill's purposes, this field is an arbitrary value-holder driving the record-creation process.
a	Tickets	Not used at this time.
8	Ordered	Not used at this time - refers to ceremony tickets not diploma reprints.
9	Pickup	Not used at this time - refers to ceremony tickets not diploma reprints.
10	Mailed	Not used at this time - refers to ceremony tickets not diploma reprints.

Field descriptions for SHACATT



	Item	Description
11	Non-Student	Not used at this time.
12	Institution	Not used at this time.