

## HOW TO VIEW A DEGREE RECORD IN BANNER SIS Degrees and Other Formal Awards Form (SHADEGR)

### General

The *Degrees and Other Formal Awards* form is used to capture information pertaining to degrees that the student is seeking, or which have been awarded. Degrees are captured by sequence number (1, 2, 3, etc.). Multiple degrees may be sought by a student.

#### Note:

- A new degree record is created when there is a change in the program code. If the existing degree record already indicates that the student has applied to graduate and if the program change is within the same degree (e.g. a program change from BA to BA Honours), then the degree status of Applying to Graduate will be moved to the new degree record.
- If there is a change on SGASTDN to any other curriculum data (i.e., Major 1), the current degree record is updated.

### Check List

Before you proceed, you must have the following information:

- McGill ID

**Remember:** The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

## Accessing the "Degrees and Other Formal Awards Form" (SHADEGR)

Type the name of the form **SHADEGR** in the Direct Access field.

The adjacent screen will appear:

**Note:** Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	ID	Enter the student's McGill ID.		Student's 9-digit McGill Identification Number	
✓	2.	Degree Seq #	Click on the flashlight to view all the existing degree records for the student. If needed, select the	You will be able to see all the existing degree records for the student by proceeding to the Next Block in the Degree	You may see degree record information for students who have already graduated from a degree at McGill.	Degree Summary Form (SHADGMQ)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			degree record that you wish to view in the Degrees and Other Formal Awards Form (SHADEGR)	Summary Form (SHADGMQ) and then using the down arrow key.		
	3.	Graduation Holds			<b>Not used at McGill.</b>	
✓			Proceed to the <b>Next Block</b> by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			

### Degree Information

	4	Status			The degree statuses of SO (Not Graduating) AG (Applying to Graduate) or AW (Awarded) are indicated here. When a student applies to graduate, the status of AG is generated in this field.	
	5.	Program (and other related fields)			The program for the degree record - same information as the General Student Form (SGASTDN ).	General Student Form (SGASTDN).
	6.	Term	Enter term code.		Graduation Term Examples: <u>200209</u> – graduating at end of fall term <u>200301</u> - graduating at end of winter term <u>200305</u> – graduating at end of summer term When a student applies to graduate the appropriate term is generated in this field	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	7.	Year	System generated.		System generated -as related to the graduation term.	

### Accessing the "Degree Summary Form" (SHADGMQ)

You can get to this form by clicking on the icon located to the right of the **Degree Seq #** in the key block of SHADEGR.

The screenshot shows the "Degree Summary Form" window in the SCT Banner system. The window title is "SCT Banner - BANSTUD5" and the form title is "Degree Summary Form SHADGMQ 5.3 (BANSTUD5)". The form contains the following fields and values:

- 1.** ID: 250010407 / webhog, Wally
- 2.** A vertical yellow bar on the left side of the form.
- 3.** Program: BA
- Sequence No: 3
- Catalog Term: 200209
- Level: UG
- Campus: [empty]
- College: AR
- Degree: BA
- Department: D102
- Major: ENG
- Status: AG
- 4.** A callout pointing to the Status field.
- 5.** Bulletin Year: 2003
- Dual Degree?
- Graduation Status: [empty]
- Graduation Term: 200209
- 6.** A callout pointing to the Graduation Term field.

At the bottom of the window, it says "Degree Sequence Number: Record: 1/7" and "<OSC> <DBG>".

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	ID	Enter the student's McGill ID. If the form has been accessed from the Degree and		Student's 9-digit McGill ID.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			Other Formal Awards Form (SHADEGR), the ID will be present.			
✓			Proceed to the <b>Next Block</b> by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			
	2.	Sequence Number	Use the down arrow key to see all existing degree records.			
	3.	Program			Student's program	
	4.	Status			Degree Status SO – Not Graduating AG - Applying to Graduate AW – Awarded	
	5.	Year			System generated as related to the graduation term.	
	6.	Graduation Term	Enter term.		Examples: <u>200209</u> – graduating at end of fall term <u>200301</u> - graduating at end of winter term <u>200305</u> – graduating at end of summer term	