## 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 to 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)

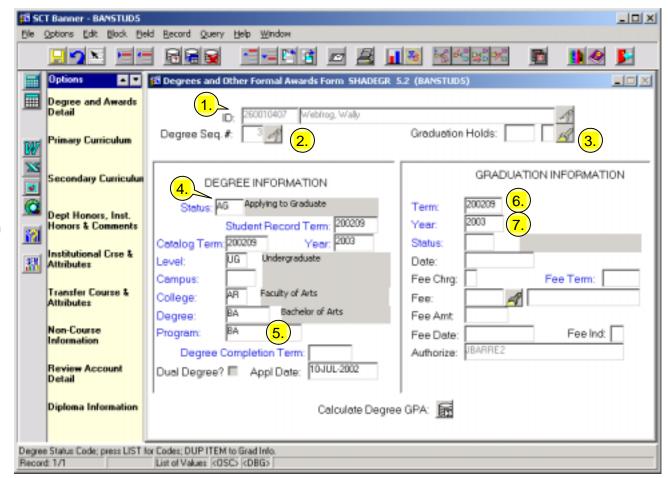
Type the name of the form SHADEGR in the Direct Access field.

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).



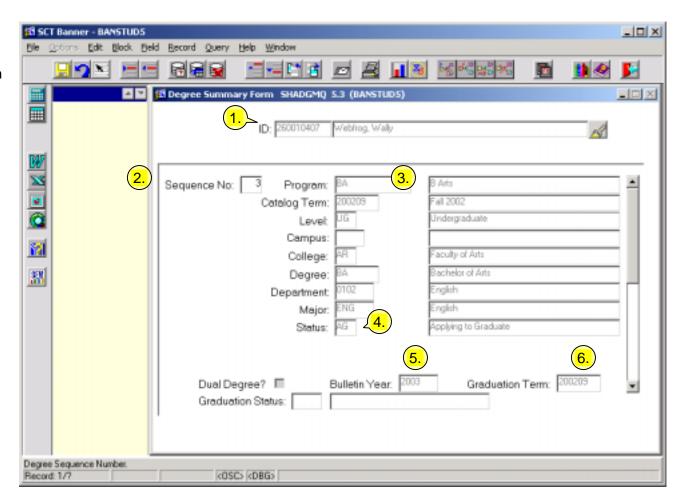
Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
<b>✓</b>	1.	ID	Enter the student's McGill ID.		Student's 9-digit McGill Identification Number	
<b>√</b>	2.	Degree Seq #	Click on the flashlight to view all the existing degree records for the student.  If needed, select the	You 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)

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			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			Not used at McGill.	
<b>✓</b>			Proceed to the <b>Next Block</b> by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			
Degree	Infor	mation				
	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:  200209 – graduating at end of fall term  200301 - graduating at end of winter term  200305 – graduating at end of summer term  When a student applies to graduate the appropriate term is generated in this field	

Reg	j'd #	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	7	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.



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

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			Other Formal Awards			
			Form (SHADEGR), the			
			ID will be present.			
			Proceed to the <b>Next</b>			
•			Block by clicking on			
			the icon or by pressing			
			Ctrl + Page Down on			
			your keyboard.			
	2.	Sequence	Use the down arrow			
		Number	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:	
					200209 – graduating at end of fall	
					term	
					200301 - graduating at end of	
					winter term	
					200305 – graduating at end of	
					summer term	