

HOW TO CHANGE A GRADUATION STATUS AND GRADUATION DATE IN BANNER SIS Degrees and Other Formal Awards Form (SHADEGR) (SHADGMQ)

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 the General Student Form (SGASTDN) to any other curriculum data (i.e., Major 1), the current degree record is updated. **Make any changes to curriculum information on the General Student Form (SGASTDN), not on the Degrees and Other Formal Awards Form (SHADEGR) so that the curriculum information will be identical in both parts of the system.**

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. Select the degree	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>
			record that you wish to change in the Degrees and Other Formal Awards Form (SHADEGR) [temporary – for graduation at the end of the fall term. If you do not find the degree record that you need, send a request to ARR. Include graduation term and program information.]	Summary Form (SHADGMQ) and then using the down arrow key.	Do not select a degree record with a Z program or a ZZ level. Be VERY careful to select the correct degree record.	
	3.	Graduation Holds			Not used at McGill.	
✓			Proceed to the Next Block by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			
Degree Information						
✓	4	Status	Select or enter the appropriate degree status.		You may enter the degree statuses of SO (Not Graduating) or AG (Applying to Graduate) You may view a degree status AW (Awarded) but you should NOT enter or delete this degree status. When a student applies to graduate on the web, the status of AG is generated in this field.	
	5.	Program (and other related fields)	Do not make changes on this form. Make any changes on the	Curriculum changes on the General Student Record will update the	The program for the degree record - same information as the General Student Form	General Student Form (SGASTDN).

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			General Student Record.	curriculum information on the degree record.	(SGASTDN).	
			Use your mouse to access the Graduation Information Block - Term			
✓	6.	Graduation Information Term	Enter the term code that indicates the student's term of graduation. OR Delete the term code if the student is not graduating.		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 on the web the appropriate term is generated in this field	
	7.	Year	System generated. Use the Down ↓ key and delete the year if the student is not graduating.		System generated when a graduation term is indicated - related to the graduation term. The year is not automatically removed when a graduation term is removed manually on the Degree and Other Formal Awards Form (SHADEGR).	
✓			Save your changes. Press F10 or click on the Save icon.			
			Rollback and select a different degree record in order to make changes to another degree record for the same student. Rollback and enter a			

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			new McGill ID in order to make changes to a degree record for a different student .			

Note:

Both Degree Information - Status and Graduation Information -Term should be indicated for a student who is applying to graduate.

Examples

Student is applying to graduate at the end of the fall term.

Degree Information Status – ‘AG’

Graduation Information Term – ‘200209’

Student is no longer applying to graduate – not graduating.

Degree Information Status – ‘SO’

Graduation Information Term – blank – has been removed

Graduation Year – blank – has been removed

A term in the Graduation Information block should be indicated only when a student is intending to graduate.

Degree Record for a Student who graduated prior to Fall 2002

The screenshot shows the 'Degrees and Other Formal Awards Form SHADEGR 5.2 (BANSIS1)' window. The 'DEGREE INFORMATION' section includes: Status: AW (Awarded), Student Record Term: 197801, Catalog Term: 22, Level: 2, Campus: SR, College: Graduate Studies, Degree: MENG (Master of Engineering), Program: 2, Degree Completion Term: [blank], and Dual Degree? [checked]. The 'GRADUATION INFORMATION' section includes: Term: 197801, Year: 1978, Status: [blank], Date: [blank], Fee Chrg: [blank], Fee Amt: [blank], Fee Date: [blank], and Fee Ind: [blank]. A 'Calculate Degree GPA' button is visible at the bottom of the form.

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 form is titled 'SHADGMQ 5.3 (BANSTUD5)'. It contains the following fields and values:

- ID:** 260010407 / w/frog, Wally
- Sequence No.:** 3
- Program:** BA
- Catalog Term:** 200209
- Level:** UG
- Campus:** (empty)
- College:** AR
- Degree:** BA
- Department:** 0102
- Major:** ENG
- Status:** AG
- Bulletin Year:** 2003
- Graduation Term:** 200209
- Graduation Status:** (empty)

A list of programs is shown on the right side of the form, including: B Arts, Fall 2002, Undergraduate, Faculty of Arts, Bachelor of Arts, English, English, and Applying to Graduate.

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 Other Formal Awards Form (SHADEGR), the ID will be present.		Student's 9-digit McGill ID.	
✓			Proceed to the Next Block by clicking on			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			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	