

## **SHADEGR – Step-by-step instructions on using the Degrees and other Formal Awards Form**

**Note:** This form is used to put a graduation flag on a student's record.

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1. Type **SHADEGR** in the direct access field and press **Enter**
2. If you know the student's ID, enter it in the ID field.
  - **If you don't know the ID**, click on the  flashlight located at the far right of the ID field. You can search by SIN, Last Name, First Name, Middle Name or Birth date.
  - Enter your search criteria in the appropriate field(s).

\*It is recommended that you use the wildcard % in your search criteria (ie **%Flintstone%**). This is in the event that the person has a hyphenated name (ie Flintstone-Smith). If you are unsure about the spelling of a name (Flintstone or Flyntstone), you would use the % as follows: %FI%ntstone%.

  - **Execute Query**  (F8).
  - Double click on the ID of the record you want to modify.
3. Click on the flashlight  located at the right of the Degree Seq. # field to select the correct degree being pursued (you will be taken to SHADGMQ)
4. Click on **Next Block** (Ctrl + page down).
5. Use the scroll bar to view the different degree records that may exist on the student's record (Note. Each degree has a sequence number assigned).
6. To select, double click on the Seq. # or click on the Select icon 

7. Click on **Next Block** (Ctrl + page down) to the Degree Information section.
8. Enter AG – Applying to graduate in the Status field.
9. Use your mouse and click on the Graduation Information Section
10. Enter the Term and year of expected graduation
11. **Save** changes.

***\*\* Important \*\****

Ensure that you are selecting the correct degree. The one you want may not be Seq 1. You may find some degree records at the ZZ level and a Z program but with the correct degree. *Do not select these.*

( If you do not find the degree record that you need, send a memo to ARR requesting that a degree record be created. Provide the same information that you would have provided when requesting a Session of Graduation in legacy)

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**Please Note: To remove an application to graduation it is important to delete all information in the graduation Information section as well as change the degree status.**