

Table of Contents

How to maintain diploma information

SHADIPL Overview 1

Important differences in how data is stored 2

How to create a record prior to CISS upload 3

How to modify an existing record 9

How to create a record with a ceremony code 10

Related forms and tasks 11

Field descriptions for SHADIPL 12



How to maintain diploma information



SHADIPL Overview

The purpose of this form is to maintain information related to the presentation of diplomas to graduating students at convocation time and to record requests for diploma reprints. SHADIPL uses CISS (Convocation Information Support System) as a data source. Information on the form, however, can be manually entered or modified as needed.

McGill ID and **Degree Sequence** are required fields to retrieve degree information (presented in the key block as read-only) and any holds on the student's record that prevent graduation.

(In the main block, called Diploma Information, the fields **Fee Indicator, Fees, Amount Date, Fee Charged** are all irrelevant fields to the purposes of McGill's Convocation Office and the **Term** field should always be ignored since it relates to the unused fee fields.)

Significant fields in Diploma Information include **Ordered Date** and **Mailed Date**. The presence of a date in **Ordered Date** means that the student has graduated, whereas a **Mailed Date** indicates that the student did not attend convocation. The Pickup Date field may be used in special circumstances.

The **Diploma Name** is generated from the student name stored in Banner. The **Diploma Name** only appears on the form after a user creates and saves a diploma record.

Ceremony and **Term** fields at the bottom of the form default in when updates are made via CISS.

Diploma Comment is the second block of information stored in a diploma record. It features infinite space for comments, however each line has a maximum width of 60 characters, so using uniform phrases adjusted to fit the line space will be recommended.

Address Information is the third block, but cannot be accessed through the Next Block button. Click on it in Options instead. If an address needs to be recorded, enter it manually or pull in an address and modify it (which does not alter the original values stored separate from the Diploma table).

Curriculum Details is the fourth block, but features read-only information.



Important differences in how data is stored

How you enter a diploma request depends on the graduation circumstances of the student who is making the request. Graduation dates often determine how and where the data entry is done.

If the diploma request comes from a student who ...	Then you need to create ...
graduated/convocated before 200309 (before CISS upload of 200309/200401 graduates)	a SHADIPL record - see "How to create a record without a ceremony code"
graduated/convocated in or after 200309 (data uploaded from CISS)	nothing - see "How to modify an existing record"
graduated/convocated in or after 200309 but is NOT uploaded from CISS (because they were late additions, for example)	a SHADIPL and SHACATT record - see "How to create a record with a ceremony code"

How to create a record prior to CISS upload



How to create a record prior to CISS upload

Tip

Use this procedure for students who graduated/convocated before 200309 (before CISS upload of 200309/200401 graduates)

You can create a SHADIPL record without entering a ceremony code. Ceremony code values always require related information to be set up in SHACRMY, SHACATT and STVCERT. When the related information does not exist, do not enter any ceremony code at all when you create the record.

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

- 2 Enter the McGill **ID** of the student whose record you wish to create. The student's name will automatically appear beside the ID.
- 3 <Tab> to the **Degree Sequence** field.

How to create a record prior to CISS upload



4 Click on the magnifying glass to access the SHADGMQ form.

Sequence No.	Program	
1	Z	~Pre Banner Go Live Program
		Pre Banner Go-Live
		Pre Banner Go-Live
		Faculty of Arts
		Bachelor of Arts
		Undeclared
		Awarded

5 Select the appropriate sequence number to bring it back to the SHADIPL form.



When viewing the degree information listed by sequence number, pay particular attention to the **Status** field and the **Graduation Term** field. Your selection must have a **Status** of "AW", while the **Graduation Term** helps to verify that you select the correct sequence number when a student has multiple entries.

6 Click the **Next Block**  button to access to Diploma Information.

How to create a record prior to CISS upload



- 7 <Tab> to reach the **Ordered Date** field. Notice that degree information fields inside the key block are automatically populated. The **Ordered Date** field, the **Mailed Date** field, and the **Term** field above them should be left blank.

- 8 Click in **Diploma Name**.

How to create a record prior to CISS upload



9 Click the **Save**  button.

Diploma SHAD IPL 5.5

ID:

Degree Sequence:

Program: ~Pre Banner Go Live Program

Catalog Term:

Level: Pre Banner Go-Live

Degree: Bachelor of Arts

Holds:

Diploma Information

Fee Indicator: Fees: Amt:

Term: Date:

Ordered Date: Fee Charged:

Mailed Date: Pickup Date:

Diploma Name:

Address Exists:

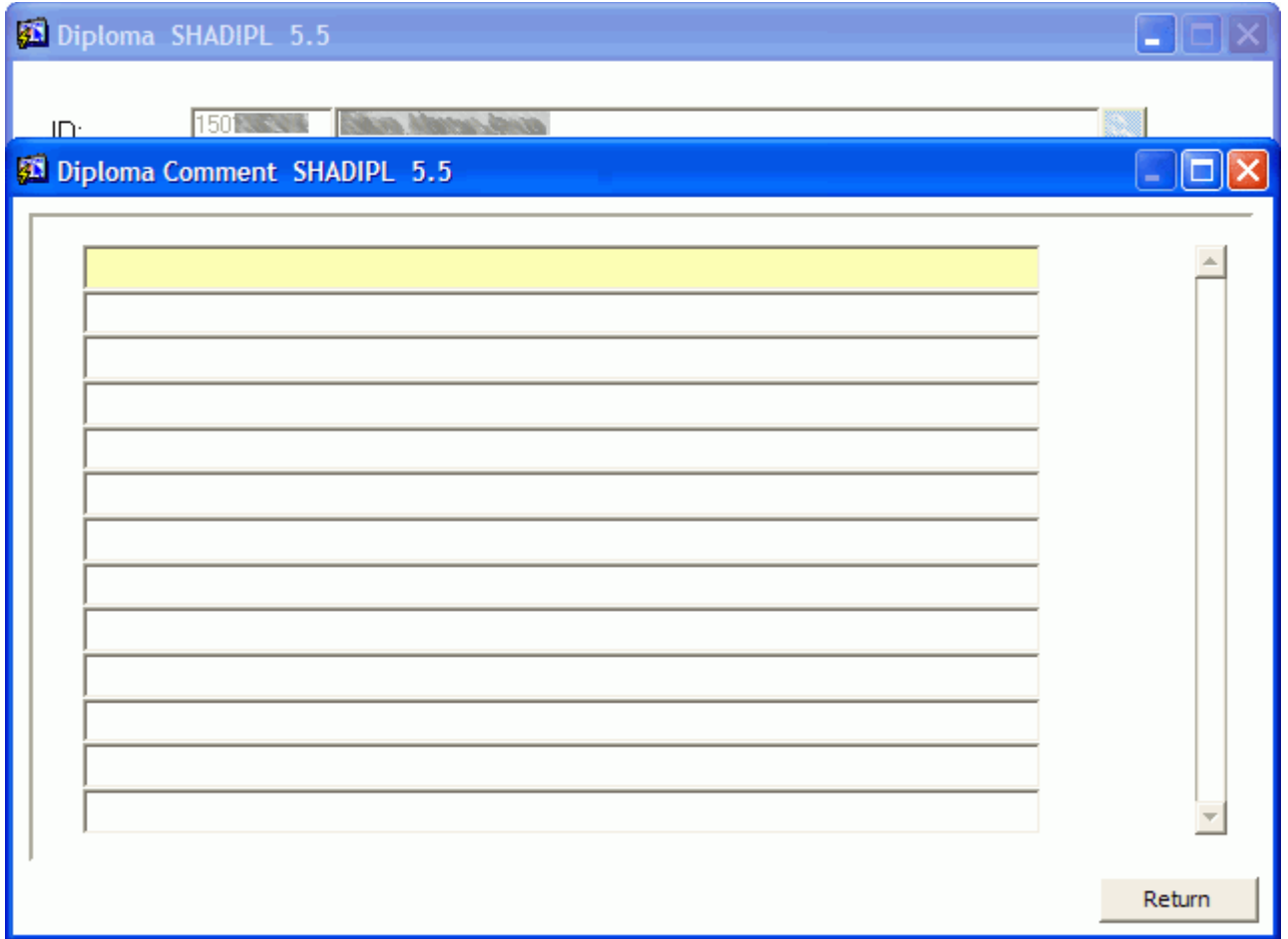
Awarding Institution: Duplicate:

Ceremony: Term:

How to create a record prior to CISS upload



10 **Next Block** to Diploma Comment. Enter comments as appropriate.



11 **Save** again.

How to create a record prior to CISS upload



- 12 Choose **Address Information** in **Options**.
- 13 Double-click in **Address Type [1]** to view addresses on record for the graduate on the SOADDRQ form:
 - If the diploma request address already exists, exit the query form.
 - If the diploma request address does not exist, exit the query form and proceed to enter the valid address information in the fields provided on Address Information. Then click **Return** and **Save**.

Address Information SHADIPL 5.5

Address Type:

Return

2	(Required)	Diploma address: Street 1
3		Diploma address: Street 2
4		Diploma address: Street 3
5	(Required)	Diploma Address City
6		Diploma Address State Code, i.e. Province Code (use of Zip mandatory)
7		Diploma Address Zip, i.e. Postal Code
8	(Required)	Nation Code. For more information: Help > List




How to modify an existing record

Tip


Use this procedure for students who graduated/convocated in or after 200309 (data uploaded from CISS)

You must add information to a diploma record when student requests are made. When a diploma record already exists for a student, you can simply modify values as demonstrated below:

- 1 Enter SHADIPL in the **Go** field.
- 2 Enter the McGill **ID** of the student whose record you wish to access. The student's name will automatically appear beside the ID.
- 3 <Tab> to the **Degree Sequence** field and retrieve the appropriate sequence number from the SHADGMQ form.
- 4 Click **Next Block**  to Diploma Information. The remaining fields holding degree information in the key block are automatically populated. As well, the **Ordered Date**, **Mailed Date**, **Diploma Name** and **Pickup Date** all reveal their recorded values.

Note

A graduated student whose data was transferred from CISS has a record that will always feature a value in one of the **Date** fields: a value in **Ordered Date** means that the student has graduated; a value in **Mailed Date** indicates graduation, as above, AND that the student did not attend his or her convocation.

- 5 **Next Block** to Diploma Comment. Enter comments as appropriate, or to delete comments, select **Record > Remove**.
- 6 Click **Save** .
- 7 If desired, update address information by correcting old values or by filling in information on a field previously left blank.
 - a Choose **Address Information** in **Options**.
 - b Enter the modification in the desired fields and click **Save**.
- 8 If users wish to entirely delete address information instead of modifying the info, they should manually remove values rather than click on RECORD > REMOVE. Simply click in each field and manually delete the values, then click **Save**.





How to create a record with a ceremony code

Tip

Use this procedure for students who graduated/convocated in or after 200309 but is NOT uploaded from CISS

It is possible that the student requesting a diploma who graduated/convocated in or after 200309 does not have a record created on SHADIPL. In these cases you can create a new diploma record with a ceremony code—because the relevant code already exists on the system—using the related form SHACATT, as outlined below:

- 1 Enter SHACATT in the **Go** field.
- 2 Enter related information on the form SHACATT. See “How to create convocation ceremony attendance records”.
- 3 Enter SHADIPL in the **Go** field.
- 4 Enter the McGill **ID** of the student whose record you wish to create. The student’s name will automatically appear beside the ID.
- 5 <Tab> to the **Degree Sequence** field and retrieve the appropriate sequence number from the SHADGMQ form.
- 6 Click **Next Block**  to Diploma Information. The remaining fields holding degree information in the key block are automatically populated.
- 7 <Tab> again to reach the **Ordered Date** field. (Ignore the **Term** field above it.)
- 8 Enter an **Ordered Date** by double-clicking and using the Calendar window.
- 9 <Tab> again to reach **Mailed Date**. If you wish to record the date on which a late graduate was mailed a diploma then you can enter the **Mailed Date** as well.
- 10 <Tab> to **Diploma Name**. The student name appears automatically.
- 11 Click **Save**.
- 12 **Next Block** to Diploma Comment. Enter comments as appropriate.
- 13 Click **Save** .
- 14 Choose **Address Information** in **Options**.
- 15 Double-click in **Address Type** to view addresses on record for the graduate on the SOADDRQ form:
 - If the diploma request address already exists, exit the query form.
 - If the diploma request address does not exist, exit the query form and proceed to enter the valid address information in the fields provided on Address Information. Then click **Return** and **Save**.
- 16 **Save**.



Related forms and tasks

- Query form SHADGMQ

This form is accessed from the SHADIPL form and displays degree summary information by sequence number. The key block information is the McGill **ID** (the student).

- Query form SHACATQ

This form is accessed from the SHADIPL form and displays convocation ceremony attendance. Click on View Ceremony Attendees in Options. The key block information is the **Ceremony Code**.

- SHACATT

The SHACATT form stores convocation ceremony information on attendance.

- Query form SHACPRQ

This form is accessed from SHADIPL or SHACATT forms and displays graduation attendance at convocation for a particular student. Click on Ceremonies By Attendee info in Options. The key block information is the McGill **ID** (the student, or in this case, the graduate).

- SHACRMV

The SHACRMV form creates convocation ceremony records to track the date, time and site of McGill convocations.



Field descriptions for SHADIPL

	Item	Description
Key block		
1	ID (Required)	A 9-digit number McGill identification number of a student.
2	Degree Sequence (Required)	1 or 2-digit sequence number of the degree the student was awarded and for which a diploma reprint request is being made.
3	Program	Code that denotes the program of the graduating/convocating student.
4	Catalog Term	Indicates the degree audit term. (Not used by the Convocation Office)
5	Level	<p>A 2-character code which identifies a group of faculties or programs according to broad specifications such as college equivalent, professional degree (e.g. MDCM), or Continuing Education (non-credit).</p> <p>Enter one Level per line.</p> <p>Although courses may have several levels attached to them, students may be required to obtain prior Faculty approval for a course to be applied toward their program.</p> <p>CE – Continuing Ed (non-credit) CO – Collegial G1 – Masters & Grad Dips & Certs G2 – Doctorate GM – Graduate Medicine GQ – Graduate Qualifying NY – Non-transcript PD – Post-doctoral Fellows UG – Undergraduate UP – Undergraduate 2 (used for Law, Medicine & Dentistry only) 00 – (zero zero) Undeclared</p>
6	Degree	Degree (code) that the student was awarded and for which a diploma reprint request is being made.

Field descriptions for SHADIPL



	Item	Description
7	Holds box	Read-only. Indicates any holds that prevent a student from graduating.

Diploma Information block

1	Fee Indicator	Not used
2	Fees	Not used
3	Amt	Not used
4	Term	Fee-related term value, not used by the Convocation Office. It defaults into the field but should be ignored.
5	Date	Not used
9	Fee Charged	Not used
6	Ordered Date	Example: 20-APR-2004
7	Mailed Date	Example: 21-APR-2004
8	Pickup Date	Presence of a date here verifies when and if a student has picked up a diploma (used as needed).
10	Diploma Name	See above.
11	Address Exists box	Checked if a diploma address has been recorded, i.e. the address that a diploma would be mailed to.
12	Awarding Institution	Not used at this time.
13	Duplicate	Use as needed. This field can store a numerical or letter value.
14	Ceremony	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")

Field descriptions for SHADIPL



	Item	Description
15	Term	6-digit code indicating the term when the convocation ceremony was held.

Diploma Comment block

1	Comment	Comments entered on each line may be up to a maximum of 60 characters.
----------	----------------	--

Address Information block

1	Address Type	<p>Entering information into this field searches for corresponding type of address. The field does not store information like the rest of the fields in this block. A graduating/convocating student may have more than one type already saved to the system. Examples:</p> <p>EM — Emergency contact</p> <p>PR — Permanent</p> <p>CA — Campus mail</p>
----------	---------------------	--

Unlabeled fields: check Autohint line in the Status Bar to verify the values held in this block

2	Required (Unlabeled address field)	Diploma address: Street 1
3	(Unlabeled address field)	Diploma address: Street 2
4	(Unlabeled address field)	Diploma address: Street 3
5	Required (Unlabeled address field)	Diploma Address City
6	(Unlabeled address field)	Diploma Address State Code, i.e. Province Code
7	(Unlabeled address field)	Diploma Address Zip, i.e. Postal Code

Field descriptions for SHADIPL



	Item	Description
8	Required (Unlabeled address field)	Nation code. Connected to Nation Validation Table [STVNATN]; select Help > List to view examples of 3-digit nation codes. The name of the nation automatically populates read-only field next directly beside the code.