HOW TO FILE A GRADUATION APPLICATION ON BEHALF OF A STUDENT

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REVISION HISTORY

Version	Date	Name	Description
2	Feb 2017	Kari	Updated policies per actual implementation; removed step to enter diploma name
2.1	April 2018	Tammy W.	Removed SPAIDEN from the Pages list. Replaced Quiz question #1 regarding SPAIDEN.
3	July 2018	Tammy W.	Updated for Banner 9

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how to file a graduation application in Banner on behalf of a student due to the deadline having passed in self-service. It is essential for data to be entered onto the graduation application accurately. Errors in data entry may cause the student's degree to be incorrect on their record, transcript, and diploma.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Staff in each undergraduate college student affairs office, graduate division student affairs office, and medical school student affairs office may file the application on behalf of a student after the deadline.
2. Deadlines have been reviewed and established for application deadlines equivalent to May 1, July 1, or Dec 1 preceding each term for undergraduates and the third Monday of the term for graduate students. It has been agreed that the application will open on the first day of enrollment for a term.
3. Students must have their legal name printed on their diploma.
4. The Registrar's Office confers all degrees after receiving the college approval.
5. Students must apply for each degree and major they are planning to graduate within self-service Banner. Undergraduate students in CHASS, CNAS, BCOE, and SB will also be required to complete the college's application for each major with the exception being when all majors are in the same college.
6. Colleges and Academic Student Affairs approve students for graduation only when their degree audit clears all requirements.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices and Academic Advisors
2. Registrar
3. Graduate Division Academic Affairs
4. Medical School Student Affairs Office

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The Pages listed below are covered in this training.

Page	Page Name	Description
SGASTDN	General Student	Current and historical information about a student, including curriculum, the field of study, activities, veteran status, comments, and academic/graduation status.
STVTERM	Term Code Validation	A list of all term codes with descriptions, term start and end dates, the corresponding academic year, and housing start and end dates.
SHAGAPP	Graduation Application	Graduation application information including application status, graduation dates, and curriculum.
SFAREGS	Student Course Registration	Student registration information by term including enrollment status, registered courses, student status, and curricula.

PROCEDURES

HOW TO FILE AN APPLICATION TO GRADUATE ON BEHALF OF A STUDENT

If the deadline has passed for the student to complete the application to graduate in self-service, follow these steps to complete it on their behalf.

STEPS

1. Go to **SGASTDN**.
2. Enter **SID** and tab to ensure the Term field is blank. Next section (Alt + Page Down) or Go button ![Go] .
3. On the Learner tab, ensure you are viewing the General Learner and Curriculum record for which the student is applying.
4. Go to the **Academic and Graduation Status, Dual Degree tab** to view the **Expected Graduation Date**, **Graduation Term**, and **Graduation Year**.

5. Ensure that they are accurate. If they're not, <u>make any needed changes</u> to the **Expected Graduation Date** and **Graduation Term.** The **Graduation Year** will autofill which corresponds to the fall term of the academic year (e.g., 2018 for the 2018-19 academic year). If the Expected Graduation Date, Graduation Term, and Graduation Year are accurate, skip to step 9.

6. <u>If you change the Graduation Term</u>, you **must** verify the Expected Graduation Date to use by looking at the **Term End Date** in **STVTERM** for a quarter. The expected graduation date is *always* the last day of finals and the end of the quarter. Alternatively, the date can be found on the Academic Calendar page of Registrar.ucr.edu by clicking on the **Advisor EGD** link.

7. In the example above, the Expected Graduation Date and Graduation Term are not accurate and are going to be changed.

8. After the fields have been updated, **SAVE**.
9. Go to the Learner tab in **SGASTDN**.
10. Use the arrows in the Curricula Summary (if there is more than one major) to view the curricula the student is applying to finish (i.e., BS in Chemical Engineering).

11. Once you have confirmed it is listed, go to the **Curricula tab**.
12. Ensure that you are viewing the program for which you are filing an application. Use the arrows on the left to view other active curricula, if needed; this may be required if the student has two or more majors.

13. Review the **Field of Study section** for that program. Ensure the Fields of Study are correct.


14. If all is correct and you are viewing the curricula for which you want to enter an application, click the **Apply to Graduate button** on the **Curricula tab**.


Please Note:

- If you need to submit an application for another curricula (major) the student has declared, finish this process and then repeat it by using the arrow button on the left to go to the next curricula.
- Make sure you are viewing a current curricula (first check box named Current is checked and activity is ACTIVE) before clicking Apply to Graduate.
- If you need to make changes to the curricula, follow the major change procedures to do so before proceeding with the application to graduate. Once changes are made in SGASTDN or SFAREGS, return here to click Apply to Graduate.
- If the Apply to Graduate button is not enabled, this means an application was already filed for this curricula in a term. To enable the button, you must **Duplicate** the curriculum and then **SAVE**. If registration has begun for that term the Duplicate step must take place in SFAREGS. See item 26 for processing in SFAREGS.

15. Click **Yes** to continue when the **Manual Learner to Outcome Roll pop-up box** appears.
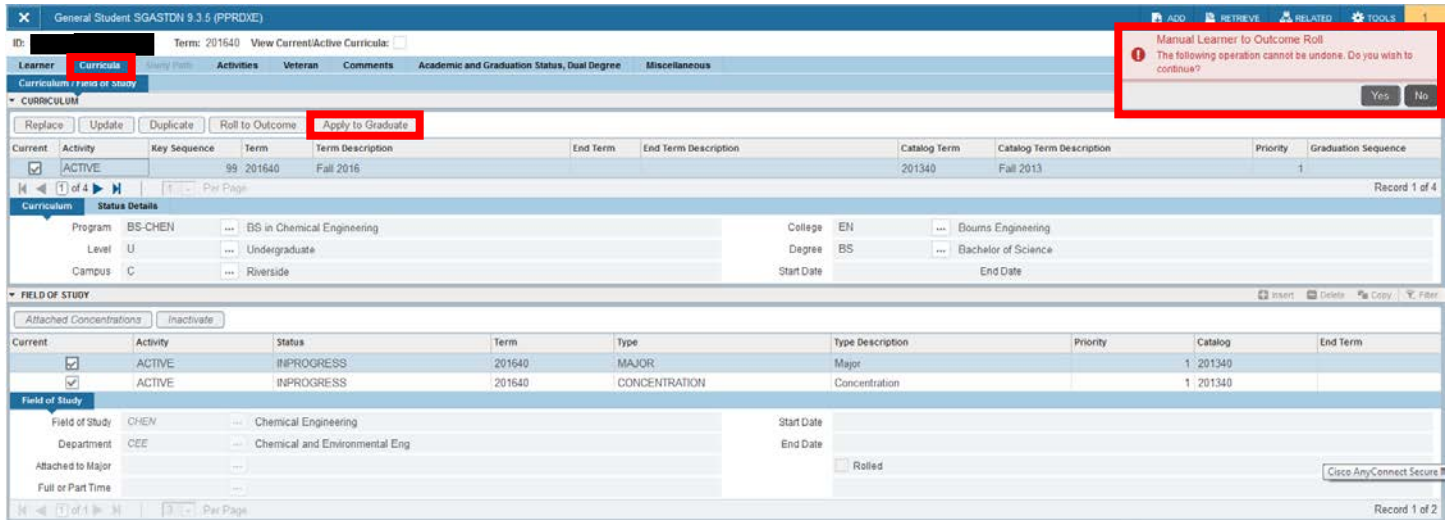
16. You are brought to **SHAGAPP**, the Graduation Application Page.
17. The **Application Status** should be **AC**; the **Application Date** and **Application Status Date** are displaying the current date.
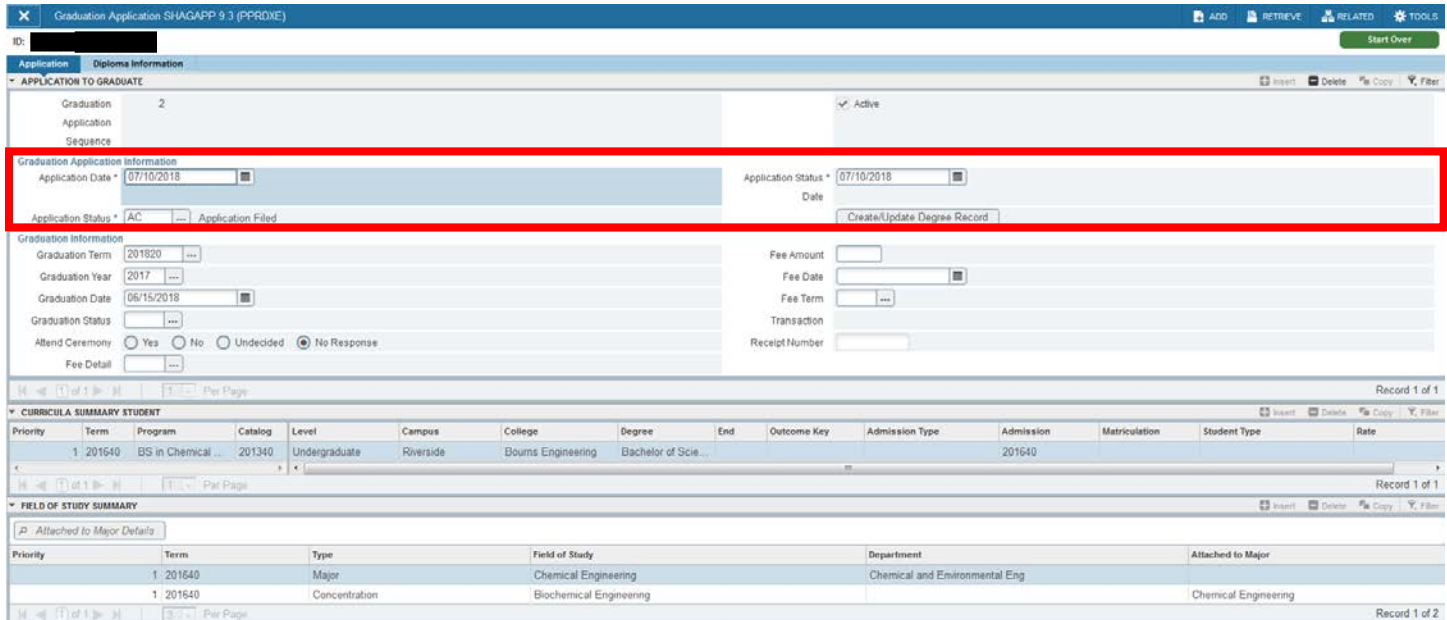
18. Next, confirm that the **Graduation Term** and **Graduation Date** are correct as reviewed in SGASTDN. The Graduation Term is the term code at the end of which the student plans to graduate. The Graduation Date is the last day of finals and the quarter end date. The Graduation Year corresponds to the fall term of the academic year (i.e., 2017 for the 2017-18 academic year). See step 6 for where to locate the correct Graduation Date for any term.
19. In the **Graduation Status field**, type **AP** (Application submitted). *Do not, under any circumstances, type any other value in this field.* The other fields in the Graduation Information block are not used.
20. View the **Curricula Summary section** to verify the curriculum you are filing an application for is correct.

21. **SAVE**.
22. While still on the SHAGAPP page, on the Application tab, click the **Create/Update Degree Record button**.
23. Click **Yes** when the **Create/Update Degree pop-up** asks you to confirm the action.

24. You will know this step is successful when the **Changes have been applied to the degree pop up** shows and the **Curricula Summary section** says **Student Outcome** (where before it only said, Student).

25. Repeat all steps in the process if you are applying for additional degrees/majors on behalf of the student.
26. <u>If registration has begun for that term</u>, the **Duplicate step** must be done in **SFAREGS** as the following error will be received:

    Registration exists, must make changes in the Registration Form.
    a. Go to **SFAREGS**.
    b. Enter the **term** in the <u>Term field</u>.
    c. Enter **SID.** Next section (Alt + Page Down) or Go button ▸ **Go** .
    d. On the **Curricula tab**, click on the **Duplicate** button.
    e. **Save**.

    f. Click on the **Apply to Graduate** button.
    g. Click **Yes** to continue when the **Manual Learner to Outcome Roll pop-up box** appears.
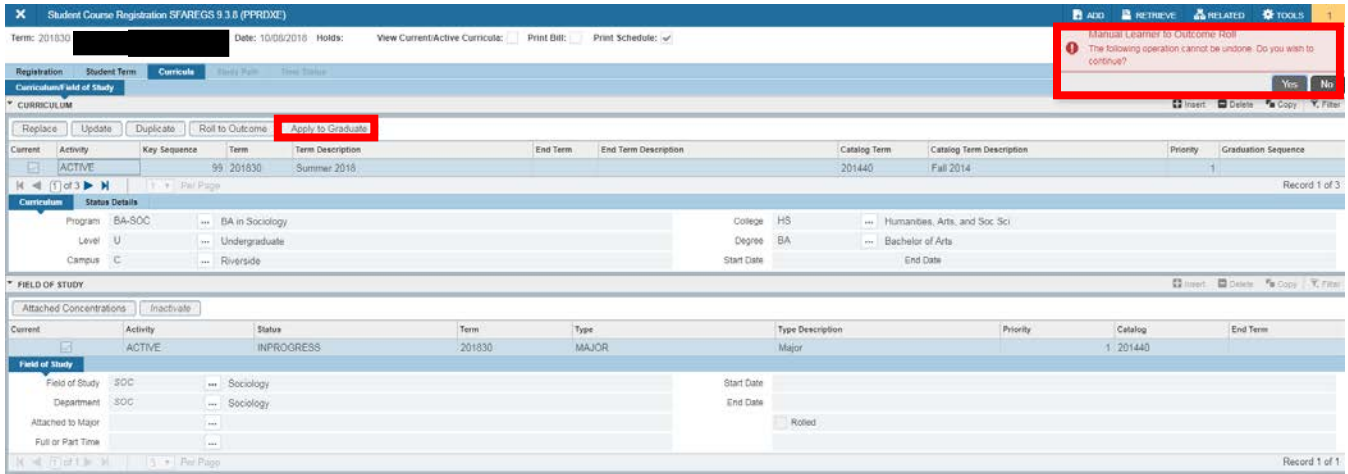
h. **Proceed** with filing the manual graduation application (go to step 16 above). Remember to review that the grad app information is accurate, including graduation term, graduation year, and graduation date.

FINAL QUIZ

1. If the student has another curricula (major) declared in addition to the primary major, what is your next step?
   a. A) Nothing. You only have to file one application per student.
   b. B) Repeat the process and Apply to Graduate for the other curricula (major).
   c. C) Go to the SHAGAPP graduation application and add the new major.
   Answer: B
2. How do you know what the expected graduation date is?
   a. A) It is the last day of finals and the end of the quarter.
   b. B) It is the Term End Date in STVTERM.
   c. C) It is the first day of Instruction.
   d. D) Both A and B
   Answer: D
3. Before clicking on Apply to Graduate, you need to ensure you are viewing the program for which you are filing an application. TRUE
4. If a student previously applied to graduate for the curriculum you are reviewing the Apply to Graduate button will be grayed out and you will not be able to submit a new application. FALSE
   a. The button will be grayed out but you can Duplicate the curriculum and then the Apply to Graduate button will be active. You can then submit a new application for the same curriculum in the same or a different term.
5. Are you done with the process once Banner brings you to SHAGAPP and the application is present? Yes or No
   a. Answer: No, you need to verify the data on the application is accurate, input the graduation status, and select the Create/Update Degree Record button.
6. What are two ways you can verify that the final stage of creating the degree record is complete?
   a. A) You pressed save and you know it was the last step.
   b. B) The bottom Curricula Summary record section now says Curricula Summary Student Outcome and the pop up says "Changes have been applied to the degree."
   c. C) You see that the bottom of the record says "Complete."
   Answer: B