Banner Self-Service

Graduation Application Guidelines

For

Degree Analysts

Contents

A. Commencement and Graduation Channel Overview

Students will file their intent to graduate using the Self Service Banner application beginning September 11, 2012. All steps for students related to graduation will be found in the "Commencement and graduation" channel on the My Degree tab in myMemphis.

Step 1: Prerequisites for Applying
Provides special notes related to the application process along with some commencement guidelines
http://www.memphis.edu/commencement/prerequisites.htm.

Step 2: Apply to Graduate
This selection connects the student to the Self Service Banner graduation application.
Submitting the application through SSB creates a graduation application in Banner INB (Internet Native Banner) which can be viewed and updated on SHAGAPP. In addition to creating the application in Banner, the application submission creates a degree record on SHADEGR with an Outcome Status of "SO" and a Graduation Status of "FI". (Note: Graduation Status and Term will show the next morning on UMdegree for undergraduates.)

Students can go back to "View Application" to see what they submitted.

Step 3: Diploma Mailing/Cap and Gown Order form
This form provides the student an opportunity to select a diploma name, update the diploma mailing address, and enter cap and gown measurements.

Diploma name and mailing address is stored in Banner on the Diploma Information tab on SHAGAPP. The cap and gown measurements, gown type, and hood color (when applicable) is housed on SHACATT.
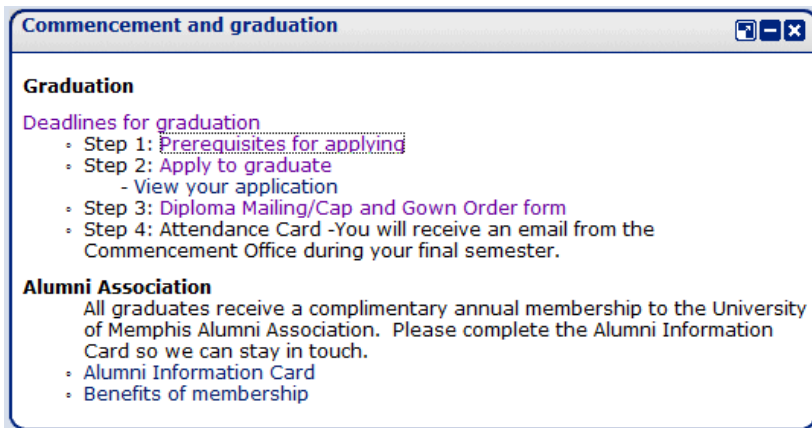
Step 4: Attendance Card
Attendance information will be collected by the Commencement Office during the student's graduating semester. The Commencement Office will activate this link after the first Commencement proof enabling students to submit their attendance card for the ceremony.

B. Self Service Application to Graduate

Self-Service Menu Items:

Apply to Graduate – The graduation application is accessed through the portal, myMemphis, by selecting the My Degree tab and navigating to the Commencement and graduation channel. (Step 2)

The pages in the application process, "Apply to Graduate", are:
1) Curriculum Term Selection
2) Curriculum Selection
3) Graduation Date Selection
4) Diploma Mailing Address Selection
5) Graduation Application Summary
6) Graduation Application Signature page.

The term selection references the term on SGASTDN that corresponds with the program in which the student is planning to graduate.

Curriculum Selection

Select one current program for this graduation application.

If the information below is not correct, contact your graduation analyst before submitting your application. However, if it is within one week of the deadline to apply for the term, file first and then contact your graduation analyst about the changes needed.

If you receive the message, "No curricula available for graduation application", contact your graduation analyst.

To Apply to Graduate for multiple programs, complete one application, click "Return to Menu" and then choose "Apply to Graduate" to complete any other applications needed.

If you have additional questions, contact your graduation analyst.

Select Curriculum

○ **Current Program**
Bachelor of Science

Level:	Undergraduate
College:	College of Arts and Sciences
Major and Department:	Mathematical Sciences, Mathematical Sciences
Major and Department:	Physics, Physics
Minor:	Philosophy

[Continue]

Graduation Date Selection

Select a date for your expected graduation.

May ceremonies are subject to change. Please note these details if you are filing for May.

✱ indicates required field

Curriculum

Current Program
Bachelor of Science

Level:	Undergraduate
College:	College of Arts and Sciences
Major and Department:	Mathematical Sciences, Mathematical Sciences
Major and Department:	Physics, Physics
Minor:	Philosophy

Select Graduation Date

Graduation Date:✱ [None ▾]

> None
> Date:Dec 16, 2012 Term:Fall Term 2012 Year:2012-2013 Academic Year
> Date:May 11, 2013 Term:Spring Term 2013 Year:2012-2013 Academic Year
> Date:Aug 11, 2013 Term:Summer Term 2013 Year:2012-2013 Academic Year

[Continue]

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

✱ indicates required field

Select an Address for your Diploma

One of your Addresses:✱ [None ▾]

> None
> New
> Campus Box (2400 Campus Postal Station)
> Mailing (2400 Campus Postal Station)
> Next of Kin (4508 Hampshire Pike)
> Student Permanent (3526 Deer Chase)

[Continue]

[View Transcript | View Graduation Applications | View Addresses And Phones]

5

Graduation Application Summary

ℹ This is the information that will be submitted for your application to graduate.

Graduation Date
Date: Dec 16, 2012
Term: Fall Term 2012
Year: 2012-2013 Academic Year

Diploma Mailing Address
Street Line 1:   3526 Deer Chase
City: Williamsport
State or Province: Tennessee
ZIP or Postal Code: 38487-2168

Curriculum
Current Program
Bachelor of Science
Level: Undergraduate
College: College of Arts and Sciences
Major and Department: Mathematical Sciences, Mathematical Sciences
Major and Department: Physics, Physics
Minor: Philosophy

[Submit Request]

Graduation Application Signature Page

Dear Winnie

Your application to graduate has been received. This completes Step Two of the graduation process.

Step Three: Now complete your Diploma Mailing/Cap and Gown Order form in the Commencement channel on the My Degree tab in myMemphis.

If you need to change your graduation application term, or update your degree program, contact the graduation analyst in the college of your major.

Use the "View Application to Graduate" link to check your application.

U00332536/1

[View Graduation Applications]

(Note: The text on this page corresponds with the level of the application submitted. The above example is for an undergraduate student. The Law School's and Graduate School's pages are different.)

3/14/2014 4:22 PM

<u>View Application to Graduate</u>

Displays all applications submitted; shows graduation date/term, curriculum, and diploma mailing address; diploma name will show once submitted via the Cap and Gown/Diploma form.

Graduation Application

U00332536 Winnie T. Pooh
Sep 08, 2012 11:33 am

🗨 View active graduation application(s).

Graduation Application

Name:	Winnie T. Pooh
Application Number:	1
Request Date:	Sep 08, 2012
Application Status:	Active Application
Application Status Date:	Sep 08, 2012

Graduation Date

Date:	Dec 16, 2012
Term:	Fall Term 2012
Year:	2012-2013 Academic Year

Diploma Name

First Name:	Winne
Middle Name:	The
Last Name:	Pooh
Suffix:	Jr

Diploma Mailing Address

Street Line 1:	3526 Deer Chase
City:	Williamsport
State or Province:	Tennessee
ZIP or Postal Code:	38487-2168

Curriculum

Primary Degree
Bachelor of Science

Level:	Undergraduate
Major:	Mathematical Sciences
Major:	Physics
Minor:	Philosophy

C. Diploma Mailing/Cap and Gown Order Form

This form is accessed through the portal, myMemphis, by selecting the My Degree tab and navigating to the Commencement and graduation channel. (Step 3)

Commencement and graduation

Graduation

Deadlines for graduation
- Step 1: Prerequisites for applying
- Step 2: Apply to graduate
  - View your application
- Step 3: Diploma Mailing/Cap and Gown Order form
- Step 4: Attendance Card -You will receive an email from the Commencement Office during your final semester.

Alumni Association
All graduates receive a complimentary annual membership to the University of Memphis Alumni Association. Please complete the Alumni Information Card so we can stay in touch.
- Alumni Information Card
- Benefits of membership

If a student has no graduation application in Banner, the student cannot complete commencement information.

THE UNIVERSITY OF
MEMPHIS.
Dreamers. Thinkers. Doers.

Diploma Mailing/Cap and Gown Order form

Welcome   [Logout]

You do not have a graduation application on record - if this is incorrect, please contact your
graduation analyst.

If the student has applications for multiple terms, the student will be presented a term option prior to entering commencement information.

THE UNIVERSITY OF
MEMPHIS.
Dreamers. Thinkers. Doers.

Diploma Mailing/Cap and Gown Order form

Welcome   [Logout]

You have multiple graduation applications for different terms, please select a term:

⦿ Fall 2012
◯ Spring 2013

[Submit]

Once the term is selected, the student indicates the Diploma name by clicking the appropriate option. Two options are provided, full name or name with a middle initial.

Please select how you would like your name to display on your diploma:

◯ Winnie The Pooh Jr
⦿ Winnie T. Pooh Jr

The above name is what we have currently as your official name. In order to change your name on your records at the University of Memphis, complete the Request for Name Change on Official University Record form (pdf). Submit this form and any required supporting documents to the Office of the Registrar.

While the student may have selected his Diploma Mailing address when filing the SSB application, the address may be updated on this form.

Update your diploma mailing address below as needed:

Street: 3526 Deer Chase Dr.

City: Williamsport
State: TN - Tennessee
Postal Code: 38487
Nation: United States of America

Cap and gown measurements are required – height, weight, and head size.   Edits are in place on each field. Valid values for height are 3 – 8 feet; and 0 – 11 inches. Valid values for weight are 1 – 600 pounds. Valid values for head size are 19 – 26.5 inches.

Cap & Gown Measurements:

Height

Feet: 5

Inches: 10

Weight

Pounds: 155

Head Size

Inches: 21

Once the form is completed, the student is asked to confirm the information. When clicked, a confirmation page is returned where the student again can verify that the information is correct or can opt to edit the information.

ℹ **Please Confirm Information**

Term:

Fall 2012

Name:

Winnie T. Pooh Jr

Address:

Street: 3526 Deer Chase Dr.
City: Williamsport
State: Tennessee
Zip: 38487
Nation: United States of America

Cap & Gown Measurements:

Height
Feet: 5
Inches: 10

Weight
Pounds: 155

Head Size
Inches: 21.0

✔ The Above Information Is Correct   ✘ I Need To Edit This Information

The information submitted via the Diploma Mailing/Cap and Gown Order form displays on SHACATT (Ceremony Attendance) and SHAGAPP (Graduation Application – Diploma Information tab).

SHACATT

SHAGAPP

D. Banner Tables and Rules Forms Overview

The following validation tables and rules forms are required to facilitate the self-service graduation application process. These forms are maintained by the Registrar's Office.

Application to Graduate:
STVGADR – Graduation Application Display Rule Identifier
STVTPRT – "Transcript" type required for curriculum display
SHATPRT – "Transcript" type rules
SHAGADS – Graduation Display Rule Selection
SHAGADR – Display rules *****
SHAGELR – Eligibility rules ******
Commencement:
STVCERT – Ceremony type validation
STVSITE – Ceremony site
STVMEAS – Height, weight and head size
STVTYPE – Cap, gown, hood type
SHACRMY – Establish ceremony
HTML Letter:
GTVLETR – Letter identifier
SOAELTL – Match letter with module (student).
SOAELTR – Enter text.

*There are different rules governing the different application levels (Law, Graduate, and Undergraduate). The availability of the graduation application in self-service is determined by rules established on **SHAGADR**. The dates of availability may be different for each application level. The graduation date, term, and year are connected on this form, and this date, term, and year combination is presented to the student in the drop-down box on the Graduation Date Selection page in self-service.

SHAGADR

3/14/2014 4:22 PM

In addition to the date availability rules, there are rules established for each level to limit who may apply. These rules may be found on **SHAGELR.

- Graduate Eligibility Rule – GR level with a 3.00 minimum GPA
- Law Eligibility Rule – LW level with a minimum of 55.00 earned hours and a 1.90 minimum GPA
- Undergraduate Eligibility Rule – UG level with a minimum of 80.00 earned hours and a 1.95 minimum GPA

If any of the eligibility rules are not met by the student, or if the student has an active application or a degree record created, the student will not be allowed to submit an application for the same program. In self-service on the Curriculum Selection page the student will receive a message: No curricula available for graduation application.

Banner Forms Used by Analysts and Commencement in the Graduation Application Process:

SHAGAPP Graduation Application – This form displays the application to graduate which is submitted through SSB or is created manually from SHADEGR. The Diploma Information tab displays the Diploma Name and the Diploma Mailing Address.

SHADEGR Degree and Other Formal Awards – The application to graduate may be created manually from this form by clicking the "Apply to Graduate" icon. The Outcome Status must be "SO" when creating the application from this form.

SHACATT Ceremony Attendance – This form houses cap and gown measurements along with gown type and hood colors. If a student has multiple gown types and/or hood colors, the value will display as "MULTI" and the detail will display in Attendee Comments.

SHADIPL Diploma – Although Commencement does not plan to use this form, when an application is submitted through self-service, the address is written to that form. If you must Record/Remove a degree record on SHADEGR, you may receive a message that diploma information exists. Go to SHADIPL to do a Record/Remove and then return to SHADEGR to remove the degree record.

E. SHAGAPP – Graduation Application in Banner INB

Identification of Applicants

Identify students who have filed an application to graduate for a specified term: Hyperion report SYHH027 – Filed Students Percent Complete.

- Run the report for your college to get a list of students with the Graduation Status of "**FI – FiledIntent**".
- Sort the Excel report by application date, newest to oldest.
- Combining the date filter with the user ID may assist you in your processing of more recent applicants. (NOTE: The user ID in the "Authorize" field in the Graduation Information block on SHADEGR will be "WWW2_USERFI" if the degree record was created through SSB. Once the degree analyst saves a change to this form, the analyst's user ID will display in this field.)
- If the report is run prior to the student completing the Diploma Mailing/Cap and Gown Order form, the diploma name, which is the name housed on the Diploma Information tab on SHAGAPP, will be blank. The name from SPAIDEN (SPRIDEN) will display on the report in addition to the Diploma Name.

Application Tab

The graduation application that is submitted through self-service will create an application that can be viewed on SHAGAPP. A student may have multiple applications for the same term or multiple applications for different terms.

- The Graduation Application Sequence will be greater than 1 if multiple applications exist.
- Use the scroll bar in the Graduation Information block to view the different applications.
- The "Create/Update Degree" button may be used to update Graduation Information (Term/Year) on SHADEGR.
- The Graduation Application Date may be used in reporting to assist in processing degree candidates.

Diploma Information Tab

There is a Diploma Information tab on SHAGAPP where the Diploma Name and the Diploma Mailing Address are housed.

- The address fields are populated when the student files the application through SSB.
- The address can be updated by the student by accessing the Diploma Mailing/Cap and Gown Order form.
- Diploma name fields are populated when the student completes the Diploma Mailing Cap and Gown Order form. Utilizing the web form, the student's only options for diploma name selection are two variations of the current name (SPAIDEN name) in Banner.
    1) First name, middle name, last name, suffix; or
    2) First name, middle initial, last name, suffix

Graduation Application SHAGAPP 8.5.1 (TBANR) ᐃᐃᐃ

ID: U00354582 ▼ Explorer, Dora T.

| Application | Diploma Information |

Diploma Name

First Name: Dora

Middle Name: The

Last Name: Explorer

Suffix:

Diploma Mailing Address

Address Type: ▼

Street Line 1: 5060 French Broad Ln

Street Line 2:

Street Line 3:

City: Bartlett

State or Province: TN ▼ Tennessee

ZIP or Postal Code: 38135-1184 ▼

3/14/2014 4:22 PM

F. SHADEGR - Degree and Other Formal Awards

When the student submits a graduation application using SSB, a degree record is created along with the application. The Outcome Status will default to Sought (SO) and the Graduation Status will default to Filed Intent (FI). The curriculum information is pulled from SGASTDN. If any of the information is incorrect, complete an Academic Program Maintenance form to have the information corrected on SGASTDN. Please indicate "Roll to Outcome" on the form.

Verification of Degree Information:

1) Go to SHADEGR
2) Enter the student's U number, and choose the correct Degree Sequence.
3) Verify that the Bulletin Academic Year is correct; update if needed.
4) Enter the Degree Completion Term.
5) Verify that the Degree Completion Term, Graduation Term, Graduation Year match.
6) If the Graduation Date has not been removed, remove the date. *
7) Verify curricula; update if needed.
   Note: If curricula updates are required on SHADEGR along with changes to SGASTDN, indicate "Roll to Outcome" on the Academic Program Maintenance form. If there are changes to multiple programs, indicate which program(s) should be rolled to outcome.
8) Save changes.

*A script will be run routinely to remove the graduation date which is populated via the SSB application. This date should not be entered until the degree is actually awarded. If you are updating SHADEGR and the script has not been run to remove the date, please remove it as you are making other updates. Currently, the script runs about 9:00 P.M., Monday – Friday. If a student submits an application during the day Monday - Friday, the date should be removed that night. If the student submits an application on Friday night after 9:00, or on Saturday or Sunday, then the date should be removed Monday night.

3/14/2014 4:22 PM

You may simply be verifying degree and graduation term information as you go through SYHH027 – Filed Students Percent Complete report. Or, you also may be determining if students are ready for graduation in the term for which they have applied. (See Step 4 for instructions for approving for graduation.)

Once there is an active graduation application corresponding to the program on SHADEGR, there is no need to click the "Apply to Graduate" icon on SHADEGR. Changes to Graduation Information on SHADEGR do not update SHAGAPP after the application has been created. If a change is required, the change should be made on SHAGAPP and then click the "Create/Update Degree Record" icon to update the changes on SHADEGR. Curricula changes made on SHADEGR will show on SHAGAPP without having to click the "Apply to Graduate" button.

If you manually enter the degree record on SHADEGR, then you must create the graduation application manually by clicking the "Apply to Graduate" icon. The Outcome Status must be "SO". The Graduation Status should be "FI", "PC", or "SR". Be certain to complete the entry of the entire degree record before creating the application. Once the application is created, you may update the Graduation Status to "AP" (Approved for Graduation) on SHADEGR to cause the Outcome Status to go to "PN" (Pending) if you determine that the student is on track for graduation.

Students' Curriculum information, Graduation Term, and Graduation Year should always match on SHADEGR and SHAGAPP. Each degree analyst may decide if he/she wants Graduation Status to match as well.

G. Graduation Term Changes

Once a student has a graduation application for a specific curriculum, either through SSB "Apply to Graduate or one that is manually created, they cannot change their semester (term) of graduation using self-service. They must contact the graduation analyst for term updates or curricula changes. If the student remains on track to graduate in the term that matches the application and the degree record, no additional maintenance to the graduation application on SHAGAPP is required. However, if the student wants to update the term, you have some flexibility in how to proceed.

a) Change Term for Student on SHAGAPP:

1) Go to SHAGAPP. Enter the U number.
2) Change the Graduation Term and Graduation Year if necessary. Save.
3) Click "Create/Update Degree Record" icon.

4) A message box appears: "The following operation cannot be undone. Do you wish to continue?" Click "Yes".

5) A message appears at the bottom of the form: "Changes have been applied to the degree."
6) Go to SHADEGR to verify that the degree record is updated with the correct changes.
7) Send an e-mail with the student's name, U number, and new graduation term to commencement@memphis.edu. The Commencement Office will update the cap and gown information to the new term on SHACATT.

b) Require Student to Re-apply to Graduate

If a student does not remain on track to graduate for a "reasonable" upcoming term or wants to delay his/her graduation, you may want to inactivate the application on SHAGAPP and remove the degree record on SHADEGR. This action will allow the student to re-apply for a future term using the self-service application.

1) Go to SHAGAPP. Enter the U number.
2) Go to Application Status field. Change the "AC" (active) to "IA" (inactive) and Save.

Graduation Application SHAGAPP 8.5.1 (TBANR)

ID: U00067 ▼ May Ri

Application | Diploma Information

Application to Graduate

Graduation Application Sequence: 1   Active: ☑

Graduation Application Information

Application Date: 28-JUN-2012

Application Status: AC ▼ Active Application

Application Status Date: 28-JUN-2012

Create/Update Degree Record: 👤

Graduation Information

Graduation Term: 201280 ▼   Graduation Year: 1213 ▼

Graduation Date:

Graduation Status: FI ▼ Filed Intent

Graduation Application Status (STVGAST)   ×

Find %

Code	Description	Active ...	Display
AC	Active Application	Y	Y
IA	Inactive Application	N	N

Curricula Summary Student Outcome   Student T

Priority	Term	Program	Catalog	Level
15	200580	BU Bachelor of Busir	200580	Undergra

End: Outcome Key: 1   Admission Type

3) Go to SHADEGR. Enter U number and Degree Sequence.
Select Record/Remove. (Note: If you receive an error message regarding the existence of diploma information, go to instructions in b.2. See page 19. If not, continue with step 5.)

Learner Outcome | Curricula | Dual Degree | Honors | Institutional Courses | Transfer Courses | Non-Course Work | Course Attributes

Learner Outcome Information

Outcome Status: SO ▼ Sought

Student Record Term: 201180 ▼

Bulletin Academic Year: 1112 ▼

Degree Completion Term: ▼

Graduation Application Date: 29-JUN-2012

Calculate GPA: Σ

Apply to Graduate: 👤

Graduation Information

Graduation Term: 201210 ▼   Graduation Year: 1112 ▼

Graduation Status: ▼

Graduation Date: 11-MAY-2012

Fee: ○ Charge Fee   ○ Waive Fee   ● None   Fee Term: ▼

Fee Detail: ▼   ○ Fee Charged

Fee Amount: Fee Date: ○ Fee Waived

Authorize: PDENNISN   ● No Fee

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
15	201180	BU Bachelor of Busir	200680	Undergraduate		Fogelman Col of Bus ar	Bachelor of Busines

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201180	Major	Accounting	Accountancy	
2	201180	Major	Management Information Systems	Management Information System:	

ERROR Cannot delete degree record when diploma exists.   Delete diploma information on the Diploma Form First (SHADIPL)

4) A message box appears: "Press YES to confirm deletion of the last record, NO to cancel".
Click "YES".

5) The Learner Outcome and Graduation Information no longer display, but the Curricula Summary still displays on the form.

6) Select Record/Remove again.

7) The message box displays again. Click "YES".

b.2) Diploma Information Exists

If you attempt to remove the degree record, you may receive an error message at the bottom of SHADEGR stating "Cannot delete degree record when diploma exists. Delete diploma information on the Diploma form (SHADIPL) first.

ERROR Cannot delete degree record when diploma exists. Delete diploma information on the Diploma Form First (SHADIPL)

1) Go to SHADIPL. U number and Degree Sequence are required.
2) Next Block into the body of the form.
3) Select Record/Remove. Save.

4) Go back to SHADEGR.
5) Select Record/Remove.
6) A message box appears: "Press YES to confirm deletion of the last record, NO to cancel".
   Click "YES".

3/14/2014 4:22 PM

7) The Learner Outcome and Graduation Information no longer display but the Curricula Summary still displays on the form.

8) Select Record/Remove again.

9) The message box displays again. Click "YES".

10) The degree record should no longer exist.

3/14/2014 4:22 PM

H. Approving Students for Final Semester

a. Using the information from UMdegree (SYHH027 – Filed Students Percent Complete), determine whether or not a student should be approved for graduation. For those eligible for graduation:
- Change their Graduation Status on SHADEGR to AP; Save.
- Make sure the Outcome Status updated to PN (Pending).

b. If students are not eligible, you may choose to: 1) inactivate the application on SHAGAPP and change the Graduation Status to "IE" on SHADEGR; or 2) record/remove the application and the degree record.

1) Inactivate the application.
- If the student lacks requirements which far exceed his ability to complete in the term applied, you may choose to inactivate the application. On SHAGAPP, select "IA" from the drop-down box for Application Status and Save.

Change Graduation Status on SHADEGR to "IE" (Ineligible).
Changing the Graduation Status to IE will result in the students receiving a Hobsons communication telling the students to check their Registration Checklist and to contact their analyst about changing their expected graduation date.

2) Record Remove Application.
Remove the application. Notify the student that the application was submitted too early and that he/she should re-apply for a future term.
- Go to SHAGAPP and select Record/Remove.
- Go to SHADEGR, select Record/Remove. Notice the error displaying at the bottom of the form.

- Go to SHADIPL – Next Block; Record Remove; Save.

- Go back to SHADEGR. Select Record Remove. Click "Yes" to remove Outcome/Graduation information.

- Select Record Remove again. Click "Yes" to remove Curricula/Field of Study Summary.

3/14/2014 4:22 PM

I. Special Conditions

2nd Majors

Students who have a 2MJR program will be allowed to file an application to graduate through self-service. However, they will not be allowed access to the Diploma Mailing/Cap and Gown Order form. They will not participate in Commencement nor receive a diploma.

- If you manually create a degree record and a graduation application for a 2nd major student, enter the Outcome Status as "SO" and enter the Graduation Status as "FI".
- If the 2nd major student files an application using self-service, the Outcome Status and the Graduation status will default to SO/FI.
- 2nd majors should remain as SO/FI until the Office of the Registrar changes the values to show awarded once the degree list is submitted for the term.

Students Who File for a Degree after the Deadline

If the degree analyst agrees to allow the student to file to graduate after the filing deadline, there are two options for creating the application/degree record:

1) Manually create a degree record on SHADEGR and then create the application from the degree record.
2) Request the student to file for the next available semester and then update the term to the one in which the student is being allowed to graduate.

Students Who Filed Using the Previous ITG Database

If the student has a SHADEGR record, update the graduation information as necessary and then use the "Apply to Graduate" icon to create the graduation application.

Graduate Non-Degree Students

In February 2013, a rule was added to prevent Graduate non-degree students from filing an application to graduate. The following process should no longer be necessary.

Graduate non-degree students are allowed to submit a graduation application and cap and gown information. These will have to be managed by the Graduate School initially.

1) *Inactivate the application.*
2) *Change the Graduation Status on SHADEGR to "IE".*
3) *Send an e-mail with the student's name, U number, and graduation term to* commencement@memphis.edu *for their office to remove the ceremony information.*

If you Record/Remove the application and the degree record, then the student could re-apply. Leaving the degree record with an "ineligible" status will prevent the student from re-applying in the same non-degree program.
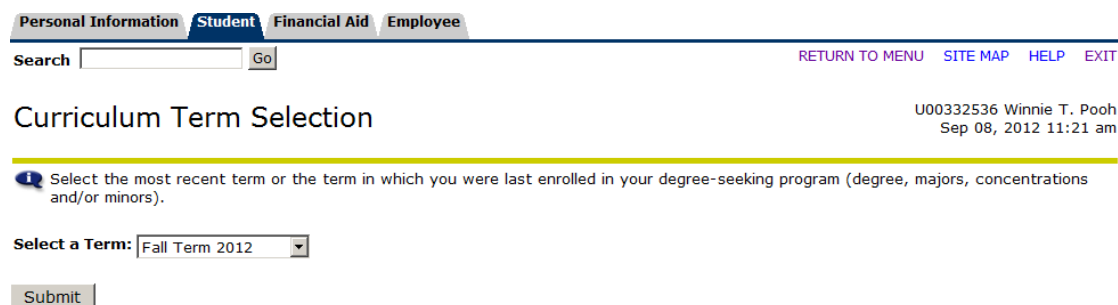
J. Reminders

1) If you manually create the degree record on SHADEGR, you must also create the application. The student will not be able to access the self-service application for the same program/term for which you already have a degree record created. Once you create the application, then the student can access the Diploma Mailing/Cap and Gown Order form.

2) If you have already changed the Outcome Status on SHADEGR to PN (pending) without having first created the graduation application, use the following steps to create the application:
   - Change the Outcome Status from PN to SO.
   - Change the Graduation Status from AP to FI.
   - Save.
   - Rollback and then Next Block back into the form.
   - Click the Apply to Graduate button which takes you to the application on SHAGAPP.
   - Click the "X" to return to SHADEGR.
   - Change the Graduation Status back to AP.
   - Save.
   - The Outcome Status should return to PN.

3) If the graduation application has been created and you update the SHADEGR Graduation Term first, you must go to SHAGAPP to update the Graduation Term for the application. The Graduation Term on SHAGAPP must match the Graduation Term on SHADEGR. If you update the Graduation Term on SHAGAPP first, you can click the Create/Update Degree Record button and the term on SHADEGR will be updated from that function.

4) If a student does not meet the minimum requirements (i.e. UG – 80.00 hours and 1.95 GPA) and you want to allow him/her to apply, you will have to process this request manually. You must create the entire Sought record on SHADEGR, save the transaction, and click the Apply to Graduate button.

5) Having an active graduation application in Banner allows the student to access the Diploma Mailing/Cap and Gown Order form.

6) If you change the graduation application term/degree term for a student, send an email to Commencement so that the cap and gown measurements and gown type can be moved to the appropriate term.

7) If a student has multiple applications, either for the same term or different terms, and you choose to record/remove one of the application occurrences, be certain to check the diploma name and address tab to determine if the data should be moved to an application that you are retaining.

8) Indicate "Roll to Outcome" on the academic program maintenance form for changes that you have made to SHADEGR and are sending to the Office of the Registrar. If you are making changes to multiple programs, be certain to indicate if the "roll" should occur for all programs or just one of the programs being changed.
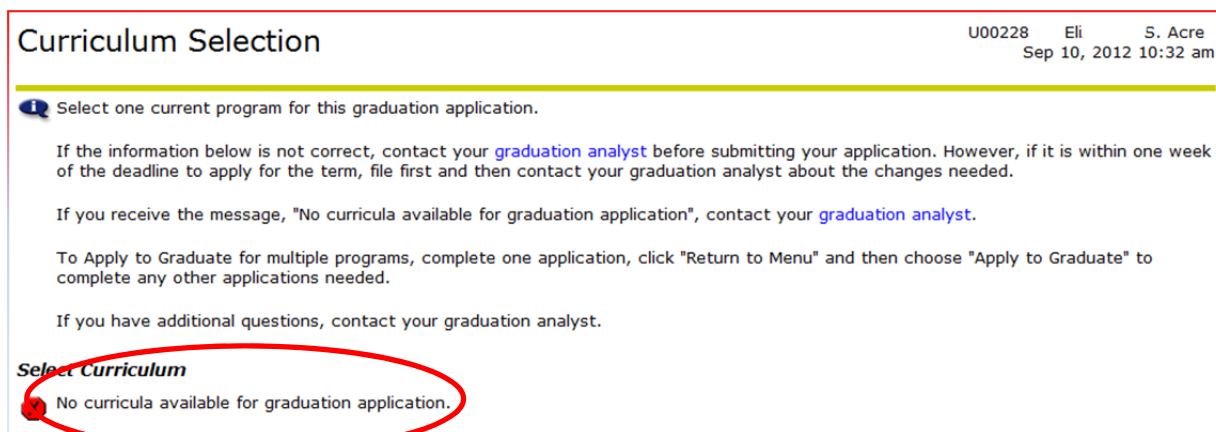
K. FAQs

1) *I want to file my intent for May 2013 (or August 2013), but that is not an option. Why can't I file for the Spring?*

Usually the student is looking at the "Curriculum Term Selection" screen, which is asking them to choose the right term for their correct curricula. Tell students to choose Fall 2012 (or the most recent term) and that they will choose the graduation term in a few more screens.

2) *I get an error message when I try to file my intent? Something about curricula not being found.*

Rules for filing:

- Graduate Eligibility Rule – GR level with a 3.00 minimum GPA
- Law Eligibility Rule – LW level with a minimum of 55.00 earned hours and a 1.90 minimum GPA
- Undergraduate Eligibility Rule – UG level with a minimum of 85.00 earned hours and a 1.95 minimum GPA

If any of the eligibility rules are not met by the student, or if the student has an active application in SSB or a degree record created on SHADEGR, the student will not be allowed to submit an application for the same program. In Self-Service on the Curriculum Selection page the student will receive a message: No curricula available for graduation application.

Checklist for "no curricula available":

❖ Does the student fit the rules for his/her graduation level?
❖ Does the student have an intent/graduation application already? (Use SHAGAPP or View Graduation Application to check)
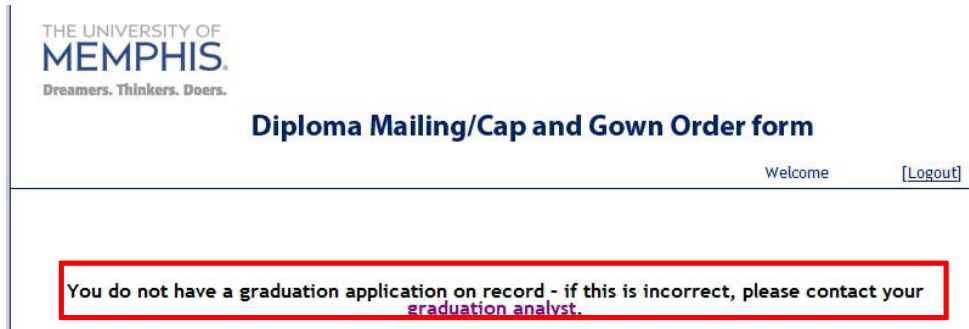
❖ Does the student have a SHADEGR record already? (students cannot apply to graduate a second time)

3) *I can't get back to my application to change my graduation date.*

The Banner Apply to Graduate form is not available after a student submits it. The student must notify the college graduation analyst so that the graduation term can be updated.

4) *When I click on Step 3, the Diploma Mailing/Cap and gown order form, it won't let me fill it out. Why can't I do that when I filed my intent the old way?*

The analyst must create the graduation application for students if they have a SHADEGR record already.

If students have not completed the graduation application, they will receive this message if they try to complete the Diploma Mailing/Cap and Gown order form.

3/14/2014 4:22 PM

L. Available Reports

/Spectrum/Student/Graduation Analyst		
Name ▲	Type	Modified
SYCH002 - Graduation Commencement List_Dashboard	Interactive Repo...	2/26/14 4:13 PM
SYCH003 - GraduationAppl_date	Interactive Repo...	10/21/13 2:52 PM
SYCH004 - 5Y with 85 Percent Complete	Interactive Repo...	10/21/13 2:53 PM
SYCH005 - Filed Students Percent Complete	Interactive Repo...	10/21/13 2:55 PM
SYCH006 - Not Coded Students 85 Percent Complete	Interactive Repo...	10/21/13 2:58 PM
SYCH008 - Intent to Grad Students Not in Degree Works2	Interactive Repo...	10/21/13 3:00 PM
SYCH009 - Banner Graduation Status GR_with ITG form	Interactive Repo...	10/21/13 3:02 PM
SYCH010 - Not Coded Students 85 Percent Complete_without ITG form	Interactive Repo...	10/21/13 3:04 PM
SYCH011 - Graduate School - Graduation Commencement List_Dashboard	Interactive Repo...	2/26/14 4:19 PM
SYCH012 - Graduate Students Filed Intent with Courses 7996 and 9000.bqy	Interactive Repo...	2/26/14 4:22 PM
SYCH013 - Law School - Graduation Commencement List_Dashboard	Interactive Repo...	10/21/13 3:10 PM
SYCH014 - Missing SHAGAPP Records	Interactive Repo...	10/21/13 3:12 PM
SYCH015 - GraduationAppl_date with NULL Grad Status	Interactive Repo...	10/21/13 3:13 PM
SYCH016 - Number of Degrees Final Version	Interactive Repo...	2/13/14 3:42 PM
SYCH017 - Regalia Information (RPTS)	Interactive Repo...	10/21/13 3:15 PM
SYCH018 - Diploma Mailing Report for Commencement (RPTS)	Interactive Repo...	10/21/13 3:15 PM
SYCH019 - List of Students	Interactive Repo...	10/21/13 3:18 PM
SYCH020 - Regalia Information (RPTS) enhanced version	Interactive Repo...	10/21/13 3:19 PM
SYCH021 - Cohort Final Report	Interactive Repo...	11/27/13 10:54 AM
SYCH022 - Final_Graduation_List	Interactive Repo...	10/21/13 3:21 PM
SYCH023 - Preliminary Graduation List	Interactive Repo...	6/3/13 1:05 PM
SYCH024 - Student Graduation Application Data with Cap and Gown Indicator	Interactive Repo...	10/21/13 3:21 PM
SYCH025 - Multiple Sought Records	Interactive Repo...	5/23/13 2:05 PM
SYCH025 - Multiple Sought Records	Interactive Repo...	5/23/13 2:05 PM
SYCU001 RPTS -SHAQPNO for EDUC - User Specific.bqy	Interactive Repo...	5/23/13 4:30 PM