



UNIVERSITY  
OF MANITOBA

Registrar's Office

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**Graduation Date:  
Add, Modify, and Delete  
Banner 9**

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## General Information

In Aurora, the expected date of graduation is displayed in the mm/dd/yyyy format. Academic Terms are associated with grad dates as shown below:

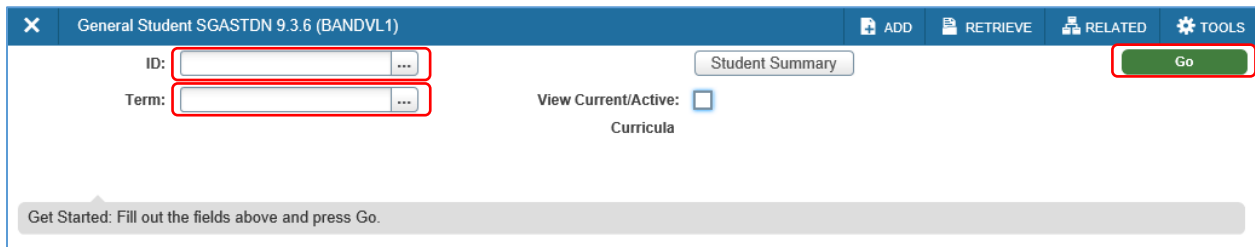
- Fall Term: 20XX90 = 02/01/20XX (February 1<sup>st</sup>)
- Winter Term 20XX10 = 05/01/20XX (May 1<sup>st</sup>)
- Summer Term 20XX50 = 10/01/20XX (October 1<sup>st</sup>)

The graduation date and corresponding term (indicated above), must be added/modified/deleted in both SGASTDN and SHADEGR.

## Adding a Graduation Date for a Currently Registered Student

### Steps in SGASTDN

1. Enter the **student number** in the ID field and the **term the student will graduate** in the TERM field. The Term the student will graduate is usually the last term the student had active registration, except if the student fails to declare their intent to graduate, e.g. decides to postpone their graduation, or misses the deadline.
2. Click GO.



The screenshot shows the 'General Student SGASTDN 9.3.6 (BANDVL1)' form. It has a blue header with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. The form contains two input fields: 'ID:' and 'Term:', both highlighted with red boxes. To the right of the 'ID:' field is a 'Student Summary' button. To the right of the 'Term:' field is a 'Go' button, also highlighted with a red box. Below the input fields is a 'View Current/Active: Curricula' checkbox. At the bottom of the form, there is a grey bar with the text 'Get Started: Fill out the fields above and press Go.'

3. Select the ACADEMIC AND GRADUATION STATUS, DUAL DEGREE tab to navigate to the ACADEMIC STATUS page.



The screenshot shows the 'Academic and Graduation Status, Dual Degree' tab selected in the SGASTDN interface. The tab is highlighted with a red box. Below the tab, there is a 'GENERAL LEARNER' section with a dropdown arrow. Underneath, there are several fields: 'From Term' with the value '201790', 'New Term' with a dropdown menu showing '201790' and 'Fall 2017', and 'Student Status' with a dropdown menu showing 'AS' and 'Active'. To the right of these fields, there are 'Residence' and 'Fee Assessment Rate' fields, both with dropdown menus. The 'Residence' dropdown shows 'International S' and the 'Fee Assessment Rate' dropdown shows 'REG' and 'Regular Stu'.

- In the GRADUATION STATUS section, enter the student's expected graduation date (mm/dd/yyyy) in the EXPECTED GRADUATION DATE field and the term the student will graduate in the GRADUATION TERM field. The Graduation Year will automatically populate.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>ACADEMIC STATUS</b> <span style="float: right;">Insert Delete Copy Filter</span>							
Academic Term		Progress Evaluation		Combined Academic Standing			
Academic Status		Progress Evaluation Override	<input type="text"/>	Combined Academic Standing Override		<input type="text"/>	
Academic Standing Override	<input type="text"/>	Progress Evaluation Override Term	<input type="text"/>	Combined Academic Standing Override Term		<input type="text"/>	
Academic Status Override Term	<input type="text"/>						
<b>Graduation Status</b>							
Expected Graduation Date	<input type="text" value="01/01/2018"/>	Graduation Term	<input type="text" value="201850"/>	Graduation Year	<input type="text" value="2018"/>		
<b>Dual Degree</b>							
Degree	<input type="text"/>	College	<input type="text"/>	Major	<input type="text"/>		
Level	<input type="text"/>	Department	<input type="text"/>				

- SAVE (bottom right corner).
- To navigate to SHADEGR, click the RELATED tab (top right) and select SHADEGR.

RETRIEVE	RELATED	TOOLS	1
<input type="text"/>			
Person Comment (Aurora Customized) [SWACMNT]			
Student Mail [SUAMAIL]			
All Learner Curricula [SOILCUR]			
Graduation Application [SHAGAPP]			
Degrees and Awards [SHADEGR]			
Assign Advisors to Student [SGAADVR]			

*Note: To modify or delete the graduation date, simply write over the existing GRADUATION STATUS data and SAVE. In addition, update SHADEGR by writing over the data in the GRADUATION INFORMATION section.*

## Steps in SHADEGR

1. Enter the **student number** in the ID field, then click the LOOKUP [. . .] button to navigate to the LEARNER OUTCOME SECTION; select the appropriate degree sequence.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

2. Double click the proper degree sequence number.

▼ LEARNER OUTCOME SUMMARY		
Sequence Number *	Outcome Status	Learner Record Term
1	SO	201710
⏪ ⏩ (1) of 1 ⏪ ⏩   10 ▼ Per Page		
▼ CURRICULA SUMMARY - PRIMARY		
Priority	Term	Program
1	201710	Agriculture-BSc (Hum Nut Sci)
⏪ ⏩ (1) of 1 ⏪ ⏩   1 ▼ Per Page		
▼ FIELD OF STUDY SUMMARY		

3. You will be directed back to the Degree and Other Formal Awards (SHADEGR) page. Click GO.
4. Change the OUTCOME STATUS field to **AG** (Applied to Graduate).

**Learner Outcome** | Curricula | Dual Degree | Honors | Ins


▼ LEARNER OUTCOME INFORMATION

Outcome Status: AG ... Applied to Graduate

Student Record Term: 201710 ...

Bulletin Academic Year: ...

5. In the GRADUATION TERM section, enter the following information:
  - a. GRADUATION TERM: the same term previously entered in SGASTDN
  - b. GRADUATION YEAR: will auto-populate
  - c. GRADUATION STATUS: **PG** (Plans to Graduate).
  - d. GRADUATION DATE: Enter the same grad date previously entered in SGASTDN (mm/dd/yyyy).

Graduation Information	
Graduation Term	201850 ...
Graduation Year	2018 ...
Graduation Status	PG ... Plans to Graduate
Graduation Date	10/01/2018 

6. SAVE (bottom right corner).

*Note: To modify or delete the graduation date, simply write over the existing GRADUATION STATUS data in SGASTDN and SAVE. Update SHADEGR by writing over the data in the GRADUATION INFORMATION section.*

## Adding a Graduation Date for a Previous Degree

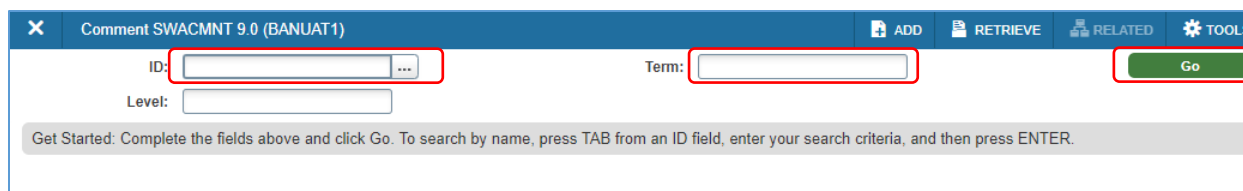
Students wishing to declare graduation while another degree is sought do not need a student record set up with concurrent curriculum. The following steps are required:

1. Graduation date entered in the appropriate SGASTDN record. See [Steps in SGASTDN](#) for instruction.
2. SHADEGR Maintenance. See [Steps in SHADEGR](#) for instruction.
3. SWACMNT entered in graduating term. See [Entering a Comment in SWACMNT](#) for instruction.

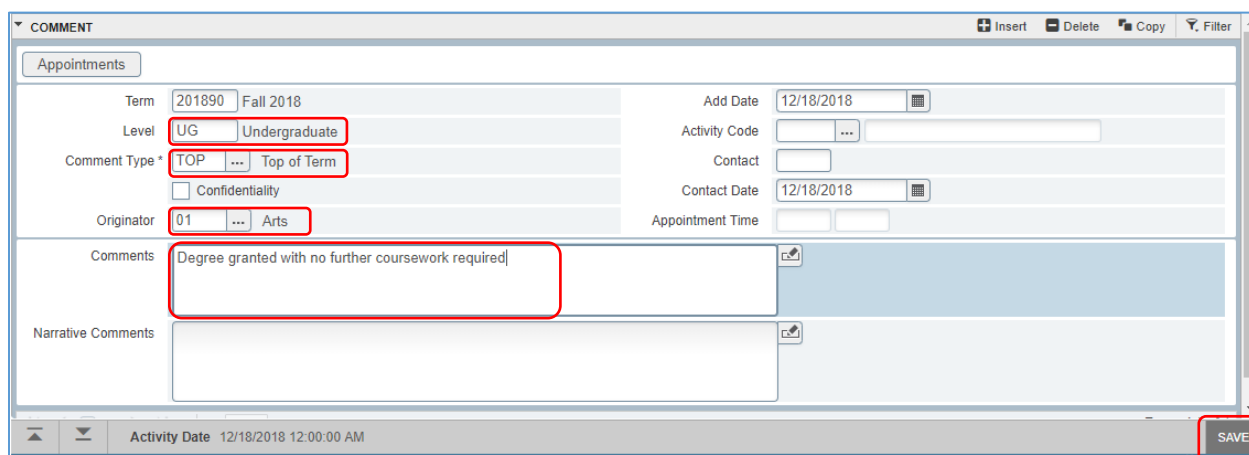
For steps (1) and (2) follow same instructions as above. **However, be sure to select the degree sequence number that corresponds to the program the student has completed.**

## Entering a Comment in SWACMNT

1. In SWACMNT, enter the **student number** in the ID field and the **term** the student is graduating in the TERM field, then click GO.



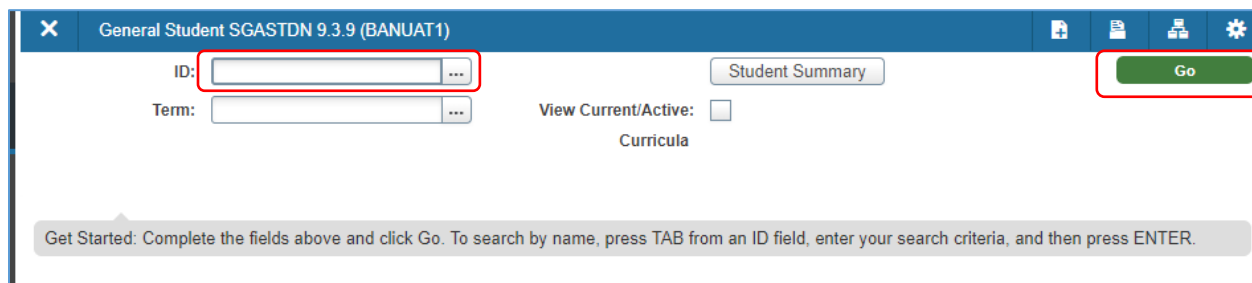
2. Enter the appropriate **level** in the LEVEL field
3. Enter **TOP** in the COMMENT TYPE field and the appropriate **faculty code** in the ORIGINATOR field.
4. In the COMMENTS field, enter, *“Degree granted with no further coursework required”*.
5. SAVE.



## Graduation from a Secondary Curricula with Concurrent Curricula

### Steps in SGASTDN

1. Go to SGASTDN.
2. Enter the **student number** in the ID field. Leave the TERM field blank, and click GO.



- Use the arrow keys under the GENERAL LEARNER tab to scroll through the terms until you find the most recent term in which only one curricula exists. Ensure that the correct degree is displayed.

From Term 201690

New Term 201690 ... Fall 2016

Residence C ...

Student Status AS ... Active

Fee Assessment REG ...

Student Type A ... New

Class

Additional Information

Site ...

Session ...

Use arrows to scroll through terms until you reach the most recent term in which only one curricula exists.

Indicates record 1 of 1.

Priority	Term	Program	Catalog	Level
1	201690	Arts-BA Honours	201690	Undergraduate

- Select the ACADEMIC AND GRADUATION STATUS, DUAL DEGREE tab.
- Enter the **graduation date** (mm/dd/yyyy) in the EXPECTED GRADUATION DATE field and the **term the student will graduate** in the GRADUATION TERM field. The Graduation Year will automatically populate.
- SAVE (bottom right corner).

Learner Curricula Study Path Activities Veteran Comments **Academic and Graduation Status, Dual Degree** Miscellaneous

ACADEMIC STATUS

Academic Term Progress Evaluation Combined Academic Standing

Academic Status Progress Evaluation Override Combined Academic Standing Override

Academic Standing Override Progress Evaluation Override Term Combined Academic Standing Override Term

Academic Status Override Term

Graduation Status

Expected Graduation Date 05/01/2018

Graduation Term 201810

Graduation Year 2018

Dual Degree

Degree College Major

Note: Academic Terms are associated with grad dates as shown below:

- Fall Term: 20XX90 = 02/01/20XX
- Winter Term 20XX10 = 05/01/20XX
- Summer Term 20XX50 = 10/01/20XX



Steps in SHADEGR

1. Enter the **student number** in the ID field, then click the LOOKUP [. . .] button to navigate to the LEARNER OUTCOME SECTION; select the appropriate degree sequence.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

2. Double click the proper degree sequence number.


LEARNER OUTCOME SUMMARY			
Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year
2	CS	201690	
1	CS	201790	

CURRICULA SUMMARY - PRIMARY					
Priority	Term	Program	Catalog	Level	Campus
2	201690	Arts-BA Honours	201690	Undergraduate	Main (F)

3. You will be directed back to the Degree and Other Formal Awards (SHADEGR) page. Click GO.
4. Change the OUTCOME STATUS field to **AG** (Applied to Graduate).

5. In the GRADUATION INFORMATION section, enter the following information:
  - a. GRADUATION TERM: the same term previously entered in SGASTDN
  - b. GRADUATION YEAR: will auto-populate
  - c. GRADUATION STATUS: **PG** (Plans to graduate).
  - d. GRADUATION DATE: Enter the same grad date previously entered in SGASTDN (mm/dd/yyyy).

Graduation Information	
Graduation Term	201810 ...
Graduation Year	2018 ...
Graduation Status	PG ... Plans to Graduate
Graduation Date	05/01/2018 

6. SAVE (bottom right corner).