



UNIVERSITY OF MANITOBA

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Aurora Student

**Graduation Date:  
Add, Modify, and Delete  
BANNER 8**

## Graduation Date: Add, Modify, and Delete

**Scope:** Home faculty/school of the student

**Purpose:** Accurate reflection of expected graduation date for grad checks and reporting.

**Note:** in Aurora, the expected date of graduation takes the format DD-MON-YYYY. Terms are associated with Grad Dates as below.

- Fall Term: 200X90 = **01-FEB-20XX**
- Winter Term: 200X10 = **01-MAY-20XX**
- Summer1: 200X50 = **01-OCT-20XX**

**IMPORTANT:** The grad date and corresponding term (as above) must be added/ modified/ deleted in BOTH SGASTDN AND SHADEGR!

### ADDING A GRADUATION DATE FOR A CURRENTLY REGISTERED STUDENT

**Step 1:** In SGASTDN:

- Enter the student *ID* and the *Term* from which the student will graduate. The term from which the student intends to graduate is defined as the last term in which the student had active registration. Next Block.
- Select *Graduation Status* from the *Options* Menu or click the *Academic and Graduation Status, Dual Degree* tab. This will lead the user to the *Graduation Status* block to appear.

The screenshot shows the SGASTDN software interface. The 'Options' menu is open, and 'Graduation Status' is selected. The main window displays the 'Academic and Graduation Status, Dual Degree' tab. The 'From Term' is set to 200690 and the 'To Term' is set to 999999. The 'Additional Information' section includes fields for Site, Session, Block, and Citizenship. The 'Student Type' is set to Undergraduate, the 'Campus' is Main (Fort Garry & B), the 'College' is Faculty of Management, and the 'Degree' is B.Comm.(Hons.). The 'Admission Term' is 200690 and the 'Matriculation Term' is empty.

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- In the *Graduation Status* block, enter the expected graduation date:
  - *Expected Graduation Date* field: DD-MON-YYYY format
  - *Graduation Term* field: Term student intends to graduate (Term must also correspond with the grad date as noted on top of page 1...)
  - *Graduation Year* field: year will automatically populate

**SAVE**

General Student SGASTDN 7.3.2 (BA7NEXT)

ID:  Student Summary  Term: 200810   View Current/Active Curricula

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

**Academic Status**

Academic Term: 200710  
 Academic Status: MM Faculty Minimum Met  
 Academic Standing Override:   
 Academic Status Override Term:

**Graduation Status**

Expected Graduation Date: 01-MAY-2008   
 Graduation Term: 200810   
 Graduation Year: 2008

**Step 2: In SHADEGR:**

- Load SHADEGR
- Verify the Degree Sequence Number for which the graduation date should be loaded.
- **Outcome Status: AG**(Applied to Graduate)
- *Graduation Information*, enter the information as follows:
  - *Term* field: enter the same term previously entered in SGASTDN
  - *Year* field: auto-populates
  - *Status* field: enter **PG** (Plans to graduate)
  - *Date* field: enter the same grad date previously entered in SGASTDN; DD-MON-YYYY format

Degree and Other Formal Awards SHADEGR 7.3.2 (BA7NEXT)

ID:  Degree Sequence: 2  Graduation Holds:  Override Hold:

View Current/Active Curricula

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

**Learner Outcome Information**

Outcome Status: SO  **AG**  
 Student Record Term: 200690   
 Bulletin Academic Year: 2007   
 Degree Completion Term:   
 Graduation Application Date: 01-JUL-2006   
 Calculate GPA

**Graduation Information**

Graduation Term: 200810  Graduation Year: 2008   
 Graduation Status: PG  Plans to Graduate  
 Graduation Date: 01-MAY-2008   
 Fee Charge:  Fee Term:   
 Fee:   
 Fee Amount:  Fee Date:  Fee Indicator:   
 Authorize:

- **SAVE**

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## Claiming an (un)awarded degree (No further course work required)

Students wishing to claim an (un)awarded degree while working on another degree, **do not need a student record set up with concurrent curriculum.**

Rather the following steps are required:

- 1 – Grad date entered in the appropriate SGASTDN record
- 2 – SHADEGR maintenance
- 2 – Comment entered in the graduating term

**Note:** in Aurora, the expected date of graduation takes the format DD-MON-YYYY. Terms are associated with Grad Dates as below.

- Fall Term: 200X90 = **01-FEB-20XX**
- Winter Term: 200X10 = **01-MAY-20XX**
- Summer1: 200X50 = **01-OCT-20XX**

**IMPORTANT:** The grad date and corresponding term (as above) must be added/ modified/ deleted in **BOTH SGASTDN AND SHADEGR!**

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### Step 1 – Entering a Grad Date:

Load a graduation date on the most recent SGASTDN record of the program from which the student is graduating.

Example: In the example below, the student is currently registered in program 19-T but has enough credit hours to claim a previous degree of BSc.

The screenshot displays the 'General Student' record in the SGASTDN system. The 'General Learner' section shows the following details:

- New Term:** 201210 (Winter 2012)
- Student Status:** AS (Active)
- Student Type:** B (Continuing)
- Residence:** C (Canadian Citizen)
- Fee Assessment Rate:** REG (Regular Student)
- Class:** 03 (Year 3)
- Full or Part Time:** Full Time (selected)

The 'Additional Information' section includes:

- Site:** (dropdown)
- Session:** (dropdown)
- Block:** (dropdown)
- Citizenship:** 01 (Canadian citizen)

The 'Curricula Summary - Primary' section shows:

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	200990 Respiratory Therapy	200990	Undergraduate	Main (Fort Garry & B	School of Medical Reha	B.M.R. R.T.

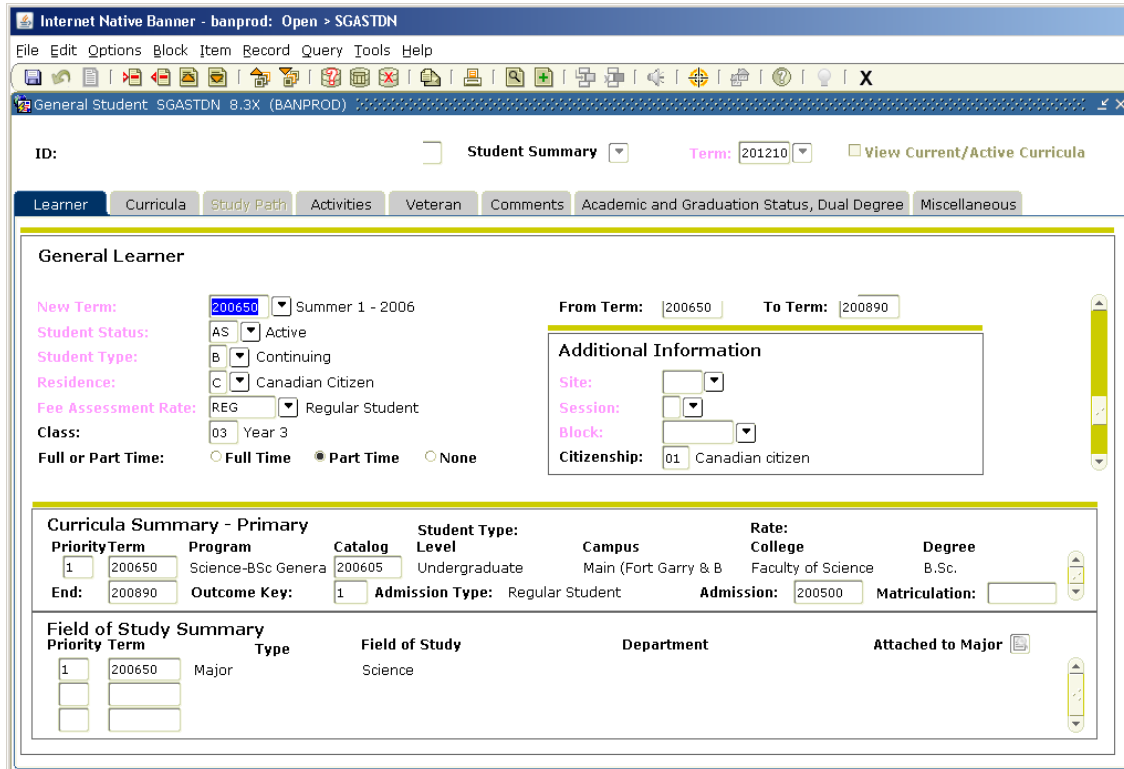
The 'Field of Study Summary' section shows:

Priority Term	Type	Field of Study	Department	Attached to Major
1	200990 Major	Respiratory Therapy		

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- Find the most recent SGASTDN record for the BSc.  
 In the example below, the student was admitted to Science in 200500, but the most recent BSc degree SGASTDN record is in the 200890 term. Use this SGASTDN record to load student's graduation information.  
**Note: If the grad date is not loaded on the correct SGASTDN record, the student will not appear correctly on any grad reports.**



- Select Graduation Status from the Options Menu or click the Academic and Graduation Status, Dual Degree tab. In the Graduation Status block, enter the expected date of graduation:
    - Expected Graduation Date field: DD\_MON\_YYYY format
    - Graduation Term field: Term student intends to graduate (Term must also correspond with the grad date as noted above).
    - Graduation Year field: year will automatically populate
- SAVE**

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End result should look like this:

The screenshot shows a web browser window with the title "Internet Native Banner - banprod: Open > SGASTDN". The browser address bar shows "General Student SGASTDN 8.3X (BANPROD)". The page has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main content area has a header with "ID:" and "Student Summary" (with a dropdown arrow), a "Term:" dropdown, and a "View Current/Active Curricula" checkbox. Below the header is a navigation bar with tabs: "Learner", "Curricula", "Study Path", "Activities", "Veteran", "Comments", "Academic and Graduation Status, Dual Degree" (which is selected), and "Miscellaneous". The main content area is divided into three sections: "Academic Status", "Graduation Status", and "Dual Degree".

**Academic Status**

Academic Term: 200850  
Academic Status: MM Faculty Minimum Met  
Academic Standing Override: [dropdown]  
Academic Status Override Term: [dropdown]

Progress Evaluation: [checkbox]  
Progress Evaluation Override: [dropdown]  
Progress Evaluation Override Term: [dropdown]

Combined Academic Standing: [checkbox]  
Combined Academic Standing Override: [dropdown]  
Combined Academic Standing Override Term: [dropdown]

**Graduation Status**

Expected Graduation Date: 01-MAY-2012 [calendar icon]  
Graduation Term: 201210 [dropdown]  
Graduation Year: 2012 [dropdown]

**Dual Degree**

Degree: [dropdown]  
Level: [dropdown]  
College: [dropdown]  
Department: [dropdown]  
Major: [dropdown]

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## Step 2 – SHADEGR Maintenance:

1. Create a SHADEGR record if one does not already exist, otherwise, select degree sequence of the degree to graduate from

Internet Native Banner - banprod: Open > SGASTDN - SHADEGR - SHADGMQ

File Edit Options Block Item Record Query Tools Help

Degree Summary SHADGMQ 8.3 (BANPROD)

ID: \_\_\_\_\_ Level: \_\_\_\_\_ Campus: \_\_\_\_\_ College: \_\_\_\_\_ Degree: \_\_\_\_\_  
 Term: \_\_\_\_\_ Program: \_\_\_\_\_ Field of Study Type: \_\_\_\_\_ Field of Study Code: \_\_\_\_\_

**Learner Outcome Summary**

Sequence Number	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation Date	Diploma Name
3	AG	201190	2011		<input type="checkbox"/>				
2	NS	200690			<input type="checkbox"/>				
1	NS	200600			<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				

**Curricula Summary - Primary**

Priority Term	Program	Catalog	Level	Campus	College	Degree
1	200690 Science-BSc Genera	200605	Undergraduate	Main (Fort Garry & B	Faculty of Science	B.Sc.

**Field of Study Summary**

Priority Term	Type	Field of Study	Department	Attached to Major
1	200690 Major	Science		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Degree Sequence Number. Record: 2/3 | ... | <OSC>

- **Outcome Status: AG**(Applied to Graduate)
- **Graduation Information**, enter the information as follows:
  - **Term** field: enter the same term previously entered in SGASTDN
  - **Year** field: auto-populates
  - **Status** field: enter **PG** (Plans to graduate)
  - **Expected Graduation Date** field: DD\_MON\_YYYY format

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End result should look like this:

The screenshot shows the 'Internet Native Banner - banprod: Open > SGASTDN - SHADEGR' window. The 'Learner Outcome Information' section includes fields for Outcome Status (AG Applied to Graduate), Student Record Term (200690), Bulletin Academic Year, Degree Completion Term, Graduation Application Date (28-JUL-2006), Calculate GPA, and Apply to Graduate. The 'Graduation Information' section includes Graduation Term (201250), Graduation Year (2012), Graduation Status (PG Plans to Graduate), Graduation Date (01-OCT-2012), Fee options (Charge Fee, Waive Fee, None), Fee Detail, Fee Amount, Fee Date, and Authorize. Below these are tables for 'Curricula Summary - Primary' and 'Field of Study Summary'.

### Step 3 – SWACMNT – Entering a Comment:

Load comment in SWACMNT in the term in which the student is graduating.

*Comment Type:* TOP

Comment will read: **“Degree granted with no further course work required.”**

- **SAVE**

End result should look like:

The screenshot shows the 'Comment Form SWACMNT 8.3 (BANPROD)' window. The 'Term' field is set to 201250 (Summer 2012). The 'Comment Type' is set to TOP (Top of Term). The 'Add Date' and 'Activity Date' are both 27-JUL-2012. The 'Comments' field contains the text: 'Degree granted with no further course work required.'.

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## Graduation from a Primary Curricula (with concurrent curricula)

- Load the Grad Date on the most recent SGASTDN record which displays only the Primary curricula

In the example below, the student was admitted to Pharmacy in 200990, and begun seeking concurrent curriculum as of 201190. The last SGASTDN record displaying only the curriculum for the Pharmacy program is 200990. Load the grad date information on this SGASTDN record.

Internet Native Banner - bantrng: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student: SGASTDN 8.3X (BANTRNG)

ID: Student Summary Term: View Current/Active Curricula

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

**General Learner**

New Term: 201190 Fall 2011  
 Student Status: AS Active  
 Student Type: B Continuing  
 Residence: C Canadian Citizen  
 Fee Assessment Rate: REG Regular Student  
 Class: 04 Year 4  
 Full or Part Time:  Full Time  Part Time  None

From Term: 201190 To Term: 999999

**Additional Information**

Site:   
 Session:   
 Block:   
 Citizenship: 01 Canadian citizen

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	Pharmacy	200990	Undergraduate	Main (Fort Garry & B	Faculty of Pharmacy	B.Sc.(Pharm.)
End:	Outcome Key:	3	Admission Type: Regular Student	Admission: 200990	Matriculation:	

Priority Term	Type	Field of Study	Department	Attached to Major
1	200990	Major	Pharmacy	

Internet Native Banner - bantrng: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student: SGASTDN 8.3X (BANTRNG)

ID: Student Summary Term: View Current/Active Curricula

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

**General Learner**

New Term: 200990 Fall 2009  
 Student Status: AS Active  
 Student Type: B Continuing  
 Residence: C Canadian Citizen  
 Fee Assessment Rate: REG Regular Student  
 Class: 02 Year 2  
 Full or Part Time:  Full Time  Part Time  None

From Term: 200990 To Term: 201190

**Additional Information**

Site:   
 Session:   
 Block:   
 Citizenship: 01 Canadian citizen

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	Pharmacy	200990	Undergraduate	Main (Fort Garry & B	Faculty of Pharmacy	B.Sc.(Pharm.)
End:	Outcome Key:	3	Admission Type: Regular Student	Admission: 200990	Matriculation:	

Priority Term	Type	Field of Study	Department	Attached to Major
1	200990	Major	Pharmacy	

- Click on the *Academic and Graduation Status, Dual Degree Tab* and add graduation information as explained above
- Load graduation information in SHADEGR as explained above

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## MODIFYING A GRADUATION DATE

Follow the *Adding a graduation date* instructions:

**Step 1:** In **SGASTDN**:

- In *Graduation Data* screen, overwrite the previously entered data with the new graduation date
- **SAVE**

**Step 2:** In **SHADEGR**:

- Overwrite the data under the *Graduation Information* portion of the screen.
- **SAVE**

## DELETING A GRADUATION DATE

Follow the *Adding a graduation date* instructions:

**Step 1:** In **SGASTDN**:

- In the *Graduation Data* screen, delete the previously entered data leaving all fields blank.
- **SAVE**

**Step 2:** In **SHADEGR**:

- Delete the data under the *Graduation Information* portion of the screen.
- *Outcome Status changed from **AG**(Applied to graduate) to **SO** (Sought)*
- **SAVE**