CREATING TENTATIVE AND FINAL GRADUATION LISTS

- Graduation dates:
  - December and April/May – Printed Tentative and Final Graduation lists are due to the office of the Registrar by the deadline (typically two weeks after the student deadline to apply. Electronic copies are not accepted.
  - July and August – Printed Tentative and Final Graduation lists are due to the office of the Registrar by the deadline. Electronic copies are not accepted.
- Additions to the Graduation list after the Tentative list has been submitted must be a paper copy on letterhead listing:
  - Student Name
  - Student ID Number
  - Major/Emphasis/Minor
  - If there are Honors or not
- Additions to the Final Graduation list after the Final list has been submitted to the Office of the Registrar must be a paper copy on letterhead listing the same information as the Tentative list addition. They will only be accepted for a limited time. Should too much time have elapsed past the official graduation date additional justification and Academic Affairs approval may be required.

1) **STUDENT APPLIED ONLINE BY THE DEADLINE**
   a. In MU BERT, Student Information section, go to the report "Students Applying for Graduation".
   b. Select the desired term and college and if you want to export the results to Excel (recommended).
   c. Verify in Degree Works for requirements, total credit hours, and MU BERT for courses taken more than once.
   d. Access Banner
   e. Go to the form SHAGAPP "Graduation Application".
   f. Make sure all majors/minors/concentrations/certificates match what is listed in Degree Works or the Banner form SGASTDN. You may need to contact the student to verify if they still want to declare one or more of the majors/minors/concentrations/certificates.
   g. In the "Graduation Application Information" section, on the right-hand side, is "Create/Update Degree Record, click on that button.

h. You will receive a warning message in the upper right "The following operation cannot be undone. Do you wish to continue?"
i. Select Yes. You receive a confirmation message "Changes have been applied to the Degree".
j. The student information has now been populated in SHADEGR to a sought status for the degree and term.
k. Go to the Banner form SHADEGR
l. Enter the MU ID number if it is not already listed, then query the degree sequence by either pressing F9 or selecting the three dots "…".
   i. You are at the form SHADGMQ.

   ii. Look in the "Learner Outcome Summary" section for the most recent sequence number, which should be the one in the top row. The major listed in the second section "Curricula Summary" should match the sought major.
   iii. Double click on the most recent sequence number. This selects it and brings it back to SHADEGR.
m. Select "Alt-Pg Down" or select on the right side the green button "Go".
n. You can view the SHADEGR record that was added.
o. Make sure that SGASTDN and SHADEGR match including all majors/minors/ concentrations/certificates! This is important as otherwise we have a student major record as one thing and the degree record as something else. See item f above.
p. Add Degree Completion term 20XX0X.
q. If honors need to be added to the student record then click on the fourth green tab "Honors", then "Alt-Pg Down" to the section "Institutional Honors". Do NOT place anything in Departmental Honors.
   i. Click in the "Code" field and enter:
      1. A = Associate Honors
      2. B=Associate High Honors
      3. C = Cum Laude
      4. M = Magna Cum Laude
      5. S = Suma Cum Laude
   ii. Click in the checkbox "Print on Transcript" and "Print on Commencement Report".
   iii. Save by pressing F10 or the Save button in the lower right.

iv. (The various honors are listed in the Undergraduate Catalog, Academic Information, Graduation Information).

DEPARTMENTAL HONORS		Insert	Delete	Copy	Filter
Code	Description	Print on Transcript	Print on Commencement Report		
⋯		☐	☐		

◄ 1 of 1 ► ⟩   10 Per Page   Record 1 of 1

INSTITUTIONAL HONORS			Insert	Delete	Copy	Filter
Code	Institutional Honors Description	Print on Transcript	Print on Commencement Report	Default EDI		
		☐	☐	☐		

◄ 1 of 1 ► ⟩   10 Per Page   Record 1 of 1

r. In MU BERT, Graduates by Major section, go to the report "Commencement List with Contact Information" for a complete list of all students posted to SHADEGR for a term, and whether the degree was awarded or still sought.

STUDENT MISSED THE DEADLINE TO APPLY ONLINE (OR USING PAPER APPLICATION)

1) Student must pay the Diploma Fee and provide the receipt to the Dean's office.
2) Student must complete the application for graduation.
3) To post in Banner:
    a. Go to the Banner form SGASTDN "General Student"
    b. Enter the MU ID number
    c. There should be nothing in the "term" field.
    d. Select "Alt-Pg Down" or select on the right side the green button "Go".
    e. You are at the "Learner" tab.
    f. Select the "Curricula" tab.
    g. Select the fourth tab "Roll to Outcome".
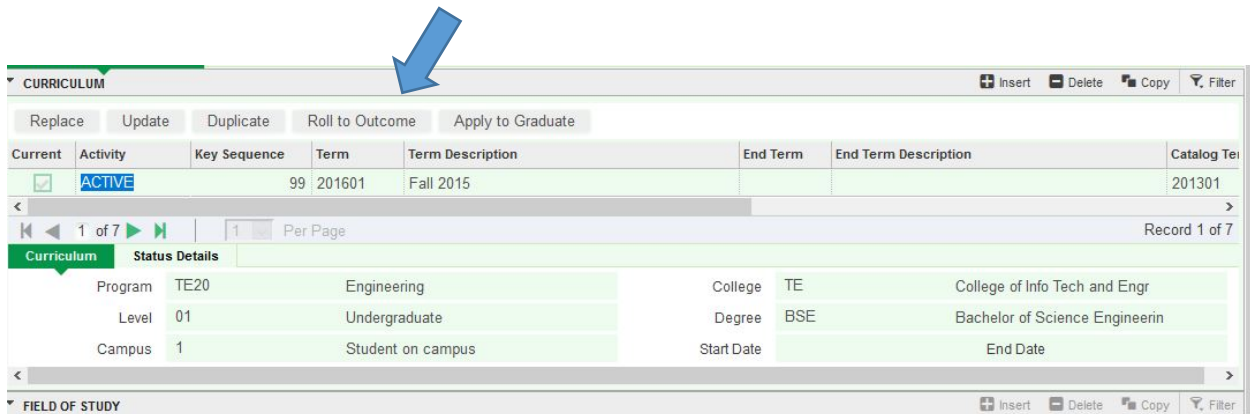
    h. You will receive a warning "Manual Learner to Outcome Roll. The following operation cannot be undone". Select Yes.
    i. SHADEGR has now been populated.
    j. Go to the Banner form SHADEGR
    k. Enter the MU ID number if it is not already listed, then query the degree sequence by either pressing F9 or selecting the three dots "…".
        i. You are at the form SHADGMQ.
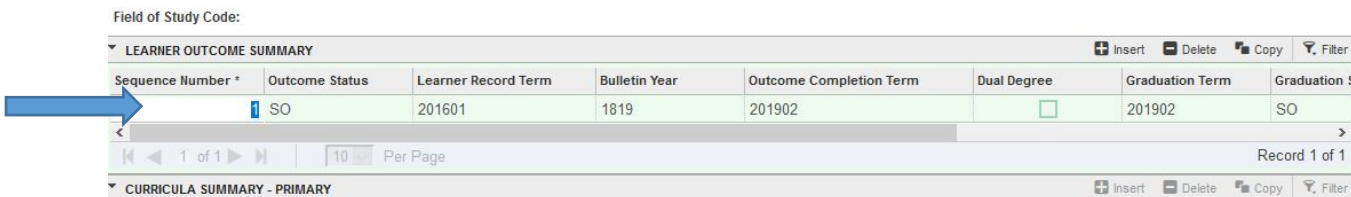
        ii. Look in the "Learner Outcome Summary" section for the most recent sequence number, which should be the one in the top row.
        iii. Double click on the most recent sequence number. This selects it and brings it back to SHADEGR.
    l. Select "Alt-Pg Down" or select on the right side the green button "Go".
    m. You can view the SHADEGR record that was added.
    n. You need to add:
        i. Bulletin Academic Year. Example "1819".
        ii. Graduation Term. Example "201902".

iii. Then press the tab button. This auto-populates the next field "Graduation Year". Do not update this field – only update "Graduation Term" and press tab. Graduation year is used for reporting purposes so make sure "Graduation Term" is correct and then when you tab the correct "Graduation Year" auto-populates.
iv. Graduation Status. Enter SO for Sought.
v. Graduation Date MM/DD/YYYY Example 05/11/2019.
vi. SECOND COLUMN: Degree Completion Term. Example "201902".

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

LEARNER OUTCOME INFORMATION

Outcome Status	SO ...	Degree sought	Degree Completion Term	201902 ...
Student Record Term	201903 ...		Graduation * Application Date	12/11/2018
Bulletin Academic Year	1617 ...			

Graduation Information

Graduation Term	201902 ...		Fee	⦿ Charge Fee ⦿ Waive Fee ● None
Graduation Year	1819 ...		Fee Term	...
Graduation Status	SO ...	Degree Sought	Fee Detail	...
Graduation Date	05/11/2019		Fee Amount	

o. <u>Make sure that SGASTDN and SHADEGR match</u> including all majors/minors/ concentrations/certificates! This is important as otherwise we have a student major record as one thing and the degree record as something else. See item f above.
p. If honors need to be added to the student record then click on the fourth green tab "Honors", then "Alt-Pg Down" to the section "Institutional Honors".
i. Click in the checkbox "Print on Transcript" and "Print on Commencement Report".
ii. (The various honors are listed in the Undergraduate Catalog, University Policies and Procedures, Graduation Information).
4) In MU BERT, Graduates by Major section, go to the report "Commencement List with Contact Information" for a complete list of all students posted to SHADEGR for a term, and whether the degree was awarded or still sought.

UPDATE GRADUATION TERM OR REMOVE STUDENT FROM TENTATIVE OR FINAL LISTS

1) Remove from a Tentative or Final Graduation List until student provides updated term:
   a. SHADEGR, Learner Outcome tab, First Column, Remove Graduation Term.
   b. Remove Graduation Year – Important as this is used for reporting
   c. Remove Graduation Date
   d. Second Column – remove Degree Completion Term
   e. Select the "Save button or press F10.
   f. Once the new graduation term is declared by the student then enter the updated information in the 4 fields listed above.
2) Update to the new term the student provided:
   a. SHADEGR, Learner Outcome tab, First Column, Edit Graduation Term.
   b. Edit Graduation Year – Important as this is used for reporting
   c. Edit Graduation Date
   d. Second Column – edit Degree Completion Term
   e. Select the "Save button or press F10.