Banner 8.0 Grad App and Manual Roll

Presented by:
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SunGard Higher Education
Banner Student Development
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Session Rules of Etiquette

• Please turn off your cell phone/pager
• If you must leave the session early, please do so as discreetly as possible
• Please avoid side conversation during the session

Thank you for your cooperation!

Introducing: Banner Student 8.0 Self-Service Application to Graduate and Manual Roll

• Self-Service Pages
• Baseline Rules and Set-Up
• Manual Roll
Agenda

- Why a Self-Service Graduation Application?
- White Paper and Client Involvement
- View the Self-Service Graduation Process for a student
- How to set up the rules
- How Applications work with Curricula Records
- Questions and Answers

Time to Graduate

Student has completed 3 years of a typical 4-year Bachelor’s Degree Program and is preparing to graduate.

Walk Through the Self-Service Graduation Application

- Log in to Self-Service
  -- Student Menu
  -- Student Records
  -- Apply to Graduate
### After Entering Student Records – New Menu Items

#### Student Records
- Name
- Major
- Minor
- Field of Study
- Graduation Year
- Degree
- Credit Hours
- GPA
- Graduation Status
- Degree Program
- Class Schedule
- Registration Status
- Degree Verification Request
- Academic Records
- Degree Information
- Graduation Application

### Walk Through the Self-Service Graduation Application

#### Curriculum Selection
- Student selects available current and active curricula for graduation
- Using the radio button, selects one

### Student’s Curricula are Displayed for selection

#### Curriculum Selection
- Student selects a curriculum for graduation
Walk Through the Self-Service Graduation Application

- Selects a graduation date, term and/or year

  **Graduation Date Selection**

  [Image]

- Answers optional question:
  - "Will you attend the ceremony?"

  **Graduation Ceremony Selection**

  [Image]

Walk Through the Self-Service Graduation Application

Diploma Name Selection

Here is the diploma name we have, would you like to edit?

- If no diploma name is on record, current or an alternate name only is displayed
- Student may be given the option to:
  - select a name on record
  - edit any part of the name selected

[Image]
Here is the diploma name on file... If none, options are available to choose one

Diploma Name Selection
- Enter the name to be printed on your diploma. Can be used if you want to edit or change the name if it's printed on your diploma.
- **Indicates required field**

Name
- Last name
- First name
- Middle initial
- Suffix

User determines if student can edit name and address fields.

Edit Diploma Name – User controls fields that can be edited

Diploma Name Selection
- Enter the name to be printed on your diploma.
- **Indicates required field**

Name or diploma
- Last name
- First name
- Middle initial
- Suffix

Walk Through the Self-Service Graduation Application

Diploma Mailing Address page can be displayed
- Shows an existing diploma address
- Would you like to:
  - Use and or correct an existing address?
  - Create a new diploma address?
Diploma Address Selection

Diploma Mailing Address Selection

Student can submit a New Diploma Mailing Address

Walk Through the Self-Service Graduation Application

• If a fee is required to graduate, student may choose to have it billed to account or to pay by credit card now.
Walk Through the Self-Service Graduation Application

- Once payment is processed...
- A summary of graduation application information is presented

Before submit, student can review information on the Summary Page

Walk Through the Self-Service Graduation Application

- Confirmation letter can be displayed
Graduation Application Created in Banner

To enable Self-Service Applications to Graduate you will need:

- **STVGADR** — Graduation Application Display Rule Code Validation
- **SHAGADS** — Graduation Application Display Selection Rule Code
  - Process Order (required)
  - Curriculum data to determine what display rule will be in use for the student's curriculum - (optional)
Self-Service Graduation Application Set-Up

• **STVGAST**—Graduation Application Status Code Validation

• **SHATPRT**—Transcript Type Rules
  • Set up display of curriculum data for the self-service graduation application (required)

• **SHAGADR**—Graduation Application Display Rules
  • Determines how to present the graduation application to the student for the display selection rule code in use
    • Transcript Type (required)
    • Graduation Application Status Code (required)
    • Graduation Date, Term, or Year (required)

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Self-Service Graduation Application Set-Up

• **SHAGELR**—One valid Graduation Application Eligibility Rule
  • Determines who is eligible to apply based upon the student’s:
    • Curriculum module (can be learner, outcome, either)
    • Curriculum data elements (optional)
    • General Student data (optional)
    • Academic History data (optional)
    • Level Hours and GPA data (optional)

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### STVGADR - Graduation Application Display Rule Code

<table>
<thead>
<tr>
<th>Graduation Application</th>
<th>Graduation Application Code</th>
<th>Description</th>
<th>Graduation Application Code</th>
<th>Activity Description</th>
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### SHAGADS - Graduation Application Display Rule Code

<table>
<thead>
<tr>
<th>Process Order</th>
<th>Graduation Application Display Rule Code</th>
<th>Local Campus/College</th>
<th>Program Name</th>
<th>Program</th>
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### STVGAST – Graduation Application Status Validation

<table>
<thead>
<tr>
<th>Code</th>
<th>Describe</th>
<th>Active Indicator</th>
<th>Sub Indicator</th>
<th>System</th>
<th>Station</th>
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</tbody>
</table>

### SHATPRT - Set up to display Curriculum Data

- Subject: HTML, CSS
- Curriculum-Print Options
- Primary Content: Diploma, Certificate, University, Institute
- Language: English, Spanish, French, German
- Modality: Online, In-person
- Mode of Delivery: In-class, Distance Learning
- Other Methods of Study: On-campus, Online

- Secondary Content: Certificate, Diploma
- Subject: Chemistry, Physics, Biology, Mathematics
- Language: English, Spanish, French, German
- Modality: Online, In-person
- Mode of Delivery: In-class, Distance Learning
- Other Methods of Study: On-campus, Online

- Subject: Spanish, French, German
- Language: English, Spanish, French, German
- Modality: Online, In-person
- Mode of Delivery: In-class, Distance Learning
- Other Methods of Study: On-campus, Online
### SHAGADR - Graduation Application Display Rules

**Overall display rules – based on application type**

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Display Rule</th>
<th>Notes for Integration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
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</tbody>
</table>

**Overall Self-Service Graduation Application Controls**

<table>
<thead>
<tr>
<th>Control</th>
<th>Notes for Integration</th>
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</thead>
<tbody>
<tr>
<td>Read</td>
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<tr>
<td>Search</td>
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<tr>
<td>Approve</td>
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</tbody>
</table>

**Graduation Date Availability**

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Notes for Integration</th>
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</thead>
<tbody>
<tr>
<td>April 2023</td>
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**Graduation Application Display Form**

<table>
<thead>
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<th>Application Type</th>
<th>Notes for Integration</th>
</tr>
</thead>
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<td>Overall</td>
<td></td>
</tr>
</tbody>
</table>

**Diploma Program**

- Bachelors
- Associates

**Diploma Holding Addresses**

- Bachelor's
- Masters
- PhD
SHAGADR - Graduation Application Display Rules
For payment processing, STVWYO set-up is required

SHAGELR - Eligibility Criteria and Module Selection

Student Requirements to Apply to Graduate

• No holds for graduation
• One current and active curriculum that matches a Graduation Application Selection Rule – SHAGADS
• Either academic history or registration record for the curriculum selection
  — SHRTTRM record OR SFRSTCR record
  — Prevents application for “future” curricula
• One Eligibility Rule that matches curriculum module and any other existing eligibility criteria – SHAGELR
• Application Display Rules – SHAGADR
  — exists with available dates in effect
  — SHATPRT has curriculum fields populated
Graduation Applications in Baseline

SFAREGS and SGASTDN - Apply to Graduate Icon

SHAGAPP - Create/Update Degree Icon

- Updates graduation data in SHADEGR
- Updates Diploma Data on SHADIPL
SHADIPL – updated diploma data

SHADEGR - Apply to Graduate Icon

SHAGAPP - Create/Update Degree Record Icon
• Update data in application then use icon
Graduation Applications in Baseline

- Can create Graduation Applications
  - from Curriculum Tabs
    - SFAREGS
    - SGASTDN
    - SHADEGR

- Cannot create Graduation Applications
  - from Curriculum Tabs in SFAREGS, SGASTDN, if the learner curriculum has been previously rolled
  - from the new Graduation Application Form - SHAGAPP
  - from SHADEGR (or self-service) if degree is awarded

- Once an application is created
  - Apply to Graduate Icon remains enabled
    - Using it will only take the user to the existing Graduation Application - SHAGAPP

Manual Roll Icons
Introducing: Banner Student 8.0 Manual Roll of Learner Curricula

- New Icons to roll 'on demand'
- New Job Submission to roll learner curricula
- Applying courses to Degrees
- Implications when using new Graduation Application

Manual Roll

- Ability to roll using an icon on the Curriculum Tab
  - SFAREGS
  - SGASTDN
- Set preference for applying courses to a newly created degree using Manual Roll Icon
  - SHACTRL
  - Previously rolled Courses will be applied if the code value is set to Y.
  - Only those courses which have not been applied to an awarded degree

SHACTRL

[Image of SHACTRL interface]
Manual Roll to Outcome Icon - SFAREGS and SGASTDN

Manual Roll
Job Submission

Manual Roll – SHRROUT.pc

- New 'C' process executes roll in batch
  - Courses with grades are not required
  - Population Selection and Graduation Application Selection parameters provided
  - "Apply courses" parameter
- independent of SHACTRL setting shown previously
### SHRRROUT

**Parameter Values**

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
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<tr>
<td>2</td>
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**Parameter Control**

- Mode: Automatic
- Special mode: None
- Units: Meter

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### SHRRROUT – page 2

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### RESULTS

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Graduation Applications and the Roll

- Curriculum Tabs
  - SFAREGS – Roll and Apply to Graduate
  - SGASTDN – Roll and Apply to Graduate
  - SHADEGR - Update graduation applications
- From Self-Service – Apply to Graduate
  - Student Records Menu – New Menu Item
  - Create Graduation Application
  - Roll Curriculum to Outcome
- From SHAGAPP –
  - Roll to Outcome using “Create/Update Degree” Icon
- Once an application is created
  - Apply to Graduate Icon in form remains enabled
  - Using it again takes the user to the existing Graduation Application - SHAGAPP
Graduation Applications and the Roll

- Cannot create Graduation Applications
  - from Curriculum Tabs in SFAREGS, SGASTDN, if the learner curriculum has been previously rolled.
  - When learner has been rolled - “Roll to Outcome” icon is disabled
  - from the new Graduation Application Form – SHAGAPP
  - If degree for that curriculum is awarded

Graduation Applications and the Roll – Top Ten List

10. If a Graduation Application exists for a learner curriculum,
    - that curriculum will not display for selection on Self-Service graduation application page.

9. If a learner curriculum has been rolled,
   a. cannot create a graduation application from that learner curriculum on curriculum tab.
   ○ Create application from the degree - SHADEGR
   b. the learner curriculum will not display for selection on self-service (use outcome curriculum).
Top Ten - continued

8. If a learner curriculum is rolled that has a graduation application,
   — the outcome curriculum inherits the graduation application.
7. If a learner curriculum has been rolled and a graduation application exists,
   — neither the learner nor outcome curriculum will display for selection from Self-Service.
6. If a graduation application does not exist on a learner curriculum, when it is rolled, and it is matched* to a degree with an existing graduation application,
   * curriculum matches on level, college, program, and degree
   — the graduation application from that degree is put on the learner curriculum.

Top Ten - continued

5. If a graduation application does exist on an unrolled learner curriculum when it is rolled,
   — it will always create a new degree, even if it is matched on level, college, degree and program to an existing degree.
4. If a current and active outcome curriculum has an active graduation application derived from a rolled learner curriculum,
   — the curriculum cannot be deleted without answering a warning message.
3. If a learner curriculum is duplicated or updated,
   — the option is available to bring the graduation application along to the new curriculum created.

Top Ten - continued

2. If the graduation application is created from an outcome curriculum,
   — the graduation application does not get attached to the original learner curriculum.
   — since that learner curriculum was already rolled, cannot create a graduation application from it.
1. If an outcome curriculum is copied, the graduation application is always carried to the new curriculum created.
Questions & Answers

Thank You!

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Please complete the online class evaluation form
Course ID 0562