



Teaching & Learning  
COMMONS

# Banner Student 9.X - Setting Up Self-Service Graduation Applications



## Session Overview

- How to create manually received graduation application in Banner.
- Steps involved to enable Banner Self-Service to accept and process graduation applications.
- Apply to Graduate via the Web (Student Perspective)

# Steps to enable Banner Self-Service to accept and process graduation applications

1. Create graduation application display rules
2. Create the final page of the graduation application
3. Choose curriculum labels for graduation application
4. Enter graduation application display details
5. Create graduation application eligibility rules

# Create graduation application in Banner



etucian General Student SGASTDN 9.3.15 (PSS2) ADD RETRIEVE RELATED TOOLS

ID:  Student Summary

Term:  View Current/Active:

Curricula

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.

To create Graduation Application using General Student record:

- Access the General Student page
- In the ID field enter student ID
- In the term field enter the term in which the student wishes to apply to graduate and click go

Click Apply to Graduate

The screenshot shows the 'General Student' page for SGASTON 9.3.15 (PS23). The 'Curricula' tab is selected and highlighted with a red box. Below it, the 'CURRICULUM' section has a table with one row: ACTIVE, 99, 202020, Spring Term 2020. The 'Apply to Graduate' button is also highlighted with a red box. Below the table is the 'Status Details' section with fields for Program (BS), Level (UG), Campus (M), College (AS), Degree (BS), Start Date, and End Date. The 'FIELD OF STUDY' section has a table with one row: ACTIVE, INPROGRESS, 202020, MAJOR, Major, Priority 1, Catalog 202020. Below this is the 'Field of Study' section with fields for Field of Study (COMP), Department, Attached to Major, Full or Part Time, Start Date, End Date, and a 'Rolled' checkbox.

Manual Learner to Outcome Roll  
 The following operation cannot be undone. Do you wish to continue?  
 Yes No

If the student already have a degree record associated with learner record, then you cannot create the graduation application from General Student page or Student Course Registration page you need to create it from Degree and other Formal Awards page (SHADEGR)

ellucian Graduation Application SHAGAPP 9.3.13 (PS23)

ID: N00048537 Thomas, Eric Start Over

**Application** | Diploma Information

APPLICATION TO GRADUATE Settings Insert Delete Copy Filter

Graduation 1 Active

Application Sequence

**Graduation Application Information**

Application Date \* 03/25/2020 Application Status \* 03/25/2020

Application Status \* AC Active Application Create/Update Degree Record

**Graduation Information**

Graduation Term Fee Amount

Graduation Year Fee Date

Graduation Date Fee Term

Graduation Status Transaction

Attend Ceremony  Yes  No  Undecided  No Response Receipt Number

Record 1 of 1

**CURRICULA SUMMARY STUDENT** Settings Insert Delete Copy Filter

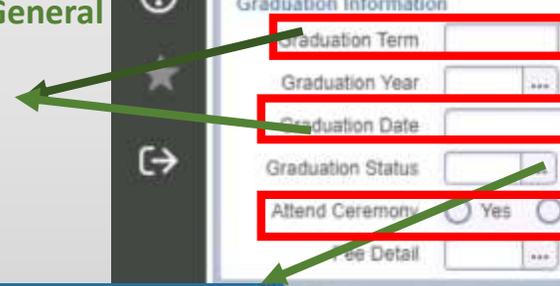
Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1 202020	Bachelor of Scien...	202020	Undergraduate	Main	College of Arts & Sci...	Bachelor of Scie...			Standard

Record 1 of 1

**OF STUDY SUMMARY** Settings Insert Delete Copy Filter

SAVE

Pulled in from General Student Page



Graduation Status Validation (STVGRST)

Criteria PG

Code	Description	Update Next Degree Status
PG	Plans to Graduate	Y

Cancel OK

ellucian Graduation Application SHAGAPP 9.3.13 (PS23) ADD RETRIEVE RELATED TOOLS 1

ID: N00048537 Thomas, Eric

**Application** Diploma Information

APPLICATION TO GRADUATE

Graduation 1  Active

Application Sequence

Graduation Application Information

Application Date \* 03/25/2020 Application Status \* 03/25/2020  
Date

Application Status \* AC ... Active Application **Create/Update Degree Record**

Graduation Information

Graduation Term ... Fee Amount 450

Graduation Year ... Fee Date 03/25/2020

Graduation Date 05/20/2020 Fee Term 202020 ... Spring Term 2020

Graduation Status PG ... Plans to Graduate Transaction 1

Attend Ceremony  Yes  No  Undecided  No Response Receipt Number

Fee Detail F004 ... Graduation Fee

Record 1 of 1

**CURRICULA SUMMARY STUDENT** Settings Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	202020	Bachelor of Scien...	202020	Undergraduate	Main	College of Arts & Sci...	Bachelor of Scie...			Standard

Record 1 of 1

**FIELD OF STUDY SUMMARY** Settings Insert Delete Copy Filter

SAVE

Create/Update Degree  
The following operation cannot be undone. Do you wish to continue?  
**Yes** **No**

Click Yes.

ellucian Graduation Application SHAGAPP 9.3.13 (PS23) ADD RETRIEVE RELATED TOOLS

ID: N00048537 Thomas, Eric Start Over

Application **Diploma Information**

DIPLOMA NAME Insert Delete Copy Filter

First Name  Last Name   
 Middle Name  Suffix

DIPLOMA MAILING ADDRESS Insert Delete Copy Filter

Address Type  ...

Street Line 1  City   
 Street Line 2  State or Province  ...  
 Street Line 3  ZIP or Postal Code  ...  
 Nation  ...

*Changing the name on the Graduation Application page will not change the name on the General Person Identification page but will only change the name on the Diploma page*

**State Code Validation (STVSTAT)** ×

Criteria

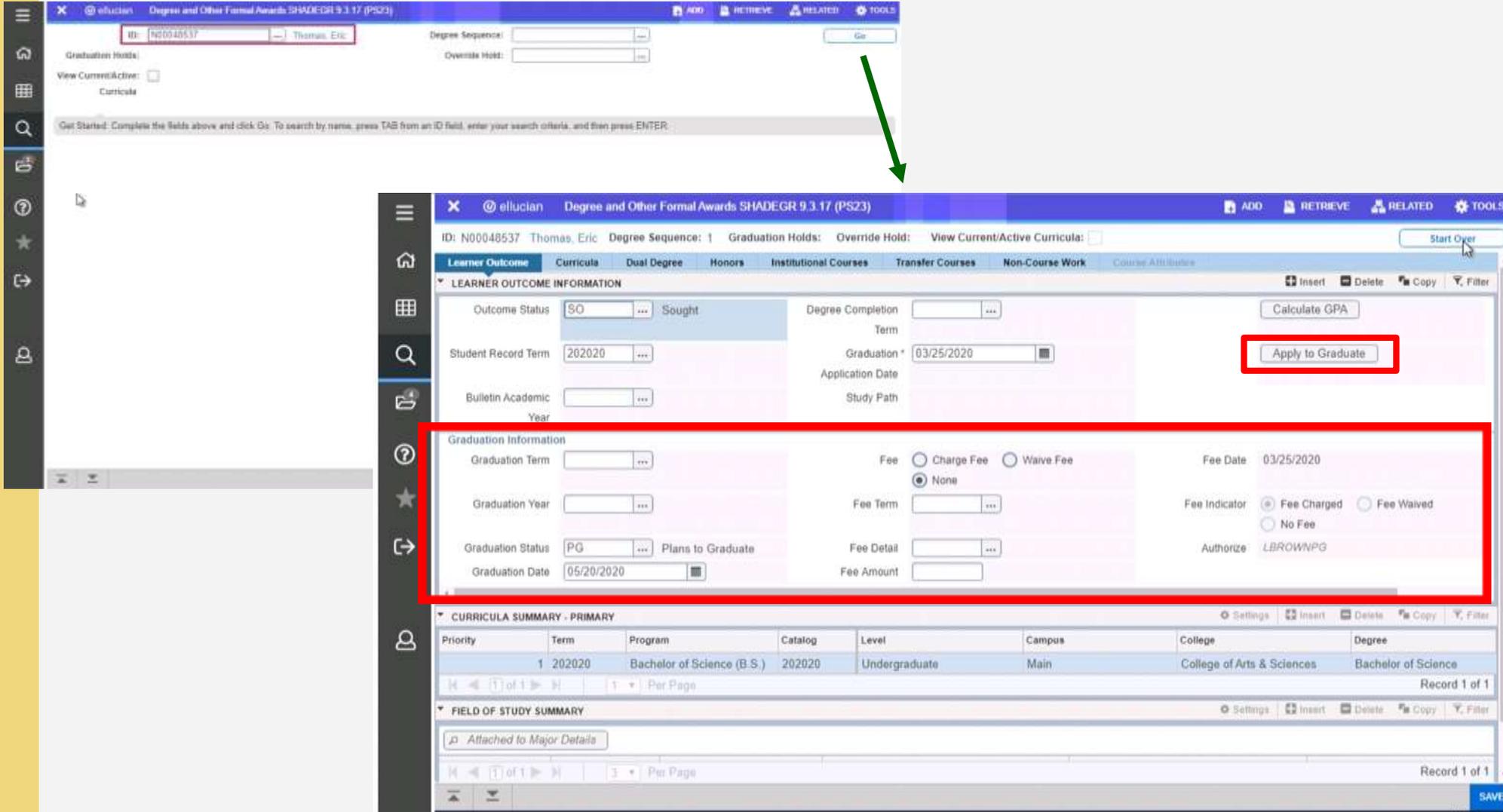
Code	Desc	Edi Equiv	Scan Cde	Ipeds Cde	Activity Date
99	Not Sought				05/24/20
AB	Alberta		CA		11/09/20
ACT	Australian Capital Territory		AU		02/18/20
AK	Alaska	AK	US		11/19/19
AL	Alabama	AL	US		11/19/19
AN	Co Antrim	AN			11/09/20
AR	Arkansas		US		08/18/19
AS	Ash Sharqiyah				04/03/20
AUK	Auckland NZ		NZ		11/09/20

1 of 7 20 Per Page Record 1 of 125

Cancel OK

SAVE

# Access Degree and other Formal Awards page (SHADEGR)



The screenshot displays the SHADER system interface for a student named Thomas, Eric. The page title is "Degree and Other Formal Awards SHADEGR 9.3.17 (PS23)". The search bar contains the ID "N00048537" and the name "Thomas, Eric". A green arrow points from the search bar to the "Apply to Graduate" button in the "Graduation Information" section.

The "Graduation Information" section is highlighted with a red box and contains the following fields:

- Graduation Term: [ ]
- Graduation Year: [ ]
- Graduation Status: PG [ ] Plans to Graduate
- Graduation Date: 05/20/2020
- Fee:  Charge Fee  None  Waive Fee
- Fee Term: [ ]
- Fee Detail: [ ]
- Fee Amount: [ ]
- Fee Date: 03/25/2020
- Fee Indicator:  Fee Charged  Fee Waived  No Fee
- Authorize: LBROWNPG

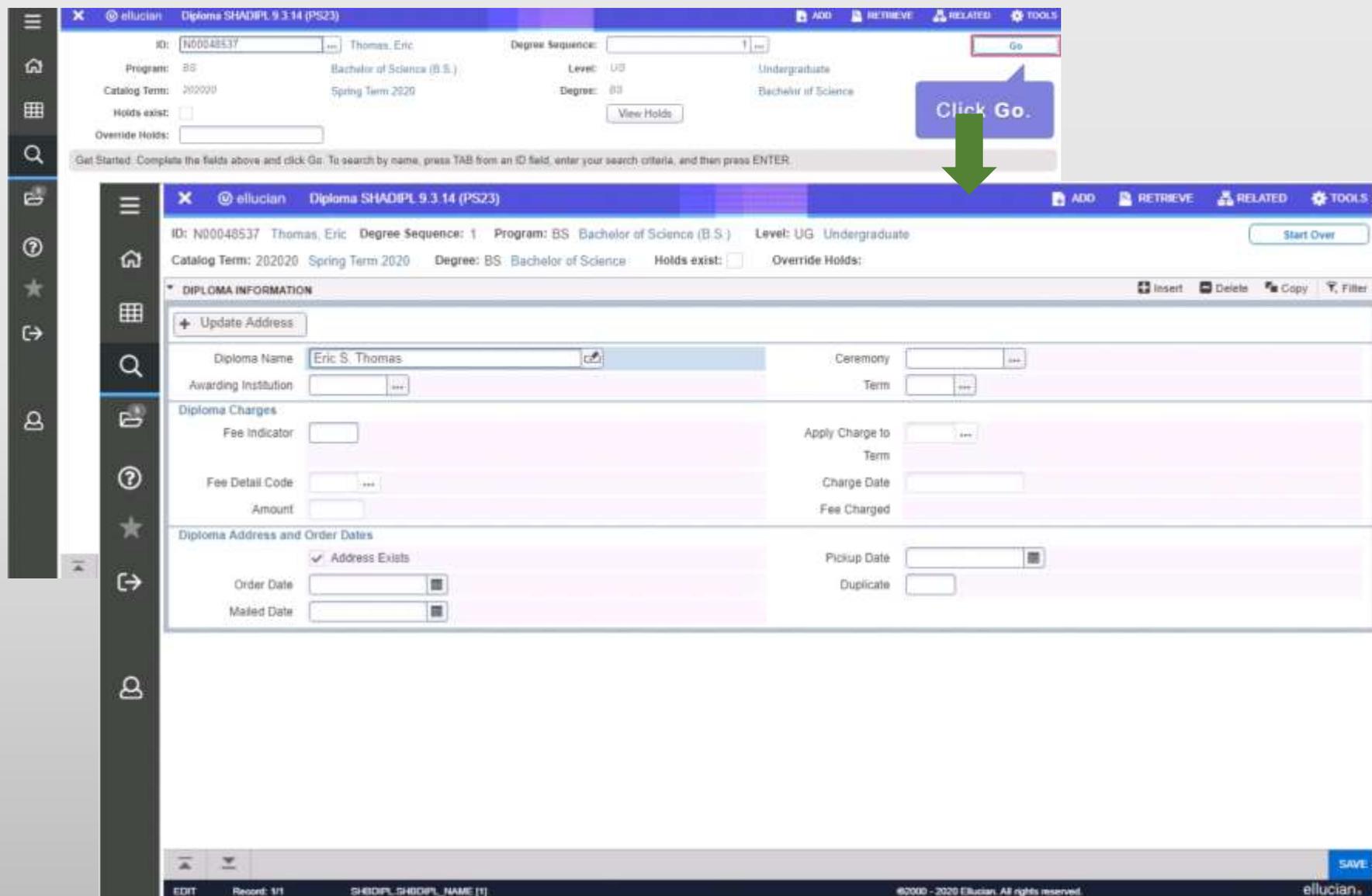
The "Apply to Graduate" button is also highlighted with a red box.

The "CURRICULA SUMMARY - PRIMARY" section shows a table with the following data:

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	202020	Bachelor of Science (B.S.)	202020	Undergraduate	Main	College of Arts & Sciences	Bachelor of Science

The "FIELD OF STUDY SUMMARY" section shows a button labeled "Attached to Major Details".

# Access Diploma page (SHADIPL)



The screenshot illustrates the process of accessing a diploma page in the ellucian SHADIPL system. It is divided into two main sections: the search interface and the diploma information page.

**Search Interface (Top):**

- Header:** ellucian Diploma SHADIPL 9.3.14 (PS23)
- Search Fields:**
  - ID: N00048537 (with dropdown arrow)
  - Name: Thomas, Eric
  - Degree Sequence: 1 (with dropdown arrow)
  - Go button (highlighted with a red box)
- Program Details:**
  - Program: BS Bachelor of Science (B.S.)
  - Level: UG Undergraduate
  - Catalog Term: 202020 Spring Term 2020
  - Degree: BS Bachelor of Science
- Buttons:** View Holds, Click Go. (with a green arrow pointing to the Go button)
- Footer:** 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.

**Diploma Information Page (Bottom):**

- Header:** ellucian Diploma SHADIPL 9.3.14 (PS23)
- Search Summary:** ID: N00048537 Thomas, Eric Degree Sequence: 1 Program: BS Bachelor of Science (B.S.) Level: UG Undergraduate Start Over button
- Metadata:** Catalog Term: 202020 Spring Term 2020 Degree: BS Bachelor of Science Holds exist:  Override Holds:
- Section: DIPLOMA INFORMATION** (with Insert, Delete, Copy, Filter icons)
- Update Address:** + Update Address button
- Diploma Name:** Eric S. Thomas (with dropdown arrow)
- Ceremony:** (with dropdown arrow)
- Awarding Institution:** (with dropdown arrow)
- Term:** (with dropdown arrow)
- Diploma Charges:**
  - Fee Indicator: (with dropdown arrow)
  - Apply Charge to: (with dropdown arrow)
  - Fee Detail Code: (with dropdown arrow)
  - Term: (with dropdown arrow)
  - Amount: (with dropdown arrow)
  - Charge Date: (with dropdown arrow)
  - Fee Charged: (with dropdown arrow)
- Diploma Address and Order Dates:**
  - Address Exists
  - Pickup Date: (with calendar icon)
  - Order Date: (with calendar icon)
  - Duplicate: (with dropdown arrow)
  - Mailed Date: (with calendar icon)
- Footer:** EDIT Record: 1/1 SHADIPL\_SHADIPL\_NAME [1] ©2000 - 2020 Ellucian. All rights reserved. ellucian. SAVE button

# Create Graduation Application Display Rules

1. Access the Graduation Application Display Rule Code Validation page.



Graduation Application Display Rule Code *	Description *
AS GRAD APP	AS Graduation Application
BUS_CERTIFICATE	Business Certificate
CERTIFICATE	Certificate or Diploma
CR GRAD APP	CR Graduation Application
DOCTORAL	Doctoral Graduate Application
GR GRAD APP	GR Graduation Application
LAW SCHOOL	Law School Application
MBA PROGRAM	MBA Graduation Application
NURSING SCHOOL	Nursing School Graduation
PR GRAD APP	Professional Graduation Applic
SPRT_MGMT	Sport Management Graduation
UG GRAD APP	UG Graduation Application
UG_GRADUATION	Undergraduate Graduation Test

Navigation: 1 of 1 records, 20 Per Page, Record 12 of 13

2. Select a rule

- Access the Graduation Application Display Rule Selection page through the Menu Panel. This page is used to associate the rule code with other curriculum elements.

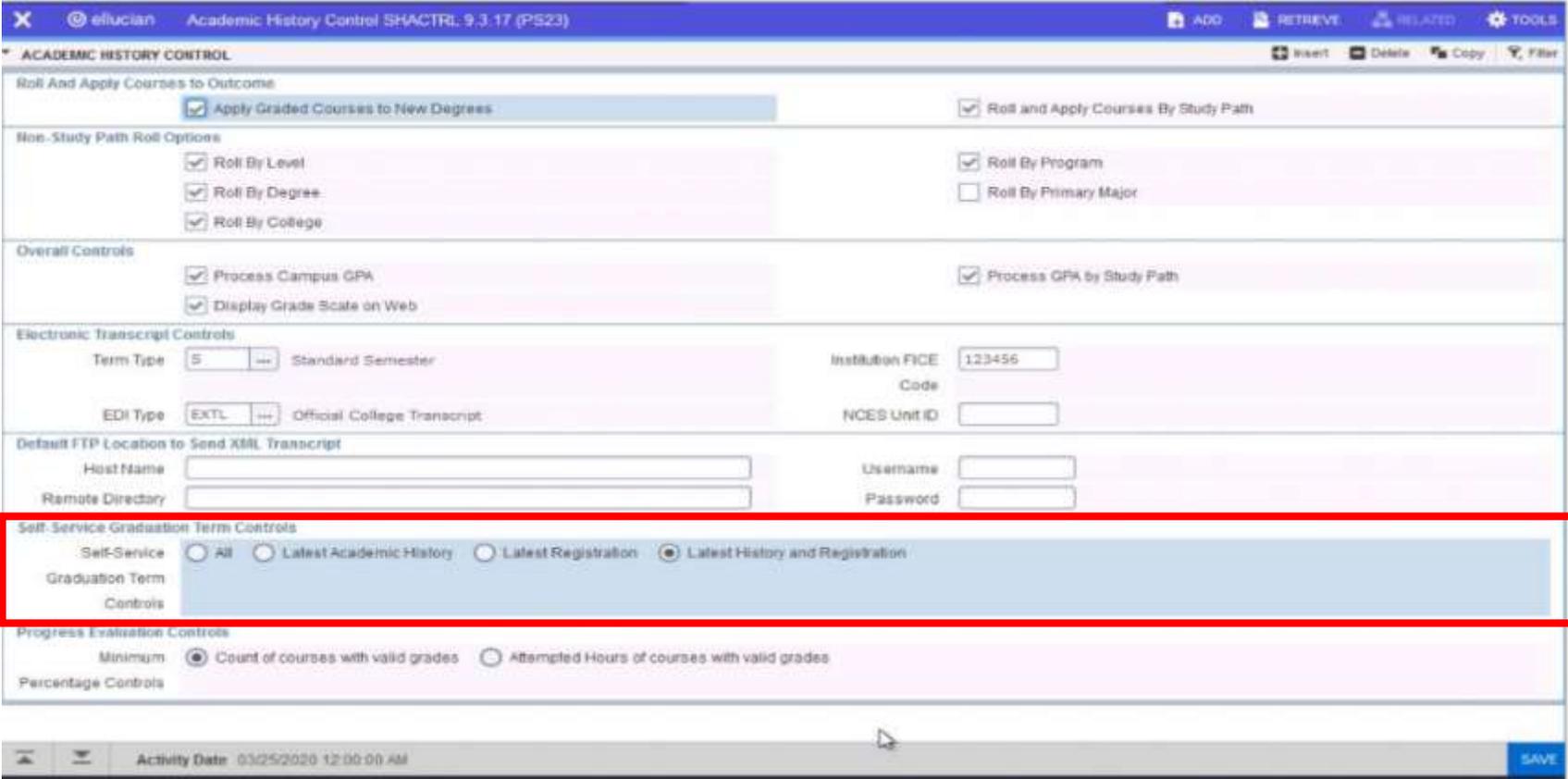
ellucian Graduation Application Display Rule Selection SHAGADS 9.3 (PS23) ADD RETRIEVE RELATED TOOLS

GRADUATION APPLICATION DISPLAY RULE SELECTION Settings Insert Delete Copy Filter

Process Order *	Graduation Application Display Rule *	Level	Campus	College	Degree	Program	Major Field of Study Code	Department
1	UG GRAD APP	UG						
2	GR GRAD APP	GR						
3	CR GRAD APP	CR						
4	LAW SCHOOL	LW						
5	UG_GRADUATION	UG						
6	CERTIFICATE	CE						
7	CERTIFICATE	00						
8	PR GRAD APP	PR						
9	BUS_CERTIFICATE				CERT			

1 of 1 Per Page Record 1 of 9

#### 4. Access the Academic History Control page through the Menu Panel.



Academic History Control SHACTRL: 9.3.17 (PS23)

Roll And Apply Courses to Outcome

Apply Graded Courses to New Degrees

Roll and Apply Courses By Study Path

Non-Study Path Roll Options

Roll By Level

Roll By Degree

Roll By College

Roll By Program

Roll By Primary Major

Overall Controls

Process Campus GPA

Display Grade Scale on Web

Process GPA by Study Path

Electronic Transcript Controls

Term Type:  Standard Semester

EDI Type:  Official College Transcript

Institution FICE Code:

NCES Unit ID:

Default FTP Location to Send XML Transcript

Host Name:

Remote Directory:

Username:

Password:

Self-Service Graduation Term Controls

Self-Service Graduation Term Controls

All

Latest Academic History

Latest Registration

Latest History and Registration

Progress Evaluation Controls

Minimum:  Count of courses with valid grades

Attempted Hours of courses with valid grades

Percentage Controls

Activity Date: 03/25/2020 12:00:00 AM

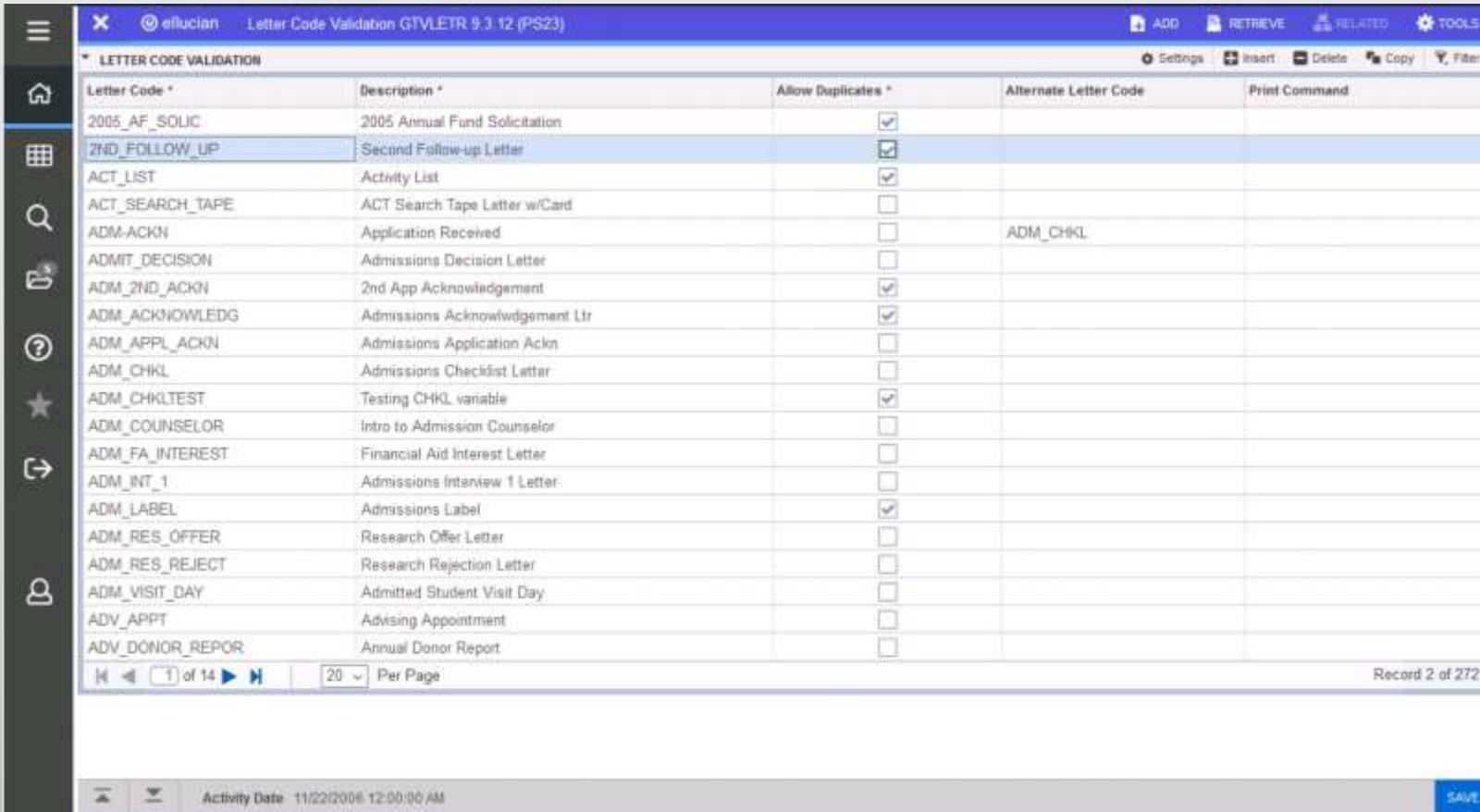
SAVE

#### 5. If not already selected, select the Latest History and Registration radio button in the Self-Service Graduation Term Controls subsection, then click Save.

# Create Final Page of Graduation Application

To create the final page of the graduation application :

- Create a Letter Code
- Associate the Letter Code to the HTML letter
- Embed the Letter Code with the Final Page



The screenshot shows a web application window titled "Letter Code Validation GTVLETR 9.3.12 (PS23)". The interface includes a navigation sidebar on the left and a main table area. The table has the following columns: Letter Code, Description, Allow Duplicates, Alternate Letter Code, and Print Command. The row for "2ND\_FOLLOW\_UP" is highlighted in blue.

Letter Code *	Description *	Allow Duplicates *	Alternate Letter Code	Print Command
2005_AF_SOLIC	2005 Annual Fund Solicitation	<input checked="" type="checkbox"/>		
2ND_FOLLOW_UP	Second Follow-up Letter	<input checked="" type="checkbox"/>		
ACT_LIST	Activity List	<input checked="" type="checkbox"/>		
ACT_SEARCH_TAPE	ACT Search Tape Letter w/Card	<input type="checkbox"/>		
ADM-ACKN	Application Received	<input type="checkbox"/>	ADM_CHKL	
ADMIT_DECISION	Admissions Decision Letter	<input type="checkbox"/>		
ADM_2ND_ACKN	2nd App Acknowledgement	<input checked="" type="checkbox"/>		
ADM_ACKNOWLEDG	Admissions Acknowledgement Ltr	<input checked="" type="checkbox"/>		
ADM_APPL_ACKN	Admissions Application Ackn	<input type="checkbox"/>		
ADM_CHKL	Admissions Checklist Letter	<input type="checkbox"/>		
ADM_CHKLTEST	Testing CHKL variable	<input checked="" type="checkbox"/>		
ADM_COUNSELOR	Intro to Admission Counselor	<input type="checkbox"/>		
ADM_FA_INTEREST	Financial Aid Interest Letter	<input type="checkbox"/>		
ADM_INT_1	Admissions Interview 1 Letter	<input type="checkbox"/>		
ADM_LABEL	Admissions Label	<input checked="" type="checkbox"/>		
ADM_RES_OFFER	Research Offer Letter	<input type="checkbox"/>		
ADM_RES_REJECT	Research Rejection Letter	<input type="checkbox"/>		
ADM_VISIT_DAY	Admitted Student Visit Day	<input type="checkbox"/>		
ADV_APPT	Advising Appointment	<input type="checkbox"/>		
ADV_DONOR_REPOR	Annual Donor Report	<input type="checkbox"/>		

Navigation: 1 of 14 | 20 Per Page | Record 2 of 272

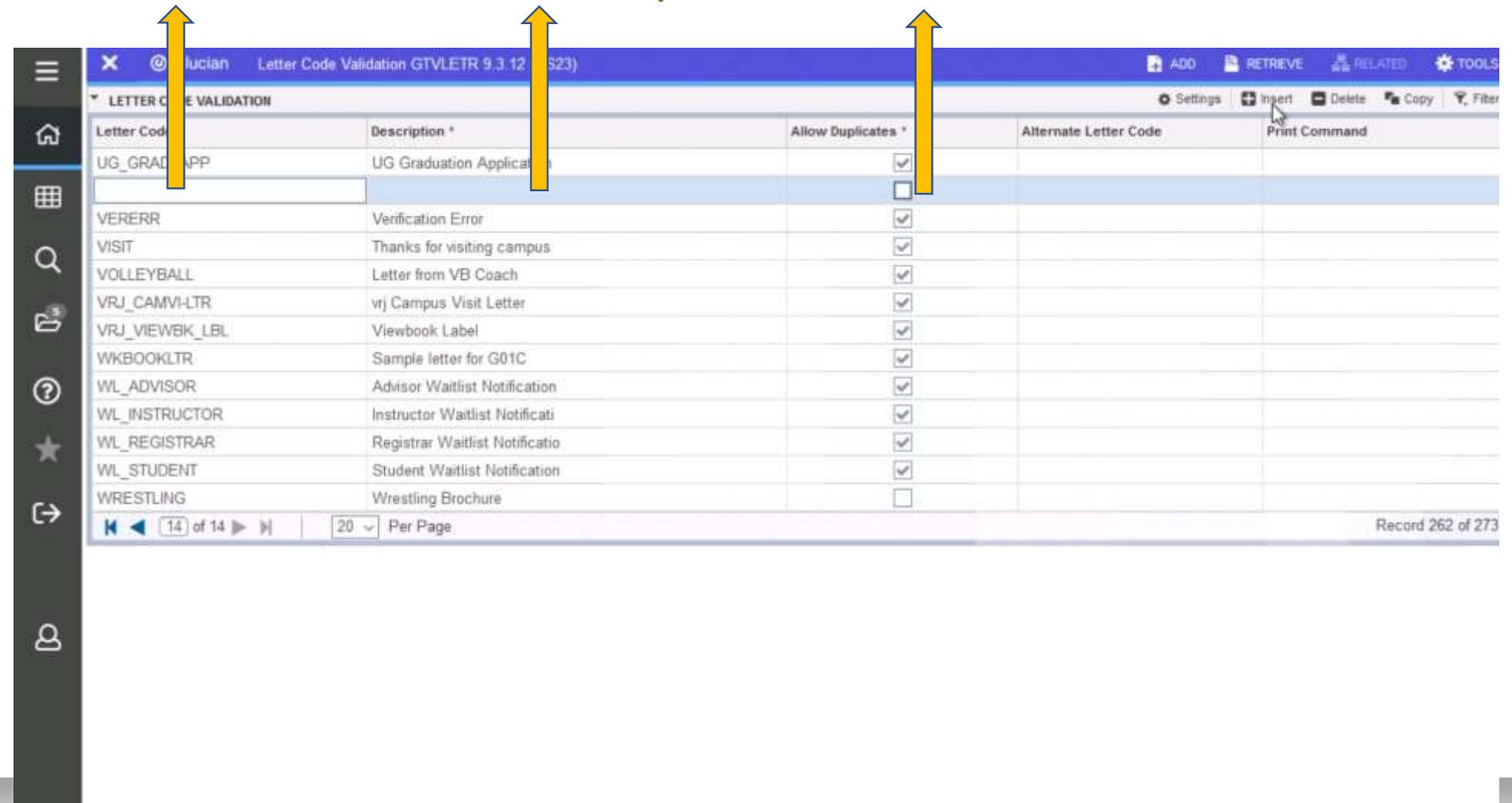
Activity Date: 11/22/2006 12:00:00 AM | SAVE

# Create a Letter Code

Enter the letter Code

Enter the description

Check the check-box

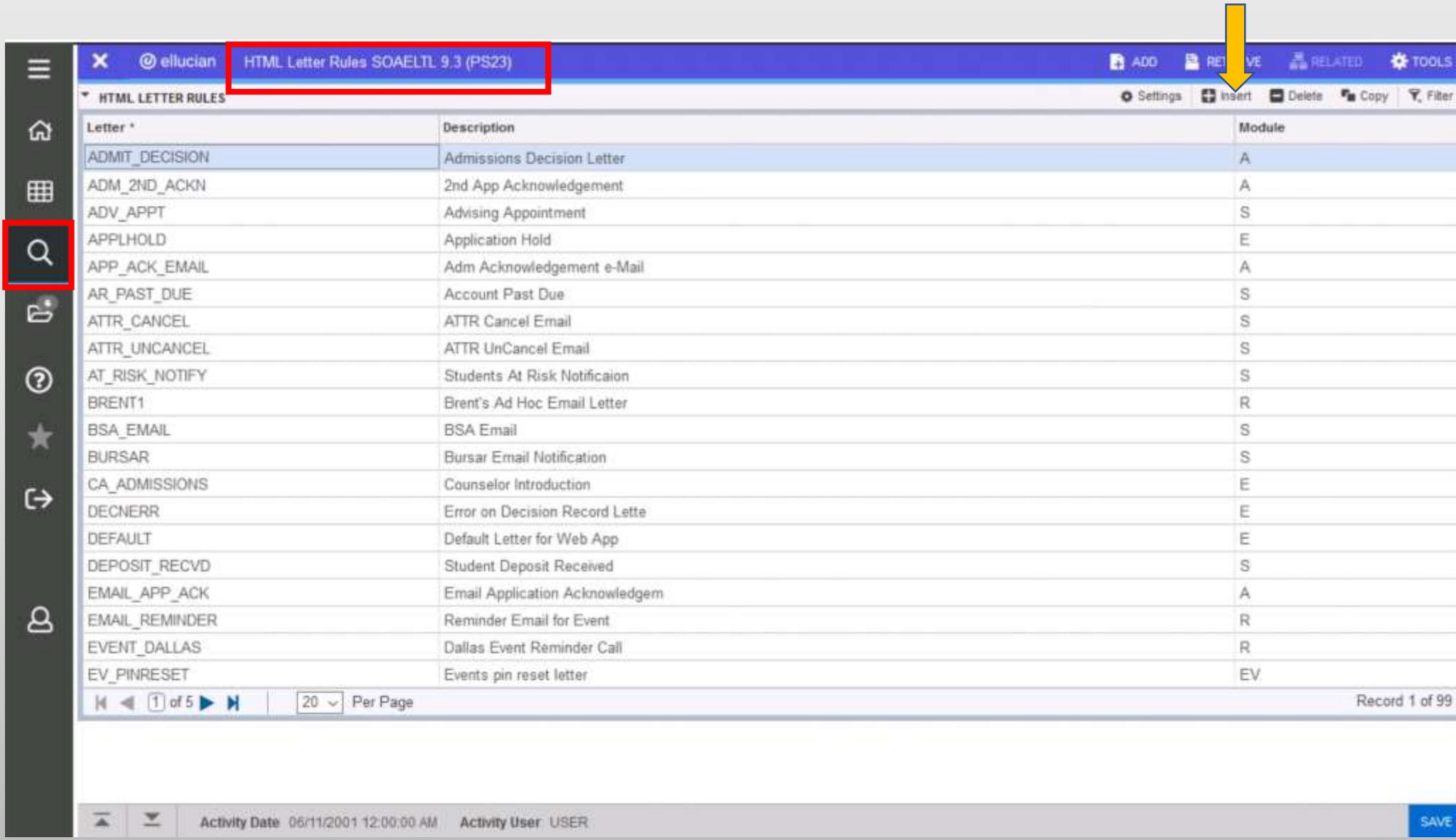


The screenshot shows a web application interface for managing letter codes. The table has the following columns: Letter Code, Description, Allow Duplicates, Alternate Letter Code, and Print Command. The 'Allow Duplicates' column contains checkboxes, some of which are checked. Three yellow arrows point to the first three columns of the table, corresponding to the text labels above them.

Letter Code	Description *	Allow Duplicates *	Alternate Letter Code	Print Command
UG_GRAD_APP	UG Graduation Application	<input checked="" type="checkbox"/>		
		<input type="checkbox"/>		
VERERR	Verification Error	<input checked="" type="checkbox"/>		
VISIT	Thanks for visiting campus.	<input checked="" type="checkbox"/>		
VOLLEYBALL	Letter from VB Coach	<input checked="" type="checkbox"/>		
VRJ_CAMVI-LTR	vrj Campus Visit Letter	<input checked="" type="checkbox"/>		
VRJ_VIEWBK_LBL	Viewbook Label	<input checked="" type="checkbox"/>		
WKBOOKLTR	Sample letter for G01C	<input checked="" type="checkbox"/>		
WL_ADVISOR	Advisor Waitlist Notification	<input checked="" type="checkbox"/>		
WL_INSTRUCTOR	Instructor Waitlist Notificati	<input checked="" type="checkbox"/>		
WL_REGISTRAR	Registrar Waitlist Notificatio	<input checked="" type="checkbox"/>		
WL_STUDENT	Student Waitlist Notification	<input checked="" type="checkbox"/>		
WRESTLING	Wrestling Brochure	<input type="checkbox"/>		

# Associate the Letter Code to the HTML Letter

Access HTML letter rule page by search icons, the HTML letter rules page opens.



Letter *	Description	Module
ADMIT_DECISION	Admissions Decision Letter	A
ADM_2ND_ACKN	2nd App Acknowledgement	A
ADV_APPT	Advising Appointment	S
APPLHOLD	Application Hold	E
APP_ACK_EMAIL	Adm Acknowledgement e-Mail	A
AR_PAST_DUE	Account Past Due	S
ATTR_CANCEL	ATTR Cancel Email	S
ATTR_UNCANCEL	ATTR UnCancel Email	S
AT_RISK_NOTIFY	Students At Risk Notificaion	S
BRENT1	Brent's Ad Hoc Email Letter	R
BSA_EMAIL	BSA Email	S
BURSAR	Bursar Email Notification	S
CA_ADMISSIONS	Counselor Introduction	E
DECNERR	Error on Decision Record Lette	E
DEFAULT	Default Letter for Web App	E
DEPOSIT_RECVD	Student Deposit Received	S
EMAIL_APP_ACK	Email Application Acknowledgem	A
EMAIL_REMINDER	Reminder Email for Event	R
EVENT_DALLAS	Dallas Event Reminder Call	R
EV_PINRESET	Events pin reset letter	EV

Activity Date 06/11/2001 12:00:00 AM Activity User USER

SAVE

ellucian HTML Letter Rules SOAELTL 9.3 (PS23)

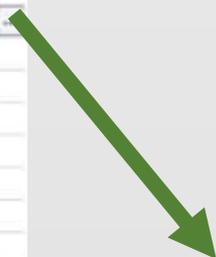
ADD RETRIEVE RELATED TOOLS

Settings Insert Delete Copy Filter

Letter *	Description	Module
GP_GBL_DEL_PER	Proxy (Global) Delete-Person	GP
GRADUATION_APP	Graduation Application	
GP_GBL_DEL_PXY	Proxy (Global) Delete-Proxy	GP
GP_GBL_NEW_ADM	Proxy (Global) New-Admin	GP
GP_GBL_NEW_PER	Proxy (Global) New-Person	GP
GP_GBL_NEW_PXY	Proxy (Global) New-Proxy	GP
GP_NEWPROXY	Proxy-New Proxy Credentials	GP
GP_NEWPROXY_NOA	Proxy-New Proxy Cred No Access	GP
GP_NEWRELATION	Proxy-New Relationship Created	GP
GP_PASSPHRASE	Proxy-Send Proxy Passphrase	
GP_PINRESET	Proxy-Proxy Pin Reset	
GP_PINRESET_CDE	Proxy Pin Reset Access Code	
GP_PINRESET_NOA	Proxy Pin Reset No Access	
GP_PROFILE	Proxy-Profile Update	
GP_PROFILE_CLR	Proxy-Profile Update No Data	
GP_UPDRELATION	Proxy-Relationship Updated	
HOUSING	Housing Information Letter	
HOUSING_ASSIGN	Housing Assignment	
INTL_AGENT_AUTH	Intl. Agent Authorization	
JR_THANKS	Junior Thanks for Inq Email	
MATCHERR	Match Error	

3 of 5 Per Page

Activity Date 03/19/2020 12:00:00 AM



Module Code for HTML Letter (STVELMT)

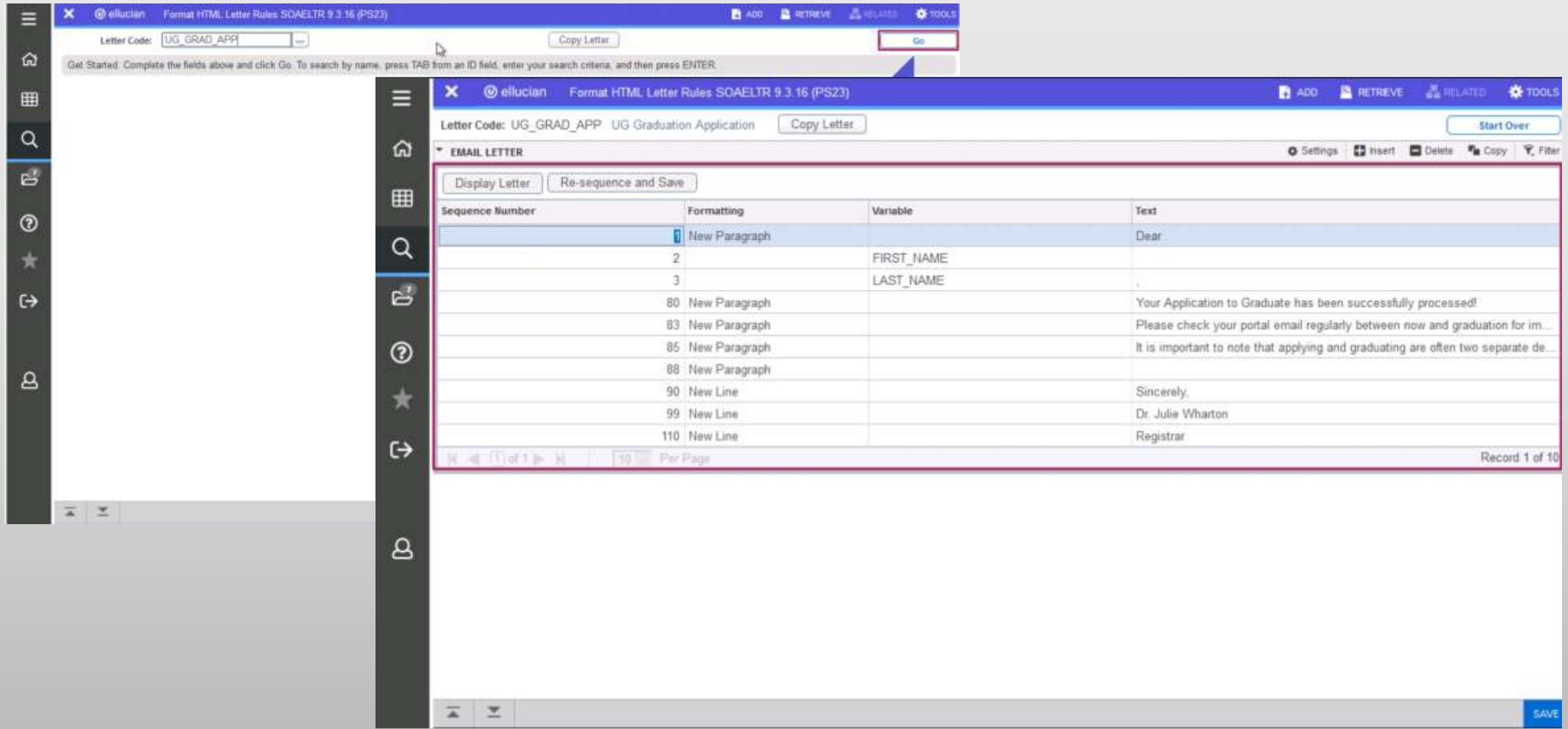
Criteria

Code	Description	View
A	Admissions	AS_ADMISSIONS_APPLICANT
E	Electronic App	SAVEAPS
EV	Events	GOVELTR
F	Registration	AS_STUDENT_REGISTRATION_DETAIL
FA	Financial Aid Applicant	AR_FINAID_APPLICANT
GP	Proxy Access	GOVELTR
P	Electronic Propsect	SRVPREL
R	Recruit	AS_RECRUITING_DATA
S	Student	AS_STUDENT_DATA
T	Transcripts	SHVTRE1

1 of 1 Per Page Record 9 of 10

# Embed the Letter Code with the Final Page

## Access Format HTML Letter Rules (SOAELTR)



Letter Code:

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.

Letter Code: UG\_GRAD\_APP UG Graduation Application

EMAIL LETTER

Sequence Number	Formatting	Variable	Text
1	New Paragraph		Dear
2		FIRST_NAME	
3		LAST_NAME	
80	New Paragraph		Your Application to Graduate has been successfully processed!
83	New Paragraph		Please check your portal email regularly between now and graduation for im...
85	New Paragraph		It is important to note that applying and graduating are often two separate de...
88	New Paragraph		
90	New Line		Sincerely,
99	New Line		Dr. Julie Wharton
110	New Line		Registrar

10 Per Page Record 1 of 10

ellucian Format HTML Letter Rules SOAELTR 9.3.16 (PS23)

Letter Code: GRADUATION\_APP Graduation Application Copy Letter Start Over

EMAIL LETTER Settings Insert Delete Copy Filter

Display Letter Re-sequence and Save

Sequence Number	Formatting	Variable	Text
5	New Paragraph		

Record 1 of 1

Column Name

Criteria: NAME

- ADDITIONAL\_HOLDS\_IND
- ADDITIONAL\_MEDICAL\_DATA\_IND
- ADDITIONAL\_SPORTS\_IND
- ADVISOR\_FIRST\_NAME1
- ADVISOR\_FIRST\_NAME2
- ADVISOR\_SURNAME\_PREFIX
- APPLIED\_FOR\_DEGREE\_IND

Record 1 of 135

Text

Type the text.

Cancel OK

Select the option.

Type the text.

ellucian Format HTML Letter Rules SOAELTR 9.3.16 (PS23)

Letter Code: GRADUATION\_APP Graduation Application [Copy Letter](#)

Saved successfully (5 rows saved)

EMAIL LETTER

[Display Letter](#) [Re-sequence and Save](#)

Sequence Number	Formatting	Variable	Text
5	New Line		Dear
10		ADVISOR_FIRST_NAME1	Comma
15	New Line		
20	New Line		Thank you for submitting your application to graduate. We will review your re...
25	New Line		
30	New Line		Sincerely, The Registrar

Record 6 of 6

ellucian Format HTML Letter Rules SOAELTR 9.3.16 (PS23)

Letter Code: GRADUATION\_APP Graduation Application [Copy Letter](#) [Start Over](#)

FORMAT HTML LETTER RULES

[Return](#)

Letter Code: GRADUATION\_APP Graduation Application

Dear <ADVISOR\_FIRST\_NAME1> Comma

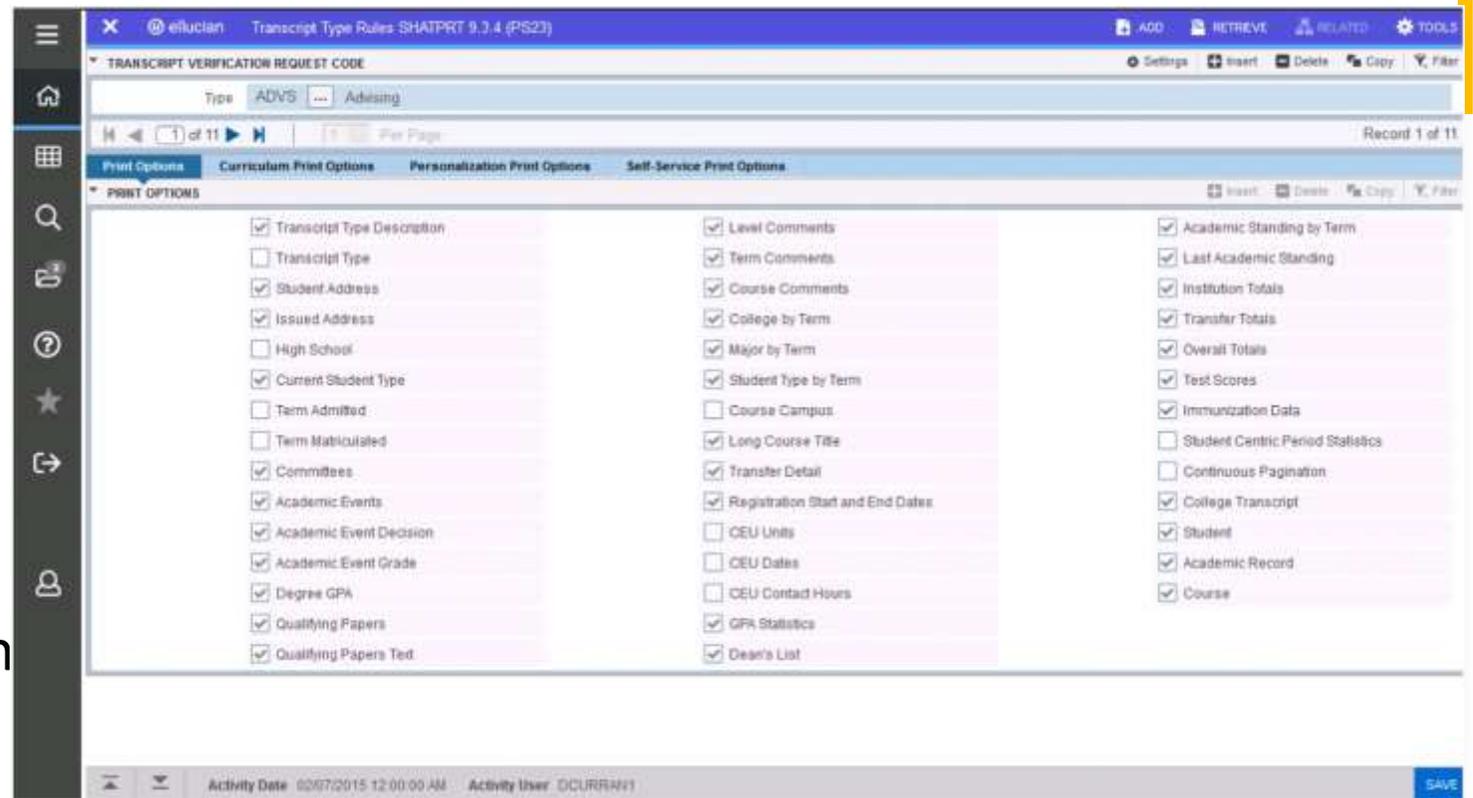
Thank you for submitting your application to graduate. We will review your records and respond to you within two weeks.

Sincerely, The Registrar.

SAVE

# Choose Curriculum Labels for Graduation Application

- The graduation application gets the labels to display the curriculum information from transcripts.
- Can use the existing application and transcript if the transcript type has the curriculum print options similar to the graduation application.



The screenshot displays a web application interface for selecting curriculum labels for a graduation application. The interface is titled "Transcript Type Rules-SHATPRT 9.3.4 (PS23)" and shows a list of print options under the "Curriculum Print Options" tab. The options are organized into three columns, each with a list of items and checkboxes for selection. The status bar at the bottom indicates the activity date as 02/07/2015 12:00:00 AM and the activity user as DCURRAN1.

Print Options	Personalization Print Options	Self-Service Print Options
<input checked="" type="checkbox"/> Transcript Type Description	<input checked="" type="checkbox"/> Level Comments	<input checked="" type="checkbox"/> Academic Standing by Term
<input type="checkbox"/> Transcript Type	<input checked="" type="checkbox"/> Term Comments	<input checked="" type="checkbox"/> Last Academic Standing
<input checked="" type="checkbox"/> Student Address	<input checked="" type="checkbox"/> Course Comments	<input checked="" type="checkbox"/> Institution Totals
<input checked="" type="checkbox"/> Issued Address	<input checked="" type="checkbox"/> College by Term	<input checked="" type="checkbox"/> Transfer Totals
<input type="checkbox"/> High School	<input checked="" type="checkbox"/> Major by Term	<input checked="" type="checkbox"/> Overall Totals
<input checked="" type="checkbox"/> Current Student Type	<input checked="" type="checkbox"/> Student Type by Term	<input checked="" type="checkbox"/> Test Scores
<input type="checkbox"/> Term Admitted	<input type="checkbox"/> Course Campus	<input checked="" type="checkbox"/> Immunization Data
<input type="checkbox"/> Term Matriculated	<input checked="" type="checkbox"/> Long Course Title	<input type="checkbox"/> Student Centric Period Statistics
<input checked="" type="checkbox"/> Committees	<input checked="" type="checkbox"/> Transfer Detail	<input type="checkbox"/> Continuous Pagination
<input checked="" type="checkbox"/> Academic Events	<input checked="" type="checkbox"/> Registration Start and End Dates	<input checked="" type="checkbox"/> College Transcript
<input checked="" type="checkbox"/> Academic Event Decision	<input type="checkbox"/> CEU Units	<input checked="" type="checkbox"/> Student
<input checked="" type="checkbox"/> Academic Event Grade	<input type="checkbox"/> CEU Dates	<input checked="" type="checkbox"/> Academic Record
<input checked="" type="checkbox"/> Degree GPA	<input type="checkbox"/> CEU Contact Hours	<input checked="" type="checkbox"/> Course
<input checked="" type="checkbox"/> Qualifying Papers	<input checked="" type="checkbox"/> GPA Statistics	
<input checked="" type="checkbox"/> Qualifying Papers Test	<input checked="" type="checkbox"/> Dean's List	



ellucian Transcript Type Rules SHATPRT 9.3.4 (PS23)

TRANSCRIPT VERIFICATION REQUEST CODE

Type ADVS ... Advising

Record 1 of 11

Print Options Curriculum Print Options Personalization Print Options Self-Service Print Options

CURRICULUM PRINT OPTIONS

Primary Learner

Primary Learner Program to Apply

Curriculum

- Program
- Degree
- College
- Campus

- Major
- Major Concentration
- Minor
- Concentration
- Other Fields of Study

Secondary Learner

Secondary Learner Secondary

Curriculum

- Program
- Degree
- College
- Campus

Primary Outcome

Award Label Degrees Awarded

Primary Outcome Primary Degree

Curriculum

- Program

Activity Date 02/07/2015

ellucian Transcript Type Rules SHATPRT 9.3.4 (PS23)

Secondary Learner

Secondary Learner Secondary

Curriculum

- Program
- Degree
- College
- Campus

- Major Concentration
- Minor
- Concentration
- Other Fields of Study

Secondary Learner

Secondary Learner Secondary

Curriculum

- Program
- Degree
- College
- Campus

- Major Concentration
- Minor
- Concentration
- Other Fields of Study

Primary Outcome

Award Label Degrees Awarded

Primary Outcome Primary Degree

Curriculum

- Program
- College
- Campus

- Major
- Major Concentration
- Minor
- Concentration
- Other Fields of Study

Secondary Outcome

Secondary Outcome Secondary

Curriculum

- Program
- College
- Campus
- Major

- Major Concentration
- Minor
- Concentration
- Other Fields of Study

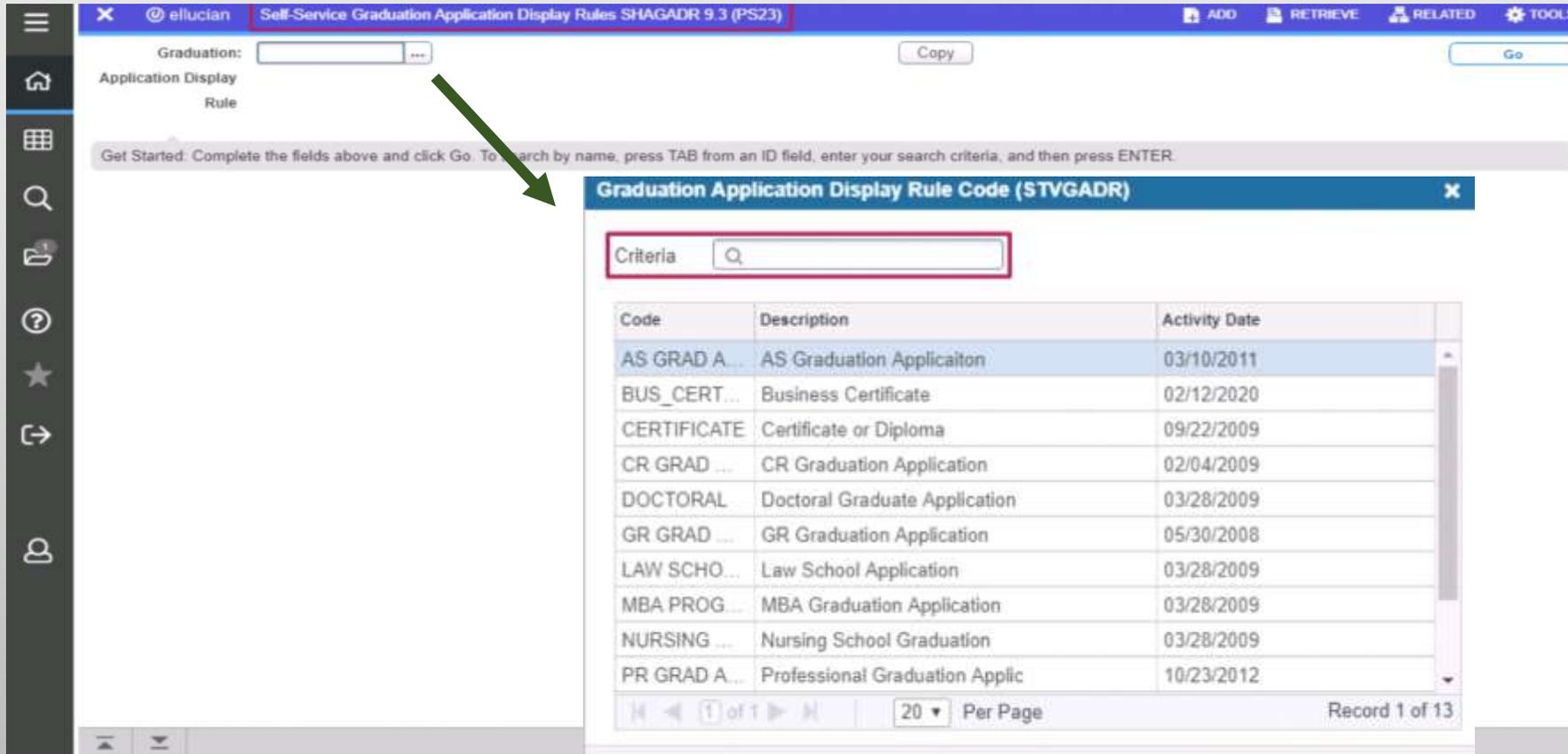
Activity Date 02/07/2015 12:00:00 AM Activity User DCURRAN1

SAVE

# Enter Graduation Application Display Detail

On the Self-Service Graduation Application Display Rules page, you can :

- Enter the graduation application detail
- Update the name and address
- Enter payment options



Graduation:  Copy Go

Application Display Rule

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.

### Graduation Application Display Rule Code (STVGADR)

Criteria

Code	Description	Activity Date
AS GRAD A...	AS Graduation Application	03/10/2011
BUS_CERT...	Business Certificate	02/12/2020
CERTIFICATE	Certificate or Diploma	09/22/2009
CR GRAD ...	CR Graduation Application	02/04/2009
DOCTORAL	Doctoral Graduate Application	03/28/2009
GR GRAD ...	GR Graduation Application	05/30/2008
LAW SCHO...	Law School Application	03/28/2009
MBA PROG...	MBA Graduation Application	03/28/2009
NURSING ...	Nursing School Graduation	03/28/2009
PR GRAD A...	Professional Graduation Applic	10/23/2012

20 Per Page Record 1 of 13

Self-Service Graduation Application Display Rules SHAGADR 9.3 (PS23)

Graduation Application Display Rule: UG GRAD APP UG GRADUATION APPLICATION

Overall Graduation Date Availability Diploma Name/Address Options Payment Options

OVERALL SELF-SERVICE GRADUATION APPLICATION CONTROLS

Curriculum Labels: EXTL Official College Transcript

Graduation: AC Active Application

Application Status:  Date  Term  Year

Confirmation Letter: UG\_GRAD\_APP UG Graduation Application

Graduation Status: EG Expected Graduation

Create/Update Degree

Graduation Application Status (STVGAST)

Code	Description	Active Ind.	Display Web Ind.	Eye Ind.	Activity
AC	Active Application	Y	Y	Y	05/22
IA	Inactive Application	N	N	Y	05/22

Creating the Degree record is optional

Transcript Verification Request Type (STVTPRT)

Type the criteria.

Code	Description	ACTIVITY DATE
ADV5	Advising	07/14/2014
COCU	Co-Curricular Transcript	11/04/2013
EXTL	Official College Transcript	08/19/2015
GRAD	Graduate School Transcript	08/19/2015
GRAP	Graduation Application	02/10/2020
INTL	Official Internal Transcript	04/26/2012
LAW	Law School Transcript	08/19/2015
LEAD	Leadership	08/08/2012
MESH	MeSH Transcript	08/28/2014
OSPV	Medical School Transcript	08/19/2015

Letter Code Validation (GTVLETR)

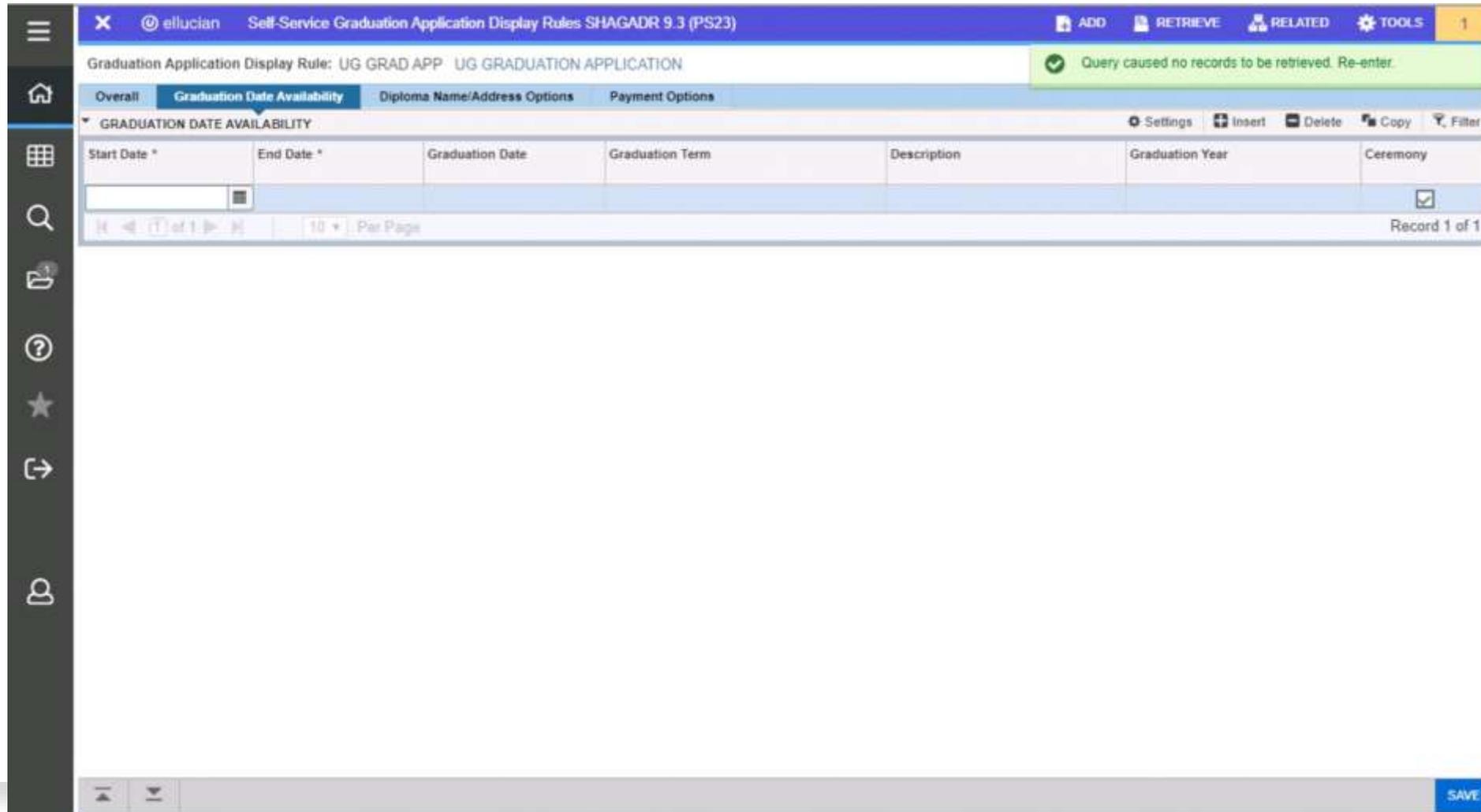
Type the criteria.

Code	Activity Date	Dep	Description
2005_AF_SOLIC	10/06/2005	Y	2005 Annual Fund Solicitation
2ND_FOLLOW_UP	11/22/2006	Y	Second Follow-up Letter
ACT_LIST	10/10/2005	Y	Activity List
ACT_SEARCH_TAPE	08/23/1999	N	ACT Search Tape Letter w/Card
ADM-ACKN	01/15/2012	N	Application Received
ADMIT_DECISION	02/25/1998	N	Admissions Decision Letter
ADM_2ND_ACKN	12/06/2006	Y	2nd App Acknowledgement
ADM_ACKNOWLE	10/15/2000	Y	Admissions Acknowledgment Ltr
ADM_APPL_ACKN	05/23/1995	N	Admissions Application Ackn

Graduation Status Validation (STVGRST)

Code	Description	Update Next Degree Status
AP	Appeal Pending	
EG	Expected Graduation	Y
EGA	Plans to Graduate in Absentia	Y
FD	Financial Deferral	
GA	Graduation Approved	Y
GD	Graduation Deferred	
GR	Graduated	Y
GRA	Graduated in Absentia	Y
NO	Will not Graduate	

Graduation Date Availability tab, you can define if the graduation is available for the term on Self-Service for the student.



The screenshot displays the 'Self-Service Graduation Application Display Rules SHAGADR 9.3 (PS23)' interface. The 'Graduation Date Availability' tab is selected, showing a table with columns for Start Date, End Date, Graduation Date, Graduation Term, Description, Graduation Year, and Ceremony. A message at the top right states: 'Query caused no records to be retrieved. Re-enter.' The table contains one record with a checked checkbox in the Ceremony column. The interface includes a sidebar with navigation icons and a 'SAVE' button at the bottom right.

Start Date *	End Date *	Graduation Date	Graduation Term	Description	Graduation Year	Ceremony
						<input checked="" type="checkbox"/>

## Diploma Name/Address Options tab :

Self-Service Graduation Application Display Rules SHAGADR 9.3 (PS23)

Graduation Application Display Rule: UG GRAD APP UG GRADUATION APPLICATION

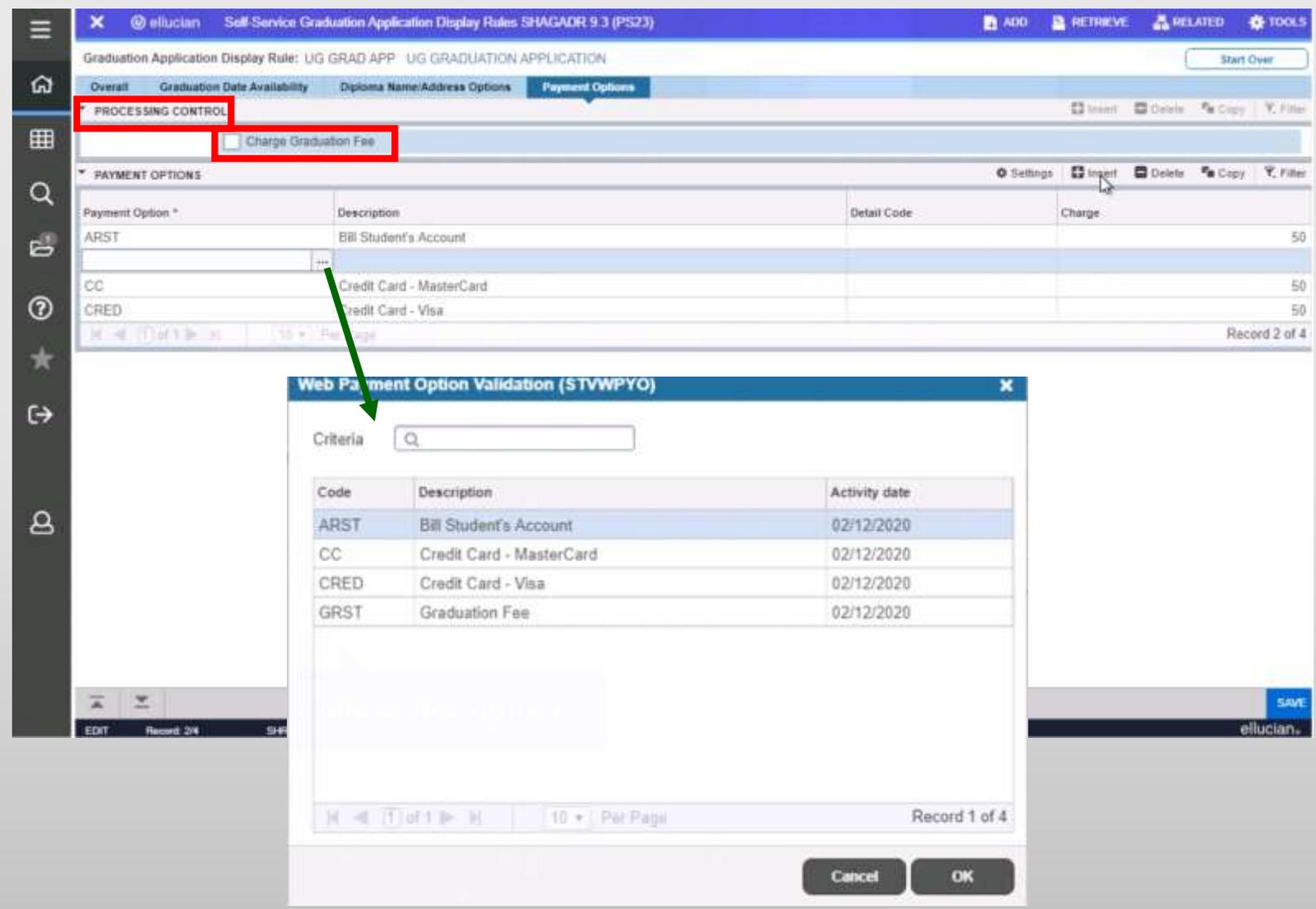
Overall Graduation Date Availability **Diploma Name/Address Options** Payment Options

DIPLOMA NAME Insert Delete Copy Filter

<input checked="" type="checkbox"/> Display Page	<input checked="" type="checkbox"/> Suffix
Name To Display <input checked="" type="radio"/> Current <input type="radio"/> Alternate	<input checked="" type="checkbox"/> Diploma Name Display
Alternate Name <input type="text"/> ...	<input checked="" type="checkbox"/> Edit
Middle * <input type="text"/> Full Middle Name	<input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Middle <input checked="" type="checkbox"/> Last <input checked="" type="checkbox"/> Suffix
Diploma Mailing Address	
<input checked="" type="checkbox"/> Display Page	<input checked="" type="checkbox"/> Display <input checked="" type="checkbox"/> Edit

Select the Charge Graduation Fee check box to charge the graduation fee immediately and connect to your payment processor.

But,  
The User Reference Guide suggest:  
Not to charge the fee on the Self-Service Graduation Application Display Rules page.  
Charge the fee on the Degree Form



The screenshot shows the 'Self-Service Graduation Application Display Rules SHAGADR 9.3 (PS23)' page. The 'PROCESSING CONTROL' section has a 'Charge Graduation Fee' checkbox. The 'PAYMENT OPTIONS' table lists ARST, CC, and CRED. The 'Web Payment Option Validation (STVWPYO)' dialog box shows a table with the following data:

Code	Description	Activity date
ARST	Bill Student's Account	02/12/2020
CC	Credit Card - MasterCard	02/12/2020
CRED	Credit Card - Visa	02/12/2020
GRST	Graduation Fee	02/12/2020

# Create Graduation Application Eligibility rules

X
@ ellucian
Graduation Application Eligibility Rules SHAGELR 9.3 (PS23)
ADD
RETRIEVE
RELATED
TOOLS

GRADUATION APPLICATION ELIGIBILITY RULES
Settings
Insert
Delete
Copy
Filter

Module  Learner  Outcome  Either
Rule Number 12

### Curricula

Level <input type="text" value="UG"/>	Field of Study Type <input type="text"/>	Expected Graduation Date From <input type="text"/>
Campus <input type="text"/>	Field of Study Code <input type="text"/>	To <input type="text"/>
College <input type="text"/>	Department <input type="text"/>	Graduation Term <input type="text"/>
Degree <input type="text"/>	Matriculated Term <input type="text"/>	
Program <input type="text"/>	Admission Term <input type="text"/>	

### General Student

Status <input type="text" value="AS"/>	Cohort <input type="text"/>	Graduation Term <input type="text"/>
Class <input type="text"/>	Expected Graduation Date From <input type="text"/>	
Attribute <input type="text"/>	To <input type="text"/>	

### Academic History

Academic Standing <input type="text"/>	Outcome Status <input type="text"/>	Graduation Term <input type="text"/>
Combined Standing <input type="text"/>	Graduation Date From <input type="text"/>	
Graduation Status <input type="text"/>	To <input type="text"/>	

### Level

GPA Level   Include Attempted Hours

### Institutional Minimums

Earned Hours <input type="text"/>	GPA Hours <input type="text"/>	GPA <input type="text" value="2.00000000"/>
-----------------------------------	--------------------------------	---

### Overall Minimums

Earned Hours <input type="text"/>	GPA Hours <input type="text"/>	GPA <input type="text"/>
-----------------------------------	--------------------------------	--------------------------

Activity Date 02/10/2020 02:21:13 PM
Activity User LBROWN
SAVE

## Tips for transitioning from 8x to 9x SSB

➤ **Configure Apply to Graduate page through SQL script**

The Apply to Graduate menu will be available as part of the DB upgrade process. Need to configure the URL through Web Tailor or in the Web Tailor Repeating Menu Item.

➤ **Configure View Application To Graduate page through SQL script**

The View Application To Graduate menu will be available as part of the DB upgrade process. Need to configure the URL through Web Tailor or in the Web Tailor Repeating Menu Item.

➤ **Add links on GUAINFO to the Student Self Service Landing page**

# Tips for transitioning from 8x to 9x SSB

The following Banner Admin pages need to be verified for the page to work as expected.

➤ **Graduation Application Status Validation Page (STVGAST)**

Select the Web Indicator check box for each application status code that you want to be available on the Web.

➤ **Graduation Application Display Rules Validation Page (STVGADR)**

Create graduation display rule validation codes.

➤ **Graduation Application Display Rule Selection Page (SHAGADS)**

Define your selection rules for when a graduation application display rule will be used.

➤ **Self-Service Graduation Application Display Rules Page (SHAGADR)**

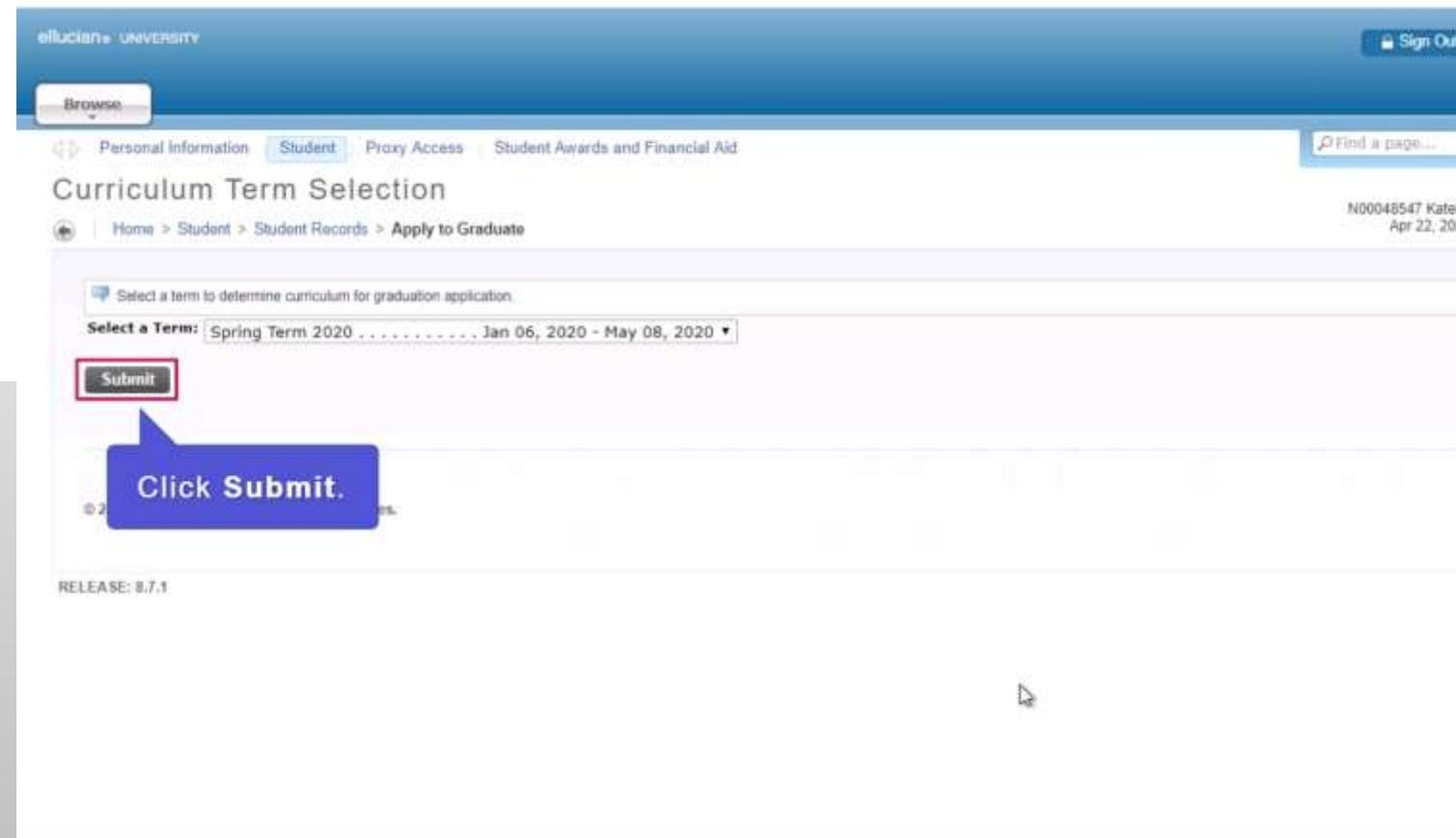
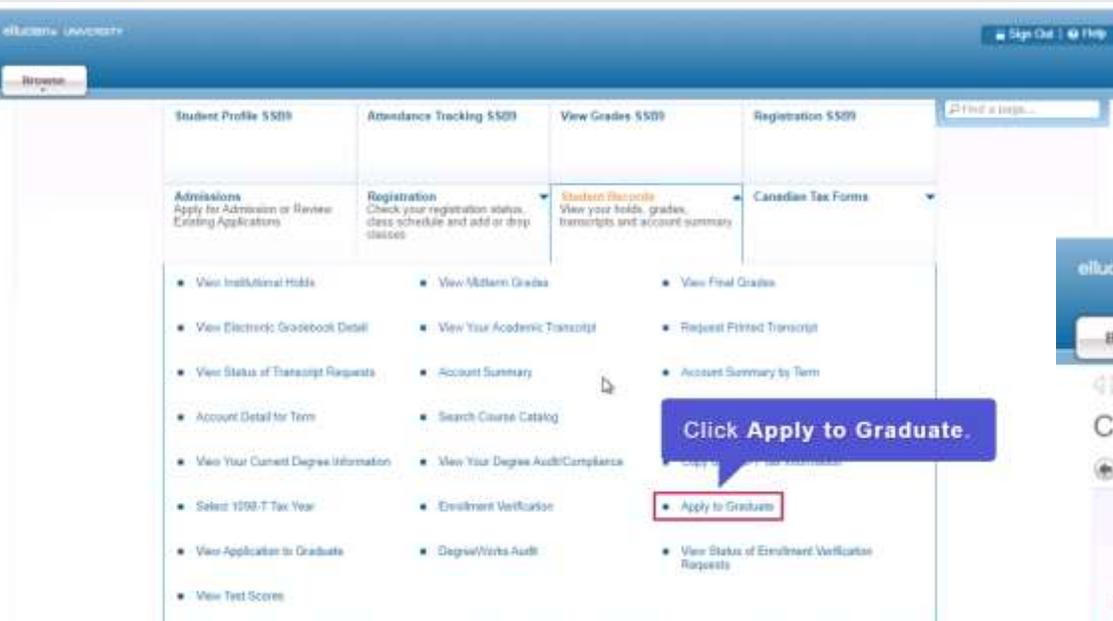
Define your graduation application display rules.

➤ **Graduation Application Eligibility Rules (SHAGELR)**

Define your graduation application eligibility rules.

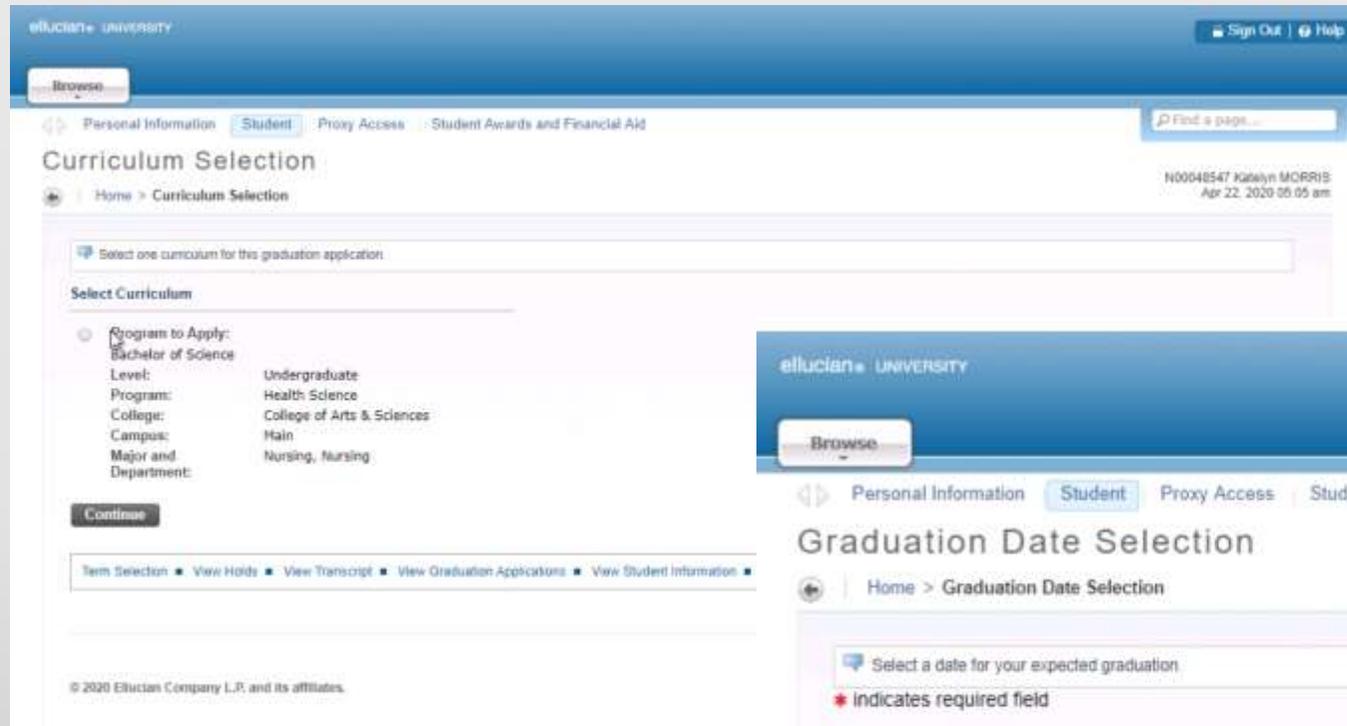
# Apply Graduation Via the Web

# Select Apply to Graduate and Select the term on which you plan to graduate



*On the Academic History Control page, under Self-Service Graduation Control, if the latest history or registration is checked, the term that will appear to the student on the Curriculum Term Selection page will be the latest term record*

# Select Curriculum for the Graduation Application



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Personal Information **Student** Proxy Access Student Awards and Financial Aid

## Curriculum Selection

Home > Curriculum Selection N00048547 Katelyn MORRIS  
Apr 22, 2020 05:05 am

Select one curriculum for this graduation application.

**Select Curriculum**

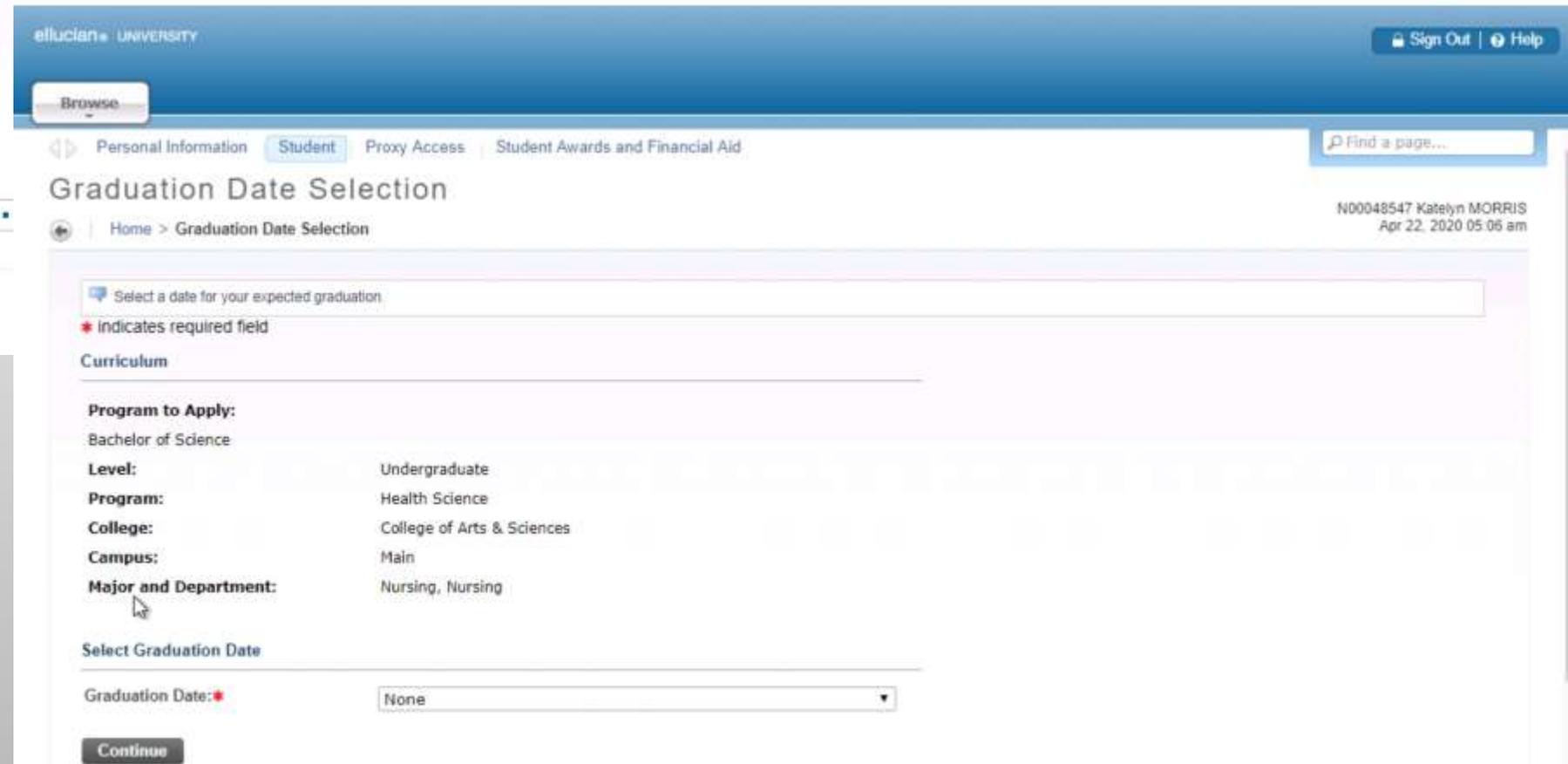
Program to Apply:  
Bachelor of Science

Level:	Undergraduate
Program:	Health Science
College:	College of Arts & Sciences
Campus:	Main
Major and Department:	Nursing, Nursing

[Continue](#)

[Term Selection](#) | [View Holds](#) | [View Transcript](#) | [View Graduation Applications](#) | [View Student Information](#)

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## Graduation Date Selection

Home > Graduation Date Selection N00048547 Katelyn MORRIS  
Apr 22, 2020 05:06 am

Select a date for your expected graduation.

\* Indicates required field

**Curriculum**

**Program to Apply:**  
Bachelor of Science

**Level:** Undergraduate

**Program:** Health Science

**College:** College of Arts & Sciences

**Campus:** Main

**Major and Department:** Nursing, Nursing

**Select Graduation Date**

Graduation Date: \*

[Continue](#)

The Curriculum Selection page has an option to select the curriculum. This is from the curriculum print options that are set up in the Transcript Type Rules page.

# Select if you plan to attend the Ceremony

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## Graduation Ceremony Selection

Home > Graduation Ceremony Selection N00048547 Katelyn MORRIS  
Apr 22, 2020 05:07 am

Please indicate if you plan to attend the graduation ceremony.

**Select Ceremony Attendance**

Attend Ceremony:  Yes  No  Undecided

[Continue](#)

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RELEASE: 8.7.1 SITE MAP



# Select the name to appear on the Diploma

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Personal Information **Student** Proxy Access Student Awards and Financial Aid

## Diploma Name Selection

Home > Diploma Name Selection N00048547 Katelyn MORRIS  
Apr 22, 2020 05:08 am

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

\* indicates required field

**Name**

Name: Katelyn MORRIS

**Current Diploma Name:**

Select a Name for your Diploma

One of your Names:\*

- None
- None**
- New
- Current Name (Katelyn MORRIS)

[View Transcript](#) ■ [View Graduation Applications](#) ■ [Name Change Information](#)

# Confirm the name for the Diploma

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Personal Information | Student | Proxy Access | Student Awards and Financial Aid Find a page...

## Diploma Name Selection

Home > Diploma Name Selection N00048547 Katelyn MORRIS  
Apr 22, 2020 05:08 am

Enter the name to be printed on your diploma.

\* Indicates required field

**Name For Diploma**

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>
Suffix:	<input type="text"/>

[Continue](#)

[View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#)

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# Final Step : Confirm the Summary and Submit Request

efluclan university Sign

[Browse](#)

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## Graduation Application Summary

Home > Graduation Application Summary

100948547 Ka  
Apr 22, 2021

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

**Graduation Date**

**Date:** May 20, 2021  
**Term:** Spring Term 2021  
**Year:** 2020-2021

**Ceremony**

**Attend Ceremony:** Yes

**Diploma Name**

**First Name:** Katelyn  
**Middle Name:** W.  
**Last Name:** Morris

**Diploma Mailing Address**

**Street Line 1:** 1 Main Lane

**City:** Malvern  
**State or Province:** Pennsylvania  
**ZIP or Postal Code:** 19355

**Curriculum**

**Program to Apply:** Bachelor of Science  
**Level:** Undergraduate  
**Program:** Health Science  
**College:** College of Arts & Sciences  
**Campus:** Main  
**Major and Department:** Nursing, Nursing

[Submit Request](#)

[View Transcript](#) [View Graduation Applications](#)

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RELEASE: 8.7.1

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[Browse](#)

[Find a page](#)

**City:** Malvern  
**State or Province:** Pennsylvania  
**ZIP or Postal Code:** 19355

**Curriculum**

**Program to Apply:** Bachelor of Science  
**Level:** Undergraduate  
**Program:** Health Science  
**College:** College of Arts & Sciences  
**Campus:** Main  
**Major and Department:** Nursing, Nursing

[Submit Request](#)

[View Transcript](#) [View Graduation Applications](#)

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RELEASE: 8.7.1

You will then see a confirmation page that the application has been submitted.



The screenshot shows a web interface for Ellucian University. At the top left, the logo and name 'ellucian UNIVERSITY' are visible. On the top right, there are links for 'Sign Out' and 'Help'. Below the header is a navigation bar with a 'Browse' button and a search box containing 'Find a page...'. The main navigation menu includes 'Personal Information', 'Student' (which is highlighted), 'Proxy Access', and 'Student Awards and Financial Aid'. The page title is 'Graduation Application Signature Page'. A breadcrumb trail shows 'Home > Graduation Application Signature Page'. On the right side, the user's ID 'N00048547' and name 'Katelyn MORRIS' are displayed, along with the date and time 'Apr 22, 2020 05:14 am'. The main content area features a pink background with the following text: 'Dear Katelyn MORRIS, Your Application to Graduate has been successfully processed! Please check your portal email regularly between now and graduation for important information about graduation activities. It is important to note that applying and graduating are often two separate details. Please ensure you maintain good academic standing so as not to jeopardize your successful graduation.' This is followed by a signature: 'Sincerely, Dr. Julie Wharton, Registrar'. Below the signature is the ID 'N00048547/1'. At the bottom of the content area is a button labeled 'View Graduation Applications'. The footer contains the copyright notice: '© 2020 Ellucian Company L.P. and its affiliates.'

# Driving Even Deeper

Refer

Banner Student Self-Service Handbook

Refer

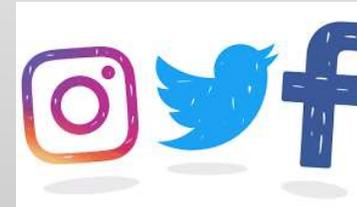
Banner Student User Guide

# Thank you

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<https://tlc.wvnet.edu/>

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