

Viewing a Degrees and Other Formal Awards for a Student Using SHADGMQ

Degree Summary Form:

Use the Degree Summary form (SHADEGR) to see if someone has graduated or applied to graduate.

1. Open the **Degree Summary** form by typing **SHADGMQ** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.
2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Click in the **Term** field. If the **Term** field is left empty, Banner will display the student's possible **Learner Outcomes**.
5. Click the **Next Block** icon on the toolbar to populate the **first information** block.
6. Click to select the **Sequence Number** you want to view. The **Curricula Summary** and **Field of Study Summary** blocks display with data.

The screenshot shows the Oracle Developer Forms Runtime window for the SHADGMQ form. The form is titled "Degree Summary SHADGMQ 7.3 (TRNG1030)". It contains several sections:

- Search Criteria:** Fields for ID, Level, Campus, College, Degree, Term, Program, Field of Study Type, and Field of Study Code.
- Learner Outcome Summary:** A table with columns: Sequence Number, Outcome Status, Learner Record Term, Bulletin Year, Outcome Completion Term, Dual Degree, Graduation Term, Graduation Status, Graduation Date, and Diploma Name. The first row is selected (Sequence Number 1).
- Curricula Summary - Primary:** A table with columns: Priority Term, Program, Catalog, Level, Campus, College, and Degree. The first row shows: 1, 200620, CSCM-BU, 200620, Graduate, College of Business, Certificate Supply c.
- Field of Study Summary:** A table with columns: Priority Term, Type, Field of Study, Department, and Attached to Major. The first row shows: 1, 200620, MAJOR, Supply Chain Management, Business Administration.

At the bottom, there is a "Degree Sequence Number" field and a "Record: 1/3" indicator.

7. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.