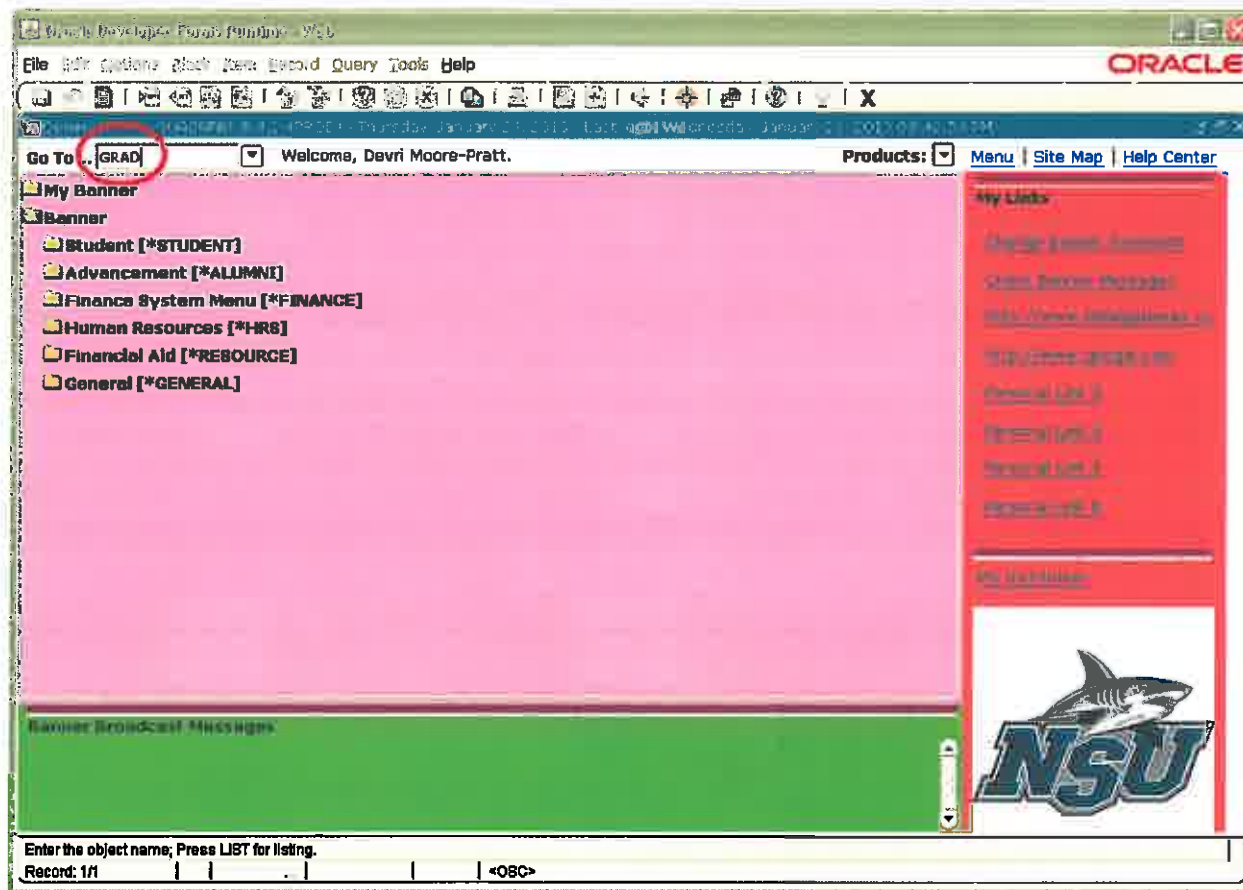


Adding Candidates to NSU Commencement Ceremonies



Type the word "GRAD" on the General Menu page and enter to activate the Banner Quickflow process.

You will automatically be directed to the Ceremony Attendance screen: **SHACATT**.

- 1) Enter the candidate's NSU ID number.
- 2) Enter the appropriate ceremony abbreviation (e.g., UGD).
- 3) Enter the ceremony term code (e.g., 201540).
- 4) Control Page Down (**NOTE:** *If the candidate has any holds, the error message, "Graduation hold indicator, Enter 'Y' to override, press LIST for holds." Simply enter 'Y' in the Override Holds field and manually place the cursor in the Attendee Information block.*)
- 5) Enter the number "1" in the Height, Weight, and Head Size fields.
- 6) Enter "IN" in each Unit of Measure field.
- 7) Save and "X" out of the page.

HOLDS

If you encounter a hold on a student's account, insert a "Y" in the hold box and continue the process. Students can still attend commencement even if they have a balance on their account. However, their final transcript and diploma will not be released.

The screenshot shows the SHADIPL Oracle form with the following fields and values:

- ID:** [Empty]
- Degree Sequence:** 1
- Program:** BS_N Undergrad FAR Day B S.
- Level:** U1 Bachelors - PBL Studies
- Degree:** BS_N Bachelor of Science
- Catalog Term:** 201120 Fall 2010
- Override Holds:** Y

Diploma Information

- Diploma Name:** [Empty]
- Awarding Institution:** [Empty]
- Ceremony:** UG Undergraduate Ceremony
- Term:** 201340

Diploma Charges

- Fee Indicator:** [Empty]
- Fee Detail Code:** [Empty]
- Amount:** [Empty]
- Apply Charge to Term:** [Empty]
- Charge Date:** [Empty]
- Fee Charged:** [Empty]

Diploma Address and Order Dates

- Address Exists:** Y
- Order Date:** [Empty]
- Mailed Date:** [Empty]
- Pickup Date:** [Empty]
- Duplicate:** [Empty]

Diploma Name; name as the student wishes to have it appear on the diploma.
Record: 1/1 | <OSC>

You will automatically be directed to the Diploma screen: SHADIPL.

- 1) The candidate's NSU ID number and name will appear.
- 2) Enter the correct "Degree Sequence" number and then tab. The degree information will fill the key block at the top of the screen. (**NOTE:** *The degree/major selected will determine what appears on the Candidate's online Commencement Participation Form.*)
- 3) Control Page Down into the "Diploma Information" block (**NOTE:** *If a hold exists, place a 'Y' in the Override Holds field and then Control Page Down into the Diploma Information block.*)
- 4) Hit the Tab button until you reach the "Ceremony" field. Enter the Ceremony abbreviation (e.g., UGD). Tab again and enter the Term code (e.g., 201540).
- 5) Save and "X" out of the page.

Oracle Developer Forms Runtime - Web - Open - GJAPCTL

File Edit Options Block Item Record Query Tools Help ORACLE

Process: SZPESYN Ceremony & Event Synch. Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Ceremony Code	UG
02	Ceremony Term	201340
03	RSVP for all New Invitees	0000
04	RSVP for all Removed Invitees	9901

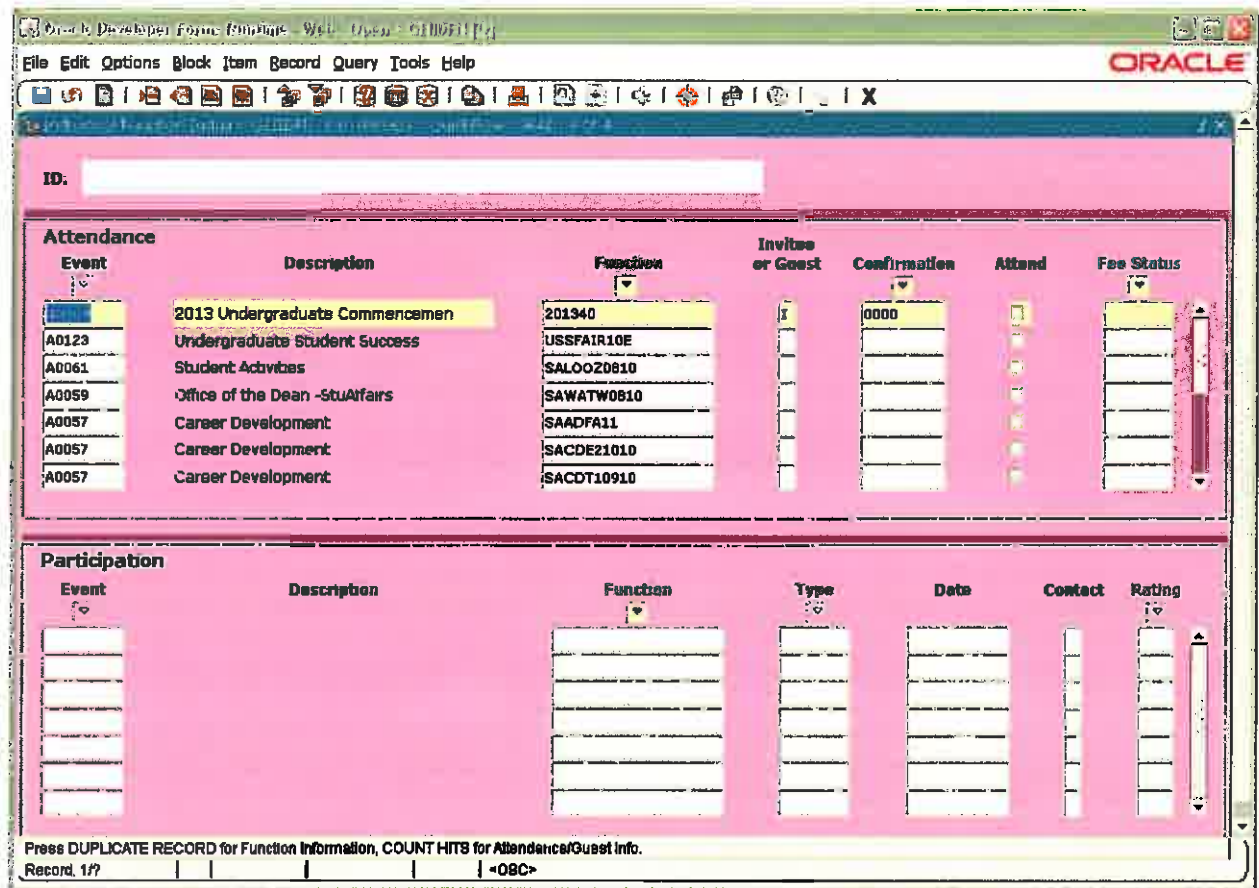
Submission

Save Parameter Set as Name: Description: Hold Submit

Save Entered Parameters; CHECK to save.
Record: 1/1 <08C>

You will automatically be directed to the Process Submission Controls screen: **GJAPCTL**.

- 1.) Enter the Process: SZPESYN.
- 2.) Control Page Down to the "Parameter Values" block.
- 3.) Enter a Ceremony Code > Value (e.g., UGD).
- 4.) Enter a Ceremony Term > Value (e.g., 201540).
- 5.) Control Page Down to the "Submission" block.
- 6.) Save (**NOTE: A sequence number will appear in the lower left-hand corner of the screen, which you may write down as a future point of reference.**)
- 7.) "X" out of the page.



You will automatically be directed to the Individual Function Inquiry screen: **GEIIDFN**.

- 1.) The candidate's NSU ID number and name will appear.
- 2.) Control Page Down to the "Attendance" block.
- 3.) Confirm the proper Event, Description, Function, and Confirmation number (0000).

The Banner Quickflow process for commencement registration is complete.

You can come back to this page (**GEIIDFN**) at any time to check a candidate's updated RSVP status.

RSVP Status Codes

- 0000: Program invited
- 0101: Processed by the Registrar's Office for official invitation
- 0102: First email invitation has been sent
- 0106: Invitation reminder email has been sent
- 0150: Ceremony RSVP received
- 0155: Regalia ordered
- 0201: Confirmation email sent
- 0205: Notification of non-participation
- 9901: Student has been uninvited; see page 3 for reinstatement instructions

← there will be link w/ PDFs of their ticket. Sent to shark link accounts

IF they RSVP after deadline - tickets aren't guaranteed

Removing Candidates from the List

Oracle Developer Forms Runtime - SHADIPL

File Edit Options Block Item Record Query Tools Help

ORACLE

ID: []

Degree Sequence: 1

Program: BS_N Undergrad FAR Day B.S. Level: U1 Bachelors - P&L Studies

Catalog Term: 201120 Fall 2010 Degree: BS_N Bachelor of Science

Holds exist View Holds: [] Override Holds: []

Diploma Information

Diploma Name: []

Awarding Institution: []

Ceremony: UG Undergraduate Ceremony Term: 201340

Diploma Charges

Fee Indicator: []

Fee Detail Code: [] Amount: []

Apply Charge to Term: [] Charge Date: [] Fee Charged: []

Diploma Address and Order Dates

Address Exists

Order Date: [] Mailed Date: [] Pickup Date: [] Duplicate: []

Diploma Name; name as the student wishes to have it appear on the diploma.

Record 1/1 <OBC>

First screen to remove a candidate: **SHADIPL**

- 1.) Type in the student's **NSU ID#** in the proper field, (*select the correct degree sequence*).
- 2.) Tab. The degree information should come up as in the directions above.
- 3.) Ctrl page down to the Diploma Information block, then tab to the Ceremony field and remove the code (e.g., UGD), tab to the term field and remove that code (201540).
- 4.) **SAVE.**
- 5.) Be careful not to remove or change the Diploma name or any other information from this form.

When you're done adding and deleting names, run the **SZPESYN** process on page 5 (*same as when you're adding names*).

Note: If a student who has been removed from the invitation list (RSVP status 9901 in GEIIDFN) is re-invited, you must not only reenter the student's ceremony information, but also notify the Office of the University Registrar, at x27259 to change the RSVP code manually. If this is not done the students will not be re-invited or be printed in the commencement program.

Commencement Comments

Anything out of the ordinary (e.g., candidate excused from commencement ceremony by Dean's office, candidate uninvited to ceremony, etc.) should be documented on the Person Comment (SPACMNT) field. The origination code used for these comments will be **COMM**, so you can search on this code to see if there are any notations concerning commencement.

Oracle Developer, Form Builder - Web App - SPACMNT

File Edit Options Block Item Record Query Tools Help

ORACLE

ID:

Comment Type: 100 General Comment

Originator: COMM Commencement

Contact: BOS E-Mail

Contact Date: 27-JAN-2011

Appointments

From Time:

To Time:

Confidentiality

Add Date: 06-MAR-2008

Activity Date: 06-MAR-2008

Last Updated by: CQEBURR

Comments:

Candidates' address is invalid according to the USPS systems returned to sender on 0-00-00. Firstly, candidate needs to update information in Webstar. Secondly, once information has been updated in Webstar, please inform candidate to send an email to pratt@nova.edu; requesting a commencement materials packet to be mailed to the valid mailing address. Lastly, commencement materials packet will be mailed within 24-48 hours upon receipt of an email notification. Appreciatively, Devri L. Pratt

Narrative Comments:

Short Comment Text (free form)

Record: 1/9

<08C>

