

Graduate Degree Conferral Process

Overview

1. Run CAPP Report
2. Update Degree Worksheet
3. Check for Courses in Progress
4. Determine Completion Date
5. Check SFAREGS/SGASTDN
6. Check SHADEGR
7. Check Overall Master's Level GPA
8. Check Degree-Specific GPA
9. Check Degree Application
10. Submit Conferral Paperwork

Step 1: Run CAPP Report

NSU WebSTAR Information System - Windows Internet Explorer

http://webstar.nova.edu/

Links Bank of America Banner 7 HS Portal Library Netsearch NSU PHONE DIRECTORY Schedule of Classes

NSU WebSTAR Information System

NOVA SOUTHEASTERN UNIVERSITY **WebSTAR**

This system is available 24 hours / 7 days a week.

Current System Time: 1:01:15 PM (Tues)

- **Enter Secure Area**
- Future Students
- Admissions
- General Financial Aid
- Class Schedule
- College and School Catalogs
- Course Catalog
- NSU Homepage

RELEASE: 7.2

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VeriSign Secured

Done Internet 100%

Step 1: Run CAPP Report (cont'd)

Login to WebSTAR - Windows Internet Explorer

https://webstar.nova.edu/pls/PROD/twbkwbis.P_WWWLogin

Links Bank of America Banner 7 HS Portal Library Netsearch NSU PHONE DIRECTORY Schedule of Classes

Login to WebSTAR

NOVA SOUTHEASTERN UNIVERSITY WebSTAR

HELP | EXIT

Login to WebSTAR

Please enter your NSU ID or SSN and PIN. The NSU ID is case sensitive; the "N" must be capitalized in order login successfully.

- Get My NSU ID
- Instructions for Retrieving Your PIN

User ID:

PIN:

Login Forgot PIN?

Enter your ID and PIN and click "Logon"

RELEASE: 7.4

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Done Internet 100%

Step 1: Run CAPP Report (cont'd)

The screenshot shows a Windows Internet Explorer browser window displaying the NOVA Southeastern University WebSTAR website. The browser's address bar shows the URL: https://webstar.nova.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome. The website header features the NOVA Southeastern University logo and the WebSTAR logo. Below the header, there are navigation tabs for "Personal Information", "Student Financial Services & Registration", "Faculty Services", and "Employee". The "Faculty Services" tab is highlighted with a red callout bubble that says "Click 'Faculty Services'". A search bar is located below the navigation tabs. The main content area displays a welcome message for Jason A. Barshay, dated 10, 2008 at 01:40 pm. Below the welcome message, there is a list of links for further assistance, including "NSU Home Page", "Colleges/Schools Page", "Student Services Page", "Current Students Page", "Faculty/Staff Page", "WebCT", "WebMail", and "Help Desk". On the right side of the page, there is a red-bordered box titled "NSU Emergency Notification System" with text explaining the system and a "How to:" section with links for "View/Update Address and Phone", "Instructions/Help Information", and "Opt-out of Emergency Notifications". The browser's status bar at the bottom shows "Internet" and "100%".

Click "Faculty Services"

Step 1: Run CAPP Report (cont'd)

The screenshot shows a Windows Internet Explorer browser window titled "Faculty & Advisors Menu - Windows Internet Explorer". The address bar contains the URL "https://webstar.nova.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu". The browser's toolbar includes navigation buttons, a search box with "Google", and a "Page" menu. Below the toolbar, there are links for "Bank of America", "Banner 7", "HS Portal", "Library", "Netsearch", "NSU PHONE DIRECTORY", and "Schedule of Classes". The main content area has a navigation bar with tabs for "Personal Information", "Student Financial Services & Registration", "Faculty Services", and "Employee". A search box is present with a "Go" button. The page title is "Faculty & Advisors". A list of links is displayed, including "Web for Faculty & Advisors Overview and FAQ", "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Final Grades", "Final Grades (LAW)", "Student Menu" (with a sub-description: "Display student information; View a student's schedule."), "Advisor Menu" (with a sub-description: "Run Degree Evaluations and View a student's transcript."), "Class Schedule", and "Course Catalog". A red callout box with a white border and a pointer to the "Advisor Menu" link contains the text "Click 'Advisor Menu'". The status bar at the bottom shows "Done", "Internet", and "100%".

Faculty & Advisors Menu

Personal Information Student Financial Services & Registration Faculty Services Employee

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Faculty & Advisors

- Web for Faculty & Advisors Overview and FAQ
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades
- Final Grades (LAW)
- Student Menu
Display student information; View a student's schedule.
- Advisor Menu
Run Degree Evaluations and View a student's transcript.
- Class Schedule
- Course Catalog

Click "Advisor Menu"

Step 1: Run CAPP Report (cont'd)

Advisors Menu - Windows Internet Explorer

https://webstar.nova.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_FacAdvrMnu

Links Bank of America Banner 7 HS Portal Library Netsearch NSU PHONE DIRECTORY Schedule of Classes

Advisors Menu

NOVA SOUTHEASTERN UNIVERSITY WebSTAR

Personal Information Student Financial Services & Registration Faculty Services Employee

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Advisors Menu

- Term Selection
- ID Selection
- Student Academic Transcript
- Degree Evaluation
- Advisee Listing

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Done Internet 100%

Step 1: Run CAPP Report (cont'd)

Select Term - Windows Internet Explorer

https://webstar.nova.edu/pls/PROD/bwlkoids.P_AdvIDSel

Links Bank of America Banner 7 HS Portal Library Netsearch NSU PHONE DIRECTORY Schedule of Classes

Select Term

NOVA SOUTHEASTERN UNIVERSITY WebSTAR

Personal Information Student Financial Services & Registration Faculty Services Employee

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Select Term N00508506 Jason A. Barshay Jul 15, 2008 01:19 pm

Each term has a designated range of Course Reference Numbers (CRN). If an error occurs you may be requesting a CRN for a different term.

If you are unsure of the TERM to select, the [term table](#) will assist in determining the Terms Offered and a Range of Course Reference Numbers (CRN) offered within that term.

Select a Term: Summer I 2009

Submit

Leave Term at its default and click "Submit"

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Done Internet 100%

Step 1: Run CAPP Report (cont'd)

The screenshot shows a web browser window titled "Advisee ID Selection - Windows Internet Explorer". The address bar contains the URL "https://webstar.nova.edu/pls/PROD/bwlkoids.P_AdvIDSel". The page has a search bar at the top left and navigation links at the top right: "RETURN TO MENU | SITE MAP | HELP | EXIT". The main heading is "Student/Advisee ID Selection". On the right side, there is user information: "N00508506 Jason A. Barshay", "Summer I 2009", and "Jul 15, 2008 01:22 pm".

An information icon is followed by the text: "Enter the ID of the Student/Advisee you want to process then press the Submit ID button." Below this is a text input field labeled "Student or Advisee ID:". A red callout box points to this field with the text "Enter Student ID #".

Below the input field is the text "OR". Underneath is the section "Student and Advisee Query" with two text input fields: "Last Name:" and "First Name:". Below these are radio buttons for "Search Type": "Students", "Advisees", "Both", and "All". The "All" option is selected.

At the bottom of the form are two buttons: "Submit" and "Reset". A red callout box points to the "Submit" button with the text "Click 'Submit'".

At the bottom left of the page is the text "RELEASE: 7.2". At the bottom right is the text "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the very bottom shows "Done" and "Internet".

Step 1: Run CAPP Report (cont'd)

Student Verification - Windows Internet Explorer

https://webstar.nova.edu/pls/PROD/bwlkoids.P_AdvVerifyID

Links Bank of America Banner 7 HS Portal Library Netsearch NSU PHONE DIRECTORY Schedule of Classes

Student Verification

NOVA SOUTHEASTERN UNIVERSITY WebSTAR

Personal Information Student Financial Services & Registration Faculty Services Employee

Search Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Student Verification N00508506 Jason A. Barshay Jul 15, 2008 01:26 pm

Please verify that the person you have selected is correct by pressing the OK button.

Kimone Moving is the name of the student or advisee that you selected.

Submit

Confirm you have the right student, and click "Submit"

[ID Selection]

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Done Internet 100%

Step 1: Run CAPP Report (cont'd)

Advisors Menu - Windows Internet Explorer

https://webstar.nova.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_FacAdvrMnu

Links Bank of America Banner 7 HS Portal Library Netsearch NSU PHONE DIRECTORY Schedule of Classes

Advisors Menu

NOVA SOUTHEASTERN UNIVERSITY WebSTAR

Personal Information Student Financial Services & Registration Faculty Services Employee

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Advisors Menu

- Term Selection
- ID Selection
- Student Academic Transcript
- Degree Evaluation
- Advisee Listing

Click "Degree Evaluation"

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Done Internet 100%

Step 1: Run CAPP Report (cont'd)

Information for [Kimone Moving](#)

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

NOTE: If you have curricula beyond a primary and secondary; it will not be displayed. In order to run a report on curricula beyond the primary and secondary, use the What-if Analysis.

Curriculum Information

Primary Curriculum

Program:	MBA Weekend/Online
Catalog Term:	Summer II 2008
Level:	Masters - SBE
Campus:	Programs On-line
College:	Huizenga School - Business
Degree:	Master of Business Admin.

First Major:	Business Administration
Department:	Huizenga School - Masters
Concentrations:	Finance

Email [Kimone Moving](#)

[View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [ID Selection](#)

RELEASE: 7.3.3

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FLORIDA HIGHER EDUCATION

Done Internet 100%

Click "Generate New Evaluation"

Step 1: Run CAPP Report (cont'd)

The screenshot shows a Windows Internet Explorer browser window titled "Compliance Generate Evaluation". The address bar displays the URL https://webstar.nova.edu/pls/PROD/bwckcapp.P_DispevalTerm. The browser's link bar includes "Bank of America", "Banner 7", "HS Portal", "Library", "Netsearch", "NSU PHONE DIRECTORY", and "Schedule of Classes". The current page is "Compliance Generate Evaluation".

The page header features the NOVA SOUTHEASTERN UNIVERSITY logo and the WebSTAR logo. Below the header, there are navigation tabs for "Personal Information", "Student Financial Services & Registration", "Faculty Services", and "Employee". A search bar is present with a "Go" button. Links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are visible.

The main content area is titled "Generate New Evaluation" and includes the user information "N00508506 Jason A. Barshay" and the timestamp "Jul 15, 2008 01:33 pm".

Information for [Kimone Moving](#)

To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request.

NOTE: If you have curricula beyond a primary and secondary; it will not be displayed. In order to run a report on curricula beyond the primary and secondary, use the What-if Analysis.

Program: MBA Weekend/Online
Degree: Master of Business Admin.
Major: Business Administration

Term: Summer I 2009

Use In-Progress Courses

A red callout bubble points to the "Generate Request" button with the text: "Select program, leave Term at its default, and click 'Generate Request'"

The browser's status bar at the bottom shows "Internet" and "100%" zoom level.

Step 1: Run CAPP Report (cont'd)

NOVA SOUTHEASTERN UNIVERSITY WebSTAR

Personal Information Student Financial Services & Registration Faculty Services Employee

Search [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Degree Evaluation Display Options N00508506 Jason A. Barshay
Jul 15, 2008 01:35 pm

Information for [Kimone Moving](#)

Please select the desired display.

General Requirements
 Detail Requirements
 Additional Information

Select "Detail Requirements" and click "Submit"

[[Current Enrollment](#) | [View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-If Analysis](#) | [ID Selection](#)]

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Done Internet 100%

Step 1: Run CAPP Report (cont'd)

Detail Requirements

Information for [Kimone Moving](#)

This is NOT an official evaluation.

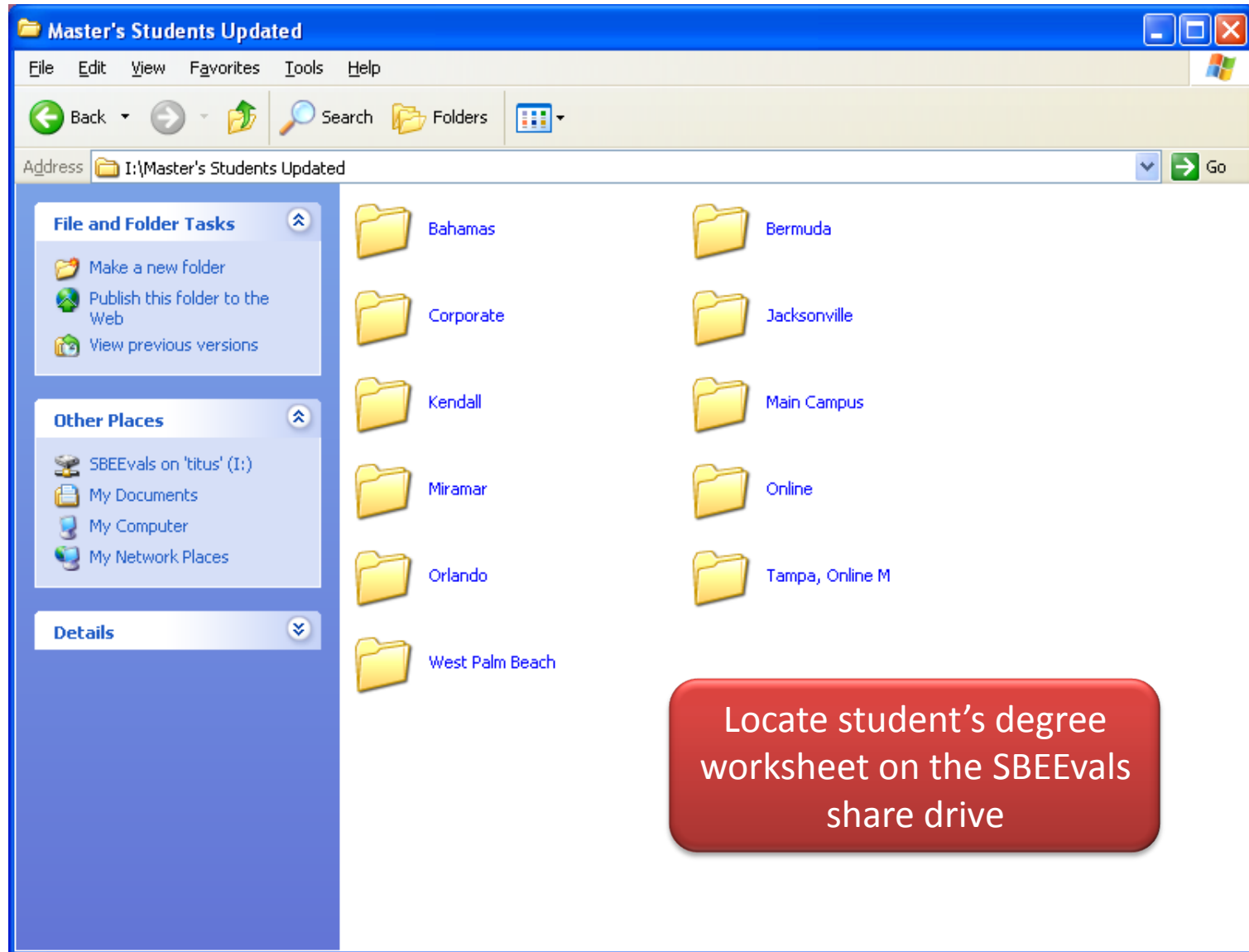
Program Evaluation

Program :	MBA Weekend/Online	Catalog Term :	Summer II 2008
Campus :	Programs On-line	Evaluation Term :	Summer I 2009
College :	Huizenga School - Business	Expected Graduation Date :	
Degree :	Master of Business Admin.	Request Number :	1
Level :	Masters - SBE	Results as of :	Jul 15, 2008
Majors :	Business Administration	Minors :	
Departments :	Huizenga School - Masters	Concentrations :	Finance

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	43.000	21.000		7
Maximum Transfer :		6.000	0.000		0
Program GPA :	Yes	3.00	3.28		
Overall GPA :	Yes	.00	3.28		
Other Course Information					
Transfer :		6.000	0.000		0
In Progress :			3.000		1

**** This is NOT an official evaluation. ****

Step 2: Update Degree Worksheet



Step 2: Update Degree Worksheet (cont'd)

Oracle Developer Forms Runtime - Web: Open > SHATERM [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

Term Sequence Course History SHATERM 8.1.1 (PROD)

ID: [] Course Level Codes by Person: B1 Start Term: []

Current Standing Term

Term GPA

Institution Transfer

Term: 200920 Attempted Hours: 6.000 Passed: []

Cumulative: 6.000

Institutional Courses

Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
MGT	5012	21st Century Mgt Practices	B+	2	3.000	(None)	(None)	YW
MGT	5020	Managing Org Behavior	A-	2	3.000	(None)	(None)	YW

Term Code. Record: 1/? <OSC>

Go to "SHATERM", enter student ID, "B1" for the level, and clear out the Start Term. Next Block through each term, updating the student's degree worksheet (including the pre-reqs). Keep an eye out for any unprocessed include/excludes. Submit Repeated Course Form if necessary.

Step 3: Check for Courses in Progress (cont'd)

Oracle Developer Forms Runtime - Web: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.1.1 (PROD)

ORACLE

ID:

Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

From Term: To Term:

Additional Information

Site:

Session:

Block:

Fee Assessment Rate:

Class: BA Graduate below 18 credits

Full or Part Time: Full Time Part Time None

Curricula Summary - Primary

Priority	Term	Program	Catalog	Admission T
1	200920	MBA Weekend/Onlin	200920	
End:		Outcome Key:	2	

Field of Study Summary

Priority	Term	Type	Field of Study
1	200920	Major	Business Adm
1	200920	Concentration	Finance

Curricula priority number.

Record: 1/2

<OSC>

Go to SGASTDN. Enter student ID and clear out Term code. Next Block down.

Scroll through SGASTDN segments until you locate the one that encompasses the term for the registration in question.

Check the Curricula and Field of Study information. If they are for the degree conferral is being sought for, then (1) the student must be dropped from the course(s), (2) the student must be accepted into a new program for the semester in question and the registration must be tied to that new major, or (3) conferral must be delayed until the course(s) complete.

Step 4: Determine Completion Date

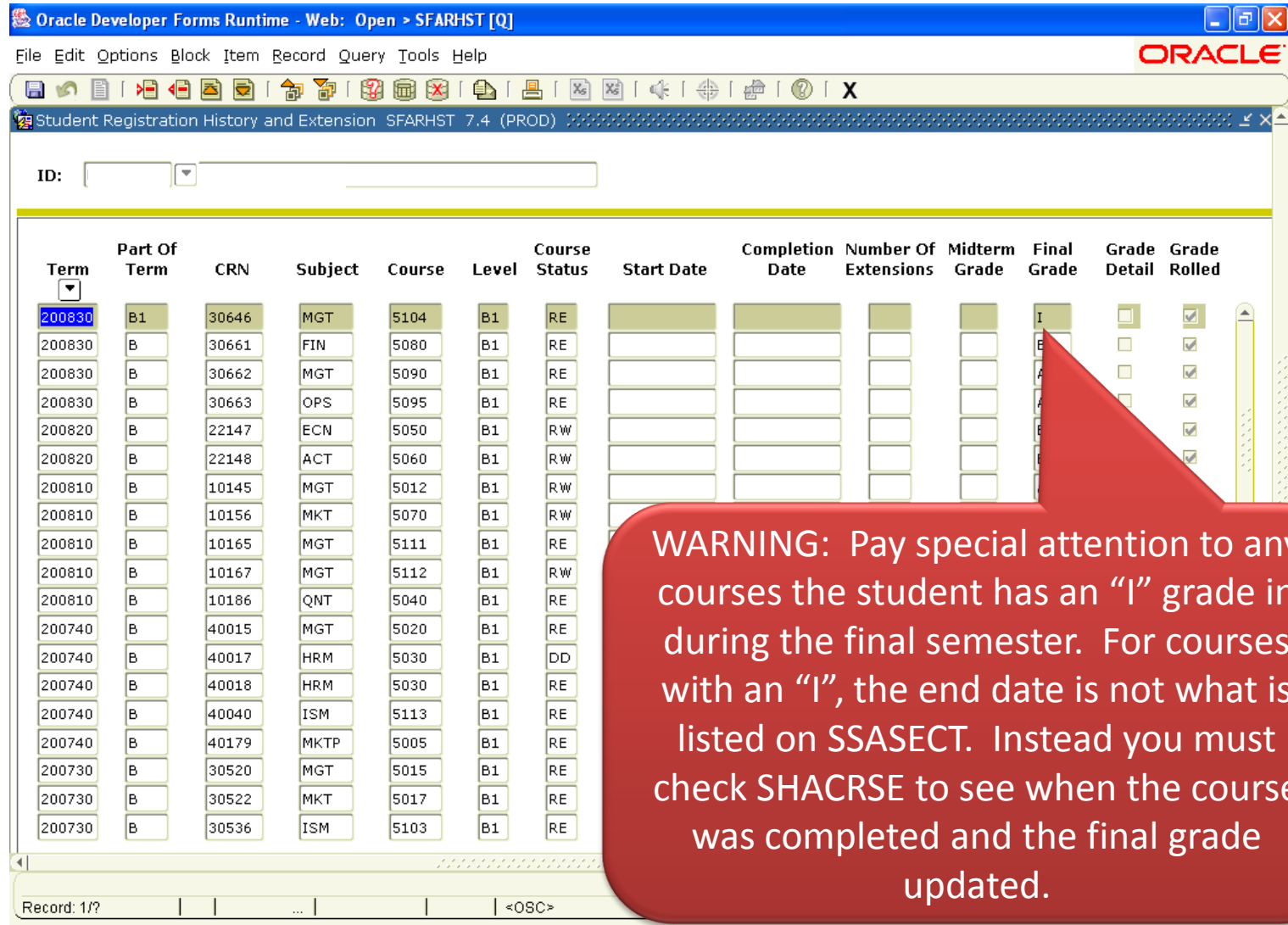
Go to "SFARHST". Enter student ID and Next Block down.

Term	Part Of Term	CRN	Subject	Course	Level	Course Status	Start Date	Completion Date	Number Of Extensions	Midterm Grade	Final Grade	Grade Detail	Grade Rolled
200840	B1	40051	MGT	5102	B1	DD							
200840	B	40287	MGT	5090	B1	RW					A		<input checked="" type="checkbox"/>
200840	B1	41216	MGT	5102	B1	RE					A_	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
200830	B1	30644	MGT	5102	B1								
200830	B	34852	MGT	5090	B1						W		<input checked="" type="checkbox"/>
200820	B1	21632	MGT	5102	B1								
200820	B	25301	MGT	5090	B1								
200810	B	10346	FIN	5090	B1								
200810	B	10477	OPS	5090	B1								
200810	B	10481	MGT	5090	B1								
200740	B	40168	ECN	5090	B1								
200740	B	40169	ACT	5090	B1								
200740	B	40186	MGT	5090	B1								
200730	B	30658	QNT	5090	B1								
200730	B	30659	MKT	5090	B1								
200730	B	30791	MGT	5090	B1								
200720	2	20951	MGT	20951	B1								
200720	B	23140	ACT	5090	B1								
200720	B	23236	MGT	5090	B1								

The date of completion for the degree program is the last day of the required class that ends latest in the student's program. For each required course in the final semester, highlight it and under the "Options" menu choose "Section Information [SSASECT]". On SSASECT, Next Block down three times to find the end dates for the course.

Record: 3/?

Step 4: Determine Completion Date (cont'd)



Oracle Developer Forms Runtime - Web: Open > SFARHST [Q]

File Edit Options Block Item Record Query Tools Help

Student Registration History and Extension SFARHST 7.4 (PROD)

ID:

Term	Part Of Term	CRN	Subject	Course	Level	Course Status	Start Date	Completion Date	Number Of Extensions	Midterm Grade	Final Grade	Grade Detail	Grade Rolled
200830	B1	30646	MGT	5104	B1	RE					I	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200830	B	30661	FIN	5080	B1	RE					B	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200830	B	30662	MGT	5090	B1	RE					A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200830	B	30663	OPS	5095	B1	RE					A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200820	B	22147	ECN	5050	B1	RW					B	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200820	B	22148	ACT	5060	B1	RW					B	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200810	B	10145	MGT	5012	B1	RW							
200810	B	10156	MKT	5070	B1	RW							
200810	B	10165	MGT	5111	B1	RE							
200810	B	10167	MGT	5112	B1	RW							
200810	B	10186	QNT	5040	B1	RE							
200740	B	40015	MGT	5020	B1	RE							
200740	B	40017	HRM	5030	B1	DD							
200740	B	40018	HRM	5030	B1	RE							
200740	B	40040	ISM	5113	B1	RE							
200740	B	40179	MKTP	5005	B1	RE							
200730	B	30520	MGT	5015	B1	RE							
200730	B	30522	MKT	5017	B1	RE							
200730	B	30536	ISM	5103	B1	RE							

Record: 1/?

Warning: Pay special attention to any courses the student has an "I" grade in during the final semester. For courses with an "I", the end date is not what is listed on SSASECT. Instead you must check SHACRSE to see when the course was completed and the final grade updated.

Step 4: Determine Completion Date (cont'd)

Oracle Developer Forms Runtime - Web: Open > SHACRSE [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

Course Summary SHACRSE 7.2 (PROD)

ID:

Go to "SHACRSE". Enter student ID and clear out Term code. Next Block down.

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Mode	Repeat	Course Title
	200830	B	1MC	B1	30661	FIN	5080	MB6	3.000	B+	2	<input type="checkbox"/>	Applying Managerial Finance
	200830	B	1MC	B1	30662	MGT	5090	MB6	3.000	A-	2	<input type="checkbox"/>	Entrp & Strategic Thinking
	200830	B1	1MC	B1	30646	MGT	5104	DAY	4.000	P	2	<input type="checkbox"/>	Value Integration Capstone
	200830	B	1MC	B1	30663	OPS	5095	MB6	3.000	A	2	<input type="checkbox"/>	Operations & Systems Mgt
	200820	B	B1	B1	22148	ACT	5060	MB6	3.000	B-	2	<input type="checkbox"/>	Acct For Decision Makers
	200820	B	1MC	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Economic Thinking
	200810	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	21st Century Mgt Practices
	200810	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Business Communication
	200810	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Interviewing Techniques
	200810	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Managerial Marketing
	200810	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Quantitative Thinking
	200740	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Managing Human Resources
	200740	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Managing Information Systems
	200740	B	B1	B1	5050	ECN	5050	MB6	3.000	B+	2	<input type="checkbox"/>	Managing Org Behavior
	200740	B	YW	B1	40179	MKTP	5005	W01	3.000	B+	2	<input type="checkbox"/>	Introductory Marketing
	200730	B	1MC	B1	30536	ISM	5103	MB4	1.000	A	2	<input type="checkbox"/>	Computer Technology Skills
	200730	1	1MC	U3	31161	MATH	3020	DA2	3.000	C	4	<input type="checkbox"/>	Applied Statistics
	200730	B	1MC	B1	30520	MGT	5015	MB4	3.000	B	2	<input type="checkbox"/>	Legal, Ethical & Soc Val Bus
	200730	B	1MC	B1	30539	MGT	5110	MB4	.000	P	2	<input type="checkbox"/>	Effective Resume Writing

To determine the date an "I" course was finished, click on the detail icon in the Select column for the appropriate course.

Term Code; press Select button or DUP RECORD on desired line for course details.

Record: 3/?

<OSC>

Step 4: Determine Completion Date (cont'd)

Oracle Developer Forms Runtime - Web: Open > SHACRSE [Q], SHACRSE-16 - SHATCKN [Q]

File Edit Options Block Item Record Query Tools Help

Course Maintenance SHATCKN 7.3.3.1 (PROD)

ID: Term: 200830 Validation Check: Schedule

Course Detail

CRN: 30646 Subject: MGT Course: 5104 Value Integration Capstone
Section: DAY Campus: 1MC Repeat: (None) System:
Schedule Type: L Part of Term: B1 Comment:
 Continuing Education Units Co-op Education: Start/End Dates: Extension:

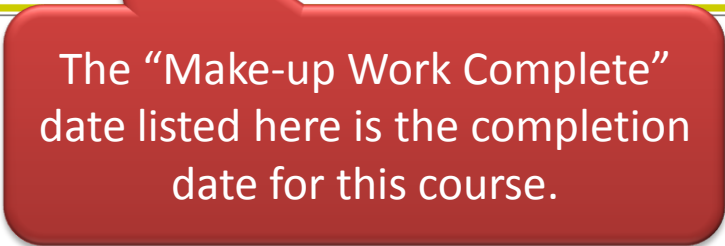
Grades

Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Grade Date	Grade Comment	User
2	P	2	4.000	4.000	MC Make-up Work Complete		21-APR-2008		SDFDENS
1	I	2	4.000	4.000	OE Original Entry		16-APR-2008		produsr

Level

Code
B1 Masters - SBE

CRN; Press LIST for Section Query Form, Dup Item for Additional Information.
Record: 1/1 <OSC>



Step 4: Determine Completion Date (cont'd)

Graduate Conferral Final Review Sheet - Microsoft Word

Home Insert Page Layout References Mailings Review View Developer Design Layout

Clipboard Font Paragraph Styles Editing Share This File WebEx

GRADUATE CONFERRAL FINAL REVIEW

Student Name: <Student Name> Academic
 Student ID: <Student ID> Date: Click

1	Please save as: STUDENT'S LAST NAME, FIRST NAME (NSU#) - CFRS	***** ***** *****	
2	Enter REQUIREMENTS COMPLETED date	10/6/2009	
3	List MAJOR, CONCENTRATION (if appropriate), and CERTIFICATE (if appropriate)	Major: <Major> Conc: <Conc> Cert: <Cert>	Check SFAREGS & SHADEGR for accuracy
4	SHADEGR REVIEW FORM submitted?	Choose an item.	Check Institutional Courses and Transfer Courses tabs
5	List OVERALL MASTER'S LEVEL GPA	<Enter GPA>	Minimum 3.0
6	List DEGREE-SPECIFIC GPA	<Enter GPA>	Minimum 3.0
7	List TOTAL CREDITS earned toward degree	<Enter Credits>	
8	List TOTAL TRANSFER CREDITS	<Enter Credits>	6 credit max
9	Move degree application to FINAL REVIEW folder in UPO	*****	

Page: 1 of 1 Words: 1/186 110%

Once you've identified the end date of the course that ends latest, note on the Conferral Final Review Sheet (CFRS)

Step 5: Check SFAREGS/SGASTDN

Oracle Developer Forms Runtime - Web: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.1.1 (PROD)

ORACLE

Go to SGASTDN. Enter student ID and clear out Term code. Next Block down.

Scroll through each SGASTDN segment.

New Term: 200920 Fall 2008
Student Status: AS Active
Student Type: B Entering W/Bachelors Degree
Residence: R In state Resident
Fee Assessment Rate:
Class: BA Graduate below 18 credits
Full or Part Time: Full Time Part Time None

From Term: 200920 To Term: 999999

Additional Information
Site:
Session:
Block:
Citizenship: Resident Alien

Priority	Term	Program	Catalog	Student Type:	Level	Campus	Rate:	College	Degree
1	200920	MBA Weekend/Onlr	200920	Masters - SBE		Programs On-line		Huizenga School - Busi	Master of Business
	End:	Outcome Key:	2	Admission Type:	Business - Master's Progra	Admission:	200920	Matriculation:	

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Related to Major

Review the Curricula and Field of Study information to check for any errors. Be careful to check for priority 2 (and possibly more) curricula records (i.e., keep an eye out for scroll bar on the right).

Step 5: Check SFAREGS/SGASTDN (cont'd)

Oracle Developer Forms Runtime - Web: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.1.1 (PROD)

ID: Student Summary Term: View Current/Active Curricula

Comments Academic and Graduation Status, Dual Degree Miscellaneous

From Term: 200920 To Term: 999999

Personal Information

Site:

Session:

Block:

Citizenship: Resident Alien

Campus Rate: Degree

Programs On-line Huizenga School - Busi Master of Business

Admission: 200920 Matriculation:

Department Attached to Major

Huizenga School - Masters Business Administration

Huizenga School - Masters

Curricula priority number.
Record: 1/2 <OSC>

If you locate any errors, determine the first semester where the error occurred. Go to SFAREGS to fix the error, backdating the transaction to a valid date during the semester in question. Errors can include things like a wrong campus, program, or major code; a completely invalid curricula entry; or a missing certificate code. For assistance on fixing curricula errors on SFAREGS, please refer to the Banner instructions and/or seek help.

Step 5: Check SFAREGS/SGASTDN (cont'd)

GRADUATE CONFERRAL FINAL REVIEW SHEET

Enter the Major, Concentration (if appropriate), and Certificate (if appropriate) on the CFRS. Note that the certificate should be listed if the student started the certificate, regardless of whether or not he/she finished it.

2	Enter REQUIREMENTS COMPLETED date	10/6/2009	
3	List MAJOR, CONCENTRATION (if appropriate), and CERTIFICATE (if appropriate)	Major: MBA Conc: Finance Cert: HRM	Check SFAREGS & SHADEGR for accuracy
4	SHADEGR REVIEW FORM submitted?	Choose an item.	Check Institutional Courses and Transfer Courses tabs
5	List OVERALL MASTER'S LEVEL GPA	<Enter GPA>	Minimum 3.0
6	List DEGREE-SPECIFIC GPA	<Enter GPA>	Minimum 3.0
7	List TOTAL CREDITS earned toward degree	<Enter Credits>	
8	List TOTAL TRANSFER CREDITS	<Enter Credits>	6 credit max
9	Move degree application to FINAL REVIEW folder in UPO	*****	

Page: 1 of 1 Words: 1/186 110%

Step 6: Check SHADEGR

Oracle Developer Forms Runtime - Web: Open > SHADEGR [Q]

File Edit Options Block Item Record Query Tools Help

Degree and Other Formal Awards SHADEGR 7.3.3 (PROD)

Go to "SHADEGR". Enter student ID.

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

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

Learner Outcome Information

Outcome Status: Graduation Year:

Student Record Term: Graduation Year:

Bulletin Academic Year: Graduation Year:

Degree Completion Term: Graduation Year:

Graduation Application Date: Fee: Charge Fee Waive Fee None Fee Term:

Calculate GPA Fee Detail: Fee Charged

Fee Amount: Fee Date: Fee Waived

Authorize: No Fee

Curricula Summary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

ID Number; press LIST key for name/ID search, DUP ITEM for Alternate ID look-up.

Record: 1/1 | ... | <OSC>

Click on Degree Sequence arrow

Step 6: Check SHADEGR (cont'd)

The screenshot displays the Oracle Developer Forms Runtime interface for a 'Degree Summary' form. The form is titled 'Degree Summary SHADGMQ 7.3.3 (PROD)'. It includes fields for 'ID:', 'Term:', and 'Program:'. Below these are three summary sections: 'Learner Outcome Summary', 'Curricula Summary - Primary', and 'Field of Study Summary'. A red callout box points to the 'Learner Outcome Summary' table, containing the following text:

Examine each SHADEGR sequence. We are only concerned about master's level business degree sequences. All others can be ignored. For each master's level business degree sequence, if the student never took classes in it, email deqc@nova.edu to delete it. If the student started in the sequence but changed majors, email deqc to withdraw the student from it. If the student is still in the sequence and there are errors in it, email deqc to fix the errors.

Sequence Number	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree
2	SO	200640	2008		<input type="checkbox"/>
1	PN	200030	2000		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Priority	Term	Program	Catalog	Level
1	200640	MS_SBE	200640	Masters - SBE

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200640	MAJOR	Management	Huizenga School - Masters	
1	200640	CONCENTRATION	Leadership	Huizenga School - Masters	Management

At the bottom of the form, there is a status bar showing 'Degree Sequence Number.' and 'Record: 1/2'.

Step 6: Check SHADEGR (cont'd)

Oracle Developer Forms Runtime - Web: Open > SHADEGR [Q], SHADEGR-32

File Edit Options Block Item Record Query Tools Help

ORACLE

Degree and Other Formal Awards SHADEGR 7.3.3 (PROD)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

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

Learner Outcome Information

Outcome Status: Awarded

Student Record Term:

Bulletin Academic Year:

Degree Completion Term:

Graduation Application Date:

Calculate GPA

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	200530	MBA	200530	Masters - SBE	Main Campus	Huizenga School - Busi	Master of Business

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200530	MAJOR	Business Administration	Huizenga School - Masters	

Degree Status Code; press LIST for Codes; DUP ITEM to Grad Info.

Record: 1/1 | ... | List of Valu... | <OSC>

Step 6: Check SHADEGR (cont'd)

Oracle Developer Forms Runtime - Web: Open > SHADEGR [Q], SHADEGR-32

File Edit Options Block Item Record Query Tools Help

Degree and Other Formal Awards SHADEGR 7.3.3 (PROD)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

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

Institutional Courses

Apply to Learner Outcome	Term	Level	Subject	Course	Section	Title	Hours	Grade	Part of Term	Grading Mode	Repeat Course Indicator	Campus	CRN
<input checked="" type="checkbox"/>	200530	B1	GMP	5012	MBX	Twenty-One Century Mgmt	3.000	B+	B	2	<input type="checkbox"/>	1MC	36214
<input checked="" type="checkbox"/>	200540	B1	GMP	5017	MBL	Deliv Sup Customer Value	3.000	B	B	2	<input type="checkbox"/>	1MC	40038
<input checked="" type="checkbox"/>	200540	B1	GMP	5015	MBE	Local Ethical & Soc/Un Bu	3.000	A	B	2	<input type="checkbox"/>	1MC	40033
<input checked="" type="checkbox"/>	200620	B1	GMP								<input type="checkbox"/>	YW	5585
<input checked="" type="checkbox"/>	200620	B1	GMP								<input type="checkbox"/>	1MC	22096

Section Attributes

Attribute Code

Calculate GPA

Apply to Degree GPA Indicator; Checked if Applied

Record: 1/?

Microsoft PowerPoint - [Graduate Degree Conferral Process]

Review all Institutional Courses and ensure that all courses required for the degree have the "Apply to Learner Outcome" box checked and all those courses not required are not checked. Submit SHADEGR Review Form for any corrections that need to be made.

Step 6: Check SHADEGR (cont'd)

Oracle Developer Forms Runtime - Web: Open > SHADEGR [Q], SHADEGR-32

File Edit Options Block Item Record Query Tools Help

ORACLE

Degree and Other Formal Awards SHADEGR 7.3.3 (PROD)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

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

Learner Outcome Information

Outcome Status: Awarded

Student Record Term:

Bulletin Academic Year:

Degree Completion Term:

Graduation Application Date:

Calculate GPA

Graduation Fee: Charge Fee Waive Fee None Fee Term:

Fee Detail:

Fee Amount: Fee Date:

Authorize:

Fee Charged
 Fee Waived
 No Fee

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	200530	MBA	200530	Masters - SBE	Main Campus	Huizenga School - Busi	Master of Business

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200530	MAJOR	Business Administration	Huizenga School - Masters	

Degree Status Code; press LIST for Codes; DUP ITEM to Grad Info.
Record: 1/1 | ... | List of Valu... | <OSC>

Step 6: Check SHADEGR (cont'd)

Oracle Developer Forms Runtime - Web: Open > SHADEGR, SHADEGR-18

File Edit Options Block Item Record Query Tools Help

Degree and Other Formal Awards SHADEGR 8.1.1 (PROD)

ID: Degree Sequence: 2 Graduation Holds: Override Hold:

View Current/Active Curricula

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

Transfer Credits

Apply to Learner Outcome

Count	GPA	Level	Term	Subject	Course	Title	Hours	Grade	Grading Mode	Repeat	Repeat System	Institution	Attendance Period
<input type="checkbox"/>	<input type="checkbox"/>									(None)	(None)		
<input type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	<input type="checkbox"/>												

Transfer Credit Attributes

Code

Calculate GPA

Apply to Degree GPA Indicator; Both applied and count indicators must be set for course for inclusion in GPA.

Record: 1/1

<OSC>

Review all Transfer Courses and ensure that all approved transfer courses have the "Apply to Learner Outcome" box checked and all those courses not required are not checked. Submit SHADEGR Review Form for any corrections that need to be made.

Step 6: Check SHADEGR (cont'd)

Graduate Conferral Final Review Sheet - Microsoft Word

Home Insert Page Layout References Mailings Review View Developer Design Layout

Clipboard Font Paragraph Styles Editing Share This File WebEx

GRADUATE CONFERRAL FINAL REVIEW SHEET

Student Name: <Student Name> Academic Advisor: Select Advisor.
 Student ID: <Student ID> Date: Click here to enter a date.

1	Please save as: STUDENT'S LAST NAME, FIRST NAME (NSU#) - CFRS	***** ***** *****	
2	Enter REQUIREMENTS COMPLETED date	10/6/2009	
3	List MAJOR, CONCENTRATION (if appropriate), and CERTIFICATE (if appropriate)	Major: MBA Conc: Finance Cert: HRM	
4	SHADEGR REVIEW FORM submitted?	Yes	
5	List OVERALL MASTER'S LEVEL GPA	<Enter GPA>	
6	List DEGREE-SPECIFIC GPA	<Enter GPA>	Minimum 3.0
7	List TOTAL CREDITS earned toward degree	<Enter Credits>	
8	List TOTAL TRANSFER CREDITS	<Enter Credits>	6 credit max
9	Move degree application to FINAL REVIEW folder in UPO	*****	

Indicate on the CFRS whether a SHADEGR Course Review form was submitted.

Page: 1 of 1 Words: 5/184 110%

Step 7: Check Overall Master's Level GPA

Oracle Developer Forms Runtime - Web: Open > SHATERM [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

Term Sequence Course History SHATERM 8.1.1 (PROD)

ID: N00801979 Coleman, Kevin Course Level Codes by Person: B1 Start Term:

Current Standing Term GPA and Course Detail Information

Current Standing

First Term Attended: 200740
Last Term Attended: 201010
Academic Standing: ** No Academic Standing
Academic Standing Override:
Progress Evaluation:
Progress Evaluation Override:
Combined Academic Standing Override:
Combined Academic Standing:

Enter student ID and B1 as level code. Leave Start Term blank.

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	52.000	42.000	42.000	42.000	140.10	3.33
Transfer:	.000	.000	.000	.000	.00	.00
Overall:	52.000	42.000	42.000	42.000	140.10	3.33

First Term Attended.
Record: 1/1 <OSC>

Step 7: Check Overall Master's Level GPA (cont'd)

GRADUATE CONFERRAL FINAL REVIEW SHEET

Student Name: <Student Name> Academic Advisor: Select Advisor.

Student ID: <Student ID> Date: Click here to enter a date.

1	Please save as: STUDENT'S LAST NAME, FIRST NAME (NSU#) - CFRS	***** ***** *****	
2	Enter REQUIREMENTS COMPLETED date	10/6/2009	
3	List MAJOR, CONCENTRATION (if appropriate), and CERTIFICATE (if appropriate)	Major: MBA Conc: Finance Cert: HRM	
4	SHADEGR REVIEW FORM submitted?	Choose an item.	
5	List OVERALL MASTER'S LEVEL GPA	3.30	Minimum 3.0
6	List DEGREE-SPECIFIC GPA	<Enter GPA>	Minimum 3.0
7	List TOTAL CREDITS earned toward degree	<Enter Credits>	
8	List TOTAL TRANSFER CREDITS	<Enter Credits>	6 credit max
9	Move degree application to FINAL REVIEW folder in UPO	*****	

Enter the overall master's-level GPA on the CFRS.

Page: 1 of 1 Words: 185 110%

Step 8: Check Degree-Specific GPA

Oracle Developer Forms Runtime - Web: Open > SHADEGR [Q],SHADEGR-32

File Edit Options Block Item Record Query Tools Help

ORACLE

Degree and Other Formal Awards SHADEGR 7.3.3 (PROD)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

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

Learner Outcome Information

Outcome Status: Awarded

Student Record Term:

Bulletin Academic Year:

Degree Completion Term:

Graduation Application Date:

Calculate GPA

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level
1	200530	MBA	200530	Masters - SBE

Field of Study Summary

Priority	Term	Type	Field of Study
1	200530	MAJOR	Business Administration

Degree Status Code; press LIST for Codes; DUP ITEM to Grad Info.
Record: 1/1 | ... | List of Valu... | <OSC>

If there are no outstanding errors on the Institutional Courses or Transfer Courses tab, click on "Calculate GPA" to check GPA, number of transfer credits, and total GPA credits completed. If there are outstanding errors, refer to CAPP for GPA (if the CAPP has no errors), SHATERM (only if the student did not take extra B1 level courses outside his/her program), or hand calculate. You must list an accurate GPA on the CFRS.

Step 8: Check Degree-Specific GPA (cont'd)

GRADUATE CONFERRAL FINAL REVIEW SHEET

Student Name: <Student Name> Academic Advisor: Select Advisor.

Student ID: <Student ID> Date: Click here to enter a date.

1	Please save as: STUDENT'S LAST NAME, FIRST NAME (NSU#) - CFRS	***** ***** *****	
2	Enter REQUIREMENTS COMPLETED date	10/6/2009	
3	List MAJOR, CONCENTRATION (if appropriate), and CERTIFICATE (if appropriate)	Major: MBA Conc: Finance Cert: HRM	Check SFAREGS & SHAF...
4	SHADEGR REVIEW FORM submitted?	Choose an item.	C a
5	List OVERALL MASTER'S LEVEL GPA	3.30	M
6	List DEGREE-SPECIFIC GPA	3.15	
7	List TOTAL CREDITS earned toward degree	43	
8	List TOTAL TRANSFER CREDITS	0	6 credit max
9	Move degree application to FINAL REVIEW folder in UPO	*****	

Enter the degree-specific GPA, total credits, and transfer credits on the CFRS.

Page: 1 of 1 Words: 5/182 110%

Step 9: Check Degree Application

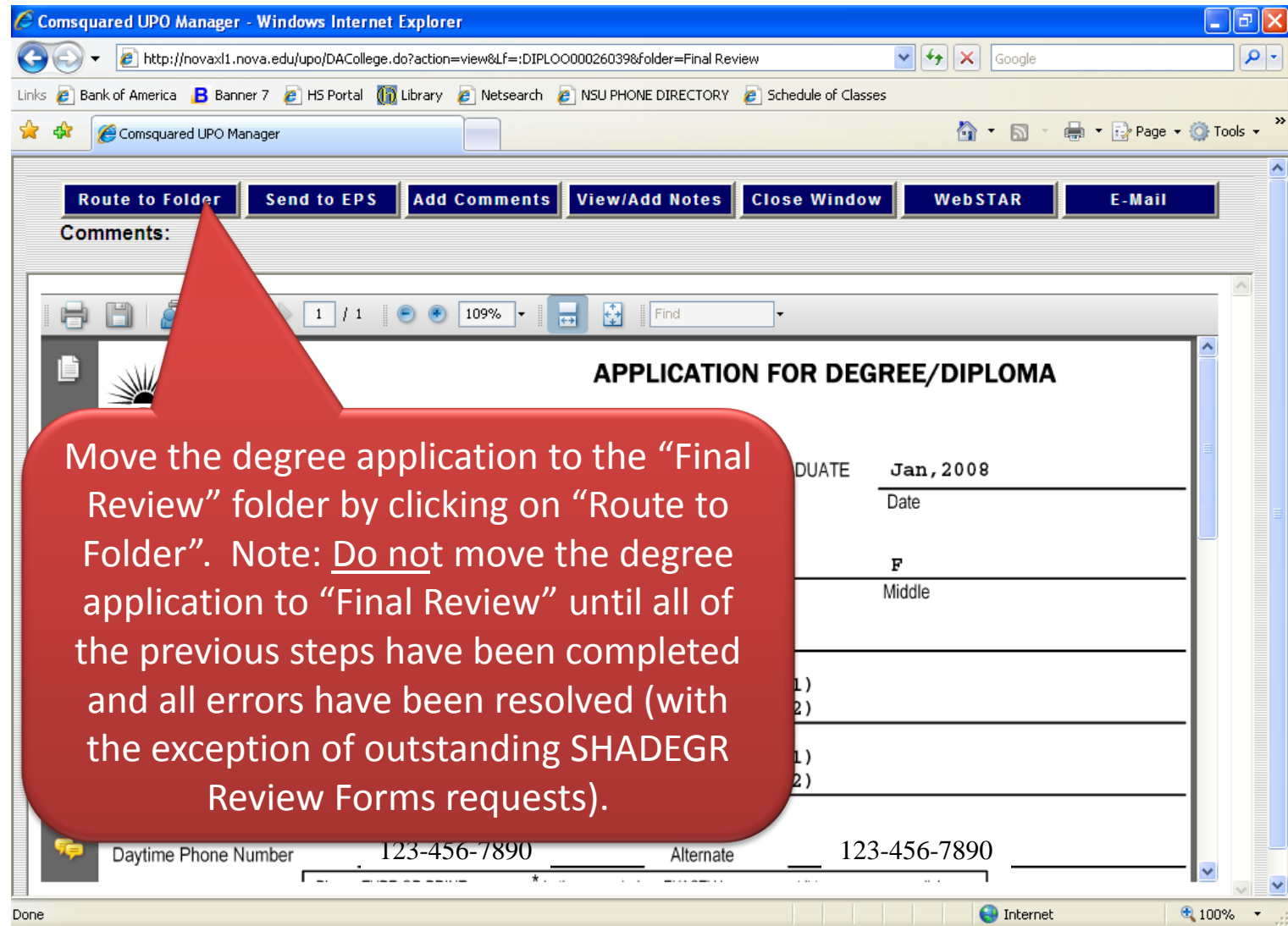
The screenshot shows a web browser window titled "Comsqared UPO Manager - Windows Internet Explorer". The address bar displays the URL: <http://novax11.nova.edu/upo/DACollege.do?action=view&Lf=:DIPLOO00026039&folder=Final Review>. The browser's toolbar includes navigation buttons, a search bar with "Google", and a "Tools" menu. Below the browser window, a navigation bar contains buttons: "Route to Folder", "Send to EPS", "Add Comments", "View/Add Notes", "Close Window", "WebSTAR", and "E-Mail".

The main content area displays the "Comments:" section and a form for a student's degree application. The form includes the following fields:

- Student ID: N00123456
- Name: Smith (Last), JOE (First), F (Middle)
- Degree: Master of Business Admin.
- Major: 1) Business Administration, 2) _____
- Minor: _____
- Campus Code: Y
- Concentration: 1) _____, 2) _____
- Daytime Phone Number: 123-456-7890
- Alternate: 123-456-7890

A red callout box points to the "View/Add Notes" button with the following text: "Log into UPO and pull up the Degree Application (DA). Check Major, Minor, and Concentration fields. Add a permanent note about any errors by clicking on 'View/Add Notes'."

Step 9: Check Degree Application (cont'd)



The screenshot shows a Windows Internet Explorer browser window titled "Comsquared UPO Manager". The address bar contains the URL: <http://novax11.nova.edu/upo/DACollege.do?action=view&Lf=:DIPLOO00026039&folder=Final Review>. The browser's toolbar includes navigation buttons, a search bar with "Google", and a "Links" section with icons for Bank of America, Banner 7, HS Portal, Library, Netsearch, NSU PHONE DIRECTORY, and Schedule of Classes. Below the toolbar is a "Comsquared UPO Manager" search bar. A horizontal menu contains buttons for "Route to Folder", "Send to EPS", "Add Comments", "View/Add Notes", "Close Window", "WebSTAR", and "E-Mail". The main content area displays a form titled "APPLICATION FOR DEGREE/DIPLOMA". A red callout box points to the "Route to Folder" button. The form includes fields for "DUATE" (Jan, 2008), "Date", "F" (Middle), and "Middle". At the bottom, there are fields for "Daytime Phone Number" (123-456-7890) and "Alternate" (123-456-7890). The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Route to Folder **Send to EPS** **Add Comments** **View/Add Notes** **Close Window** **WebSTAR** **E-Mail**

Comments:

APPLICATION FOR DEGREE/DIPLOMA

DUATE Jan, 2008
Date

F
Middle

1)
2)
1)
2)

Daytime Phone Number 123-456-7890 Alternate 123-456-7890

Step 10: Submit Conferral Paperwork

The screenshot shows a Microsoft Word document titled "Graduate Conferral Final Review Sheet". The document contains a table with the following content:

3	List MAJOR, CONCENTRATION (if appropriate), and CERTIFICATE (if appropriate)	Major: MBA Conc: Finance Cert: HRM	Check SFAREGS & SHADEGR for accuracy
4	SHADEGR REVIEW FORM submitted?	Yes	Check Institutional Courses and Transfer Courses tabs
5	List OVERALL MASTER'S LEVEL GPA	2.20	Minimum 3.0
6	List DEGREE-SPECIFIC GPA		
7	List TOTAL CREDITS earned toward degree		
8	List TOTAL TRANSFER CREDITS		
9	Move degree application to FINAL REVIEW		
10	Place CURRICULUM SHEET into READINGS folder in SBEEvals share drive with a copy of this form	*****	

Note: Degree conferral deadline is the 25th of each month.

Advisor Notes:
GPA taken from CAPP report. Student has been approved to use coursework older than 5 years per Steve Harvey (see SPACMNT).

A red callout box with white text is overlaid on the table, containing the following text: "Make a note about any pertinent details regarding conferral on the CFRS (e.g., GPA used from CAPP, approval to use old coursework)."

The Microsoft Word interface includes the ribbon (Home, Insert, Page Layout, References, Mailings, Review, View, Developer, Design, Layout), the Ribbon Task Pane (Clipboard, Font, Paragraph, Styles, Editing, Share This File, WebEx), and the status bar (Page: 1 of 1, Words: 196, 110%).

Step 10: Submit Conferral Paperwork (cont'd)

- After all of the above steps have been completed and all errors have been resolved, place the student's degree worksheet and CFRS in the "SBEEvals->Ready For Conferral – Grad" share drive folder.
- The deadline to submit conferral paperwork is the 25th of each month. Any paperwork submitted after that deadline runs the risk of not being processed until the following month unless specific managerial approval is received.
- Note: Paperwork is reviewed chronologically by the last edit date of CFRS. If you submit paperwork on time and subsequently modify it after the 25th, you must notify Jason or risk the student not being processed.