# MBUG 2015

## Self-Service Graduation Application

Tammy Prather

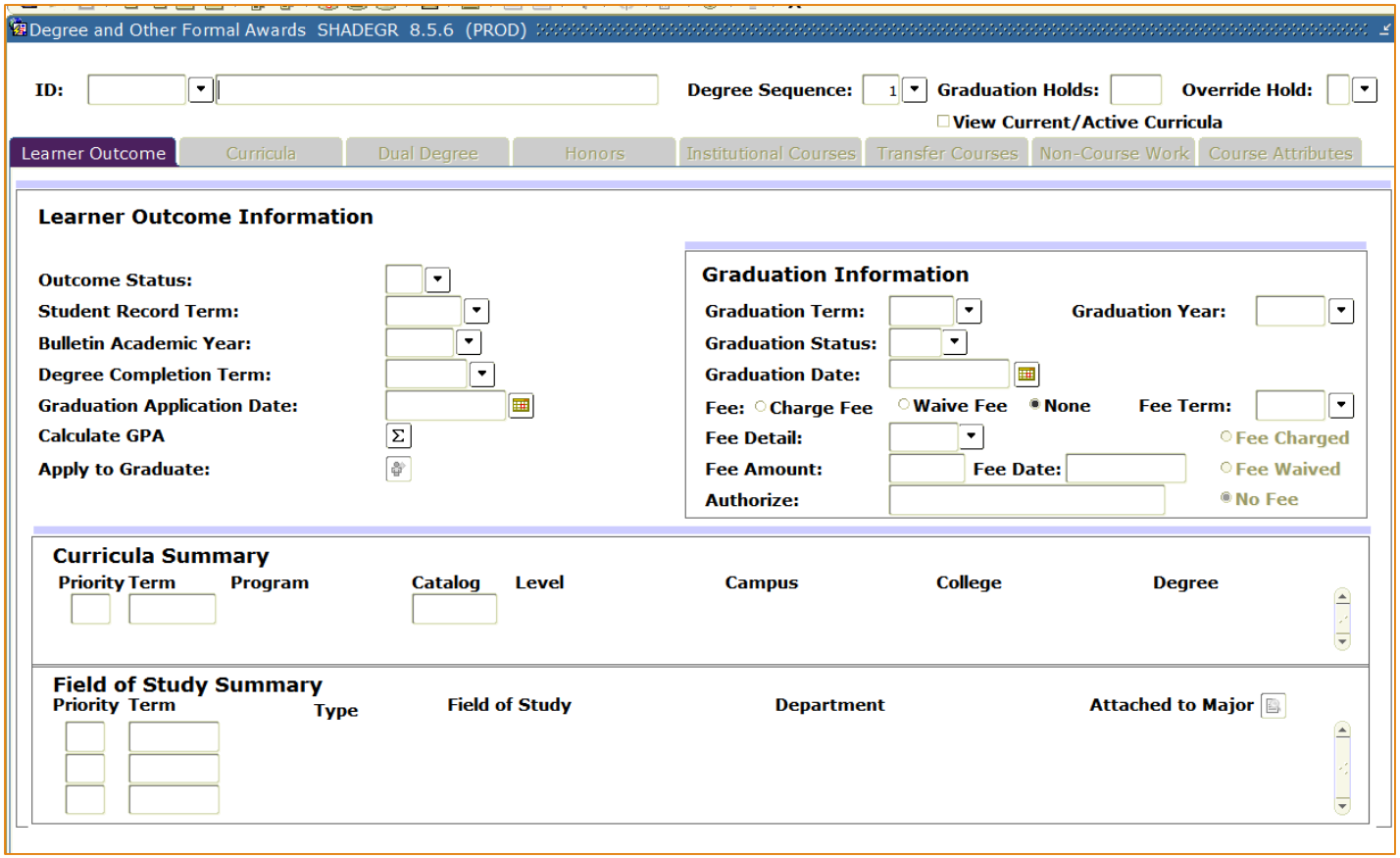
Mississippi University for Women

September 14, 2015

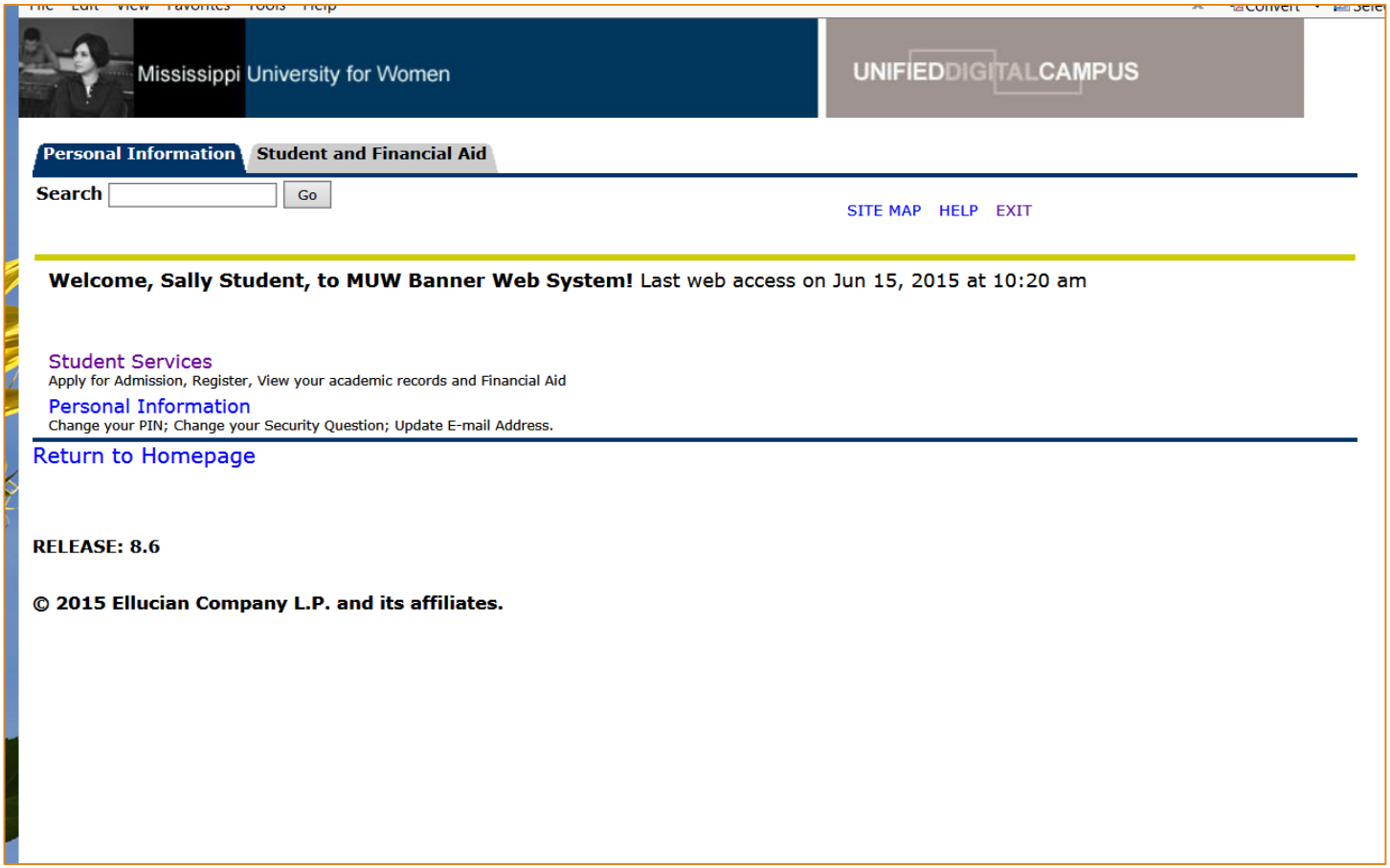
# Session Rules of Etiquette

- Please turn off your cell phone
- If you must leave the session early, please do so discreetly
- Please avoid side conversation during the session

# SHADEGR




MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
SITE MAP HELP EXIT
Welcome, Sally Student, to MUW Banner Web System! Last web access on Jun 15, 2015 at 10:20 am
Student Services
Apply for Admission, Register, View your academic records and Financial Aid
Personal Information
Change your PIN; Change your Security Question; Update E-mail Address.
Return to Homepage
RELEASE: 8.6
© 2015 Ellucian Company L.P. and its affiliates.

MBUG

Personal Information | Student and Financial Aid

Search [ ] Go

RETURN TO MENU SITE MAP HELP EXIT

# Student Services & Financial Aid

**Student Schedule & Registration**
Display your class schedule; Check your registration status; Add/Drop classes.

**Student Records**
View your holds; Display your grades and transcript beginning Summer Term 2001.

**Student Information**
View your student status; View your primary advisor; View your major and department; View your program; View your class information.

**Financial Aid**
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

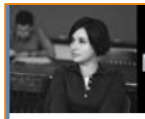
**Police Department**
Apply for parking decal; View parking citation; Appeal parking citaiton.

**Enrollment Verification**
Print enrollment verification certificate, electronic deferment, student loan holders, and enrollment information.

**RELEASE: 8.6**

**© 2015 Ellucian Company L.P. and its affiliates.**

MBUG



Mississippi University for Women

UNIFIEDDIGITALCAMPUS

Personal Information | Student and Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

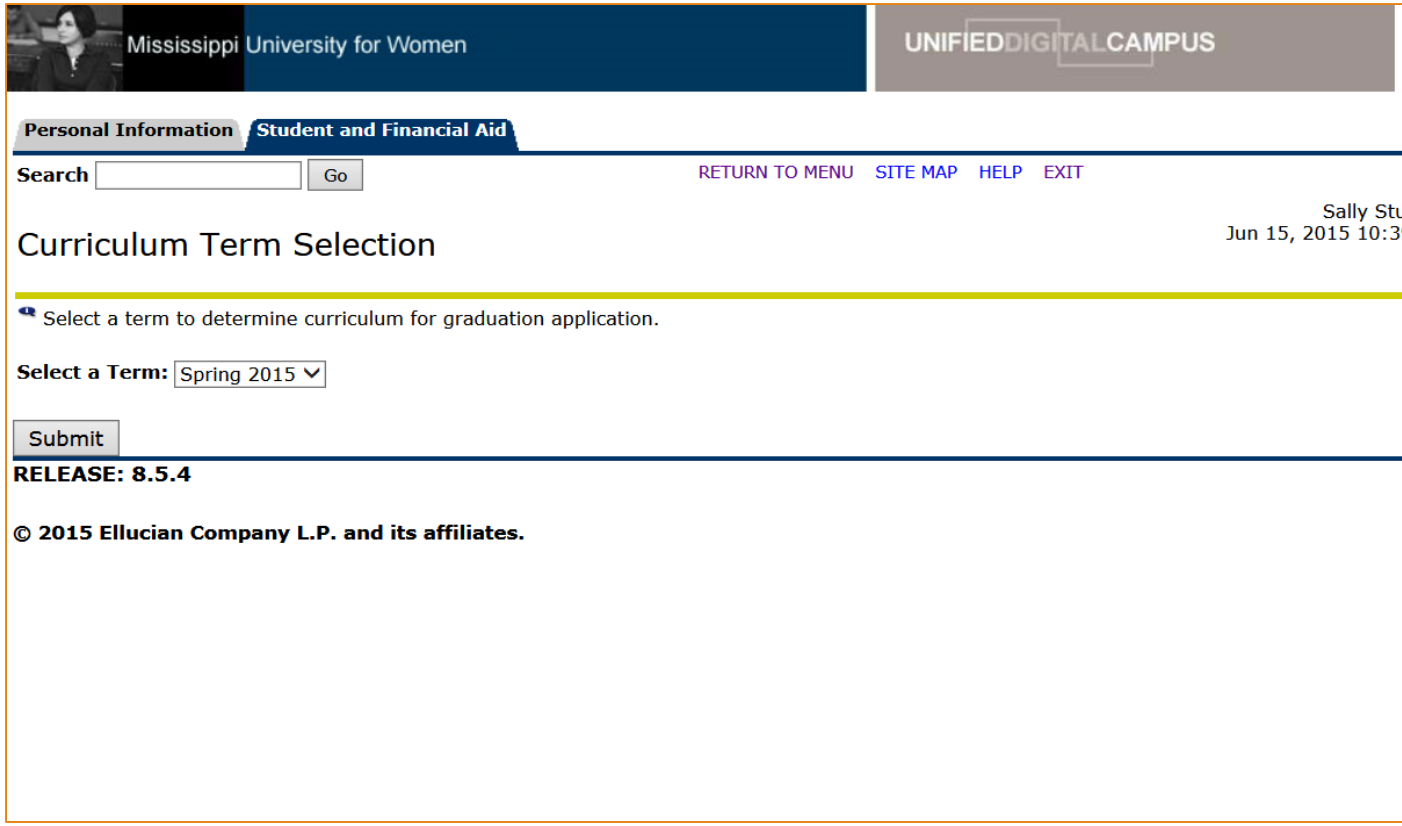
## Student Records

- View Holds
- Midterm Grades
- Final Grades
- Academic Transcript
- Account Summary by Term
- Account Summary
- Select Tax Year
- Tax Notification
- Apply to Graduate
- View Graduation Application
- Order Official Transcript

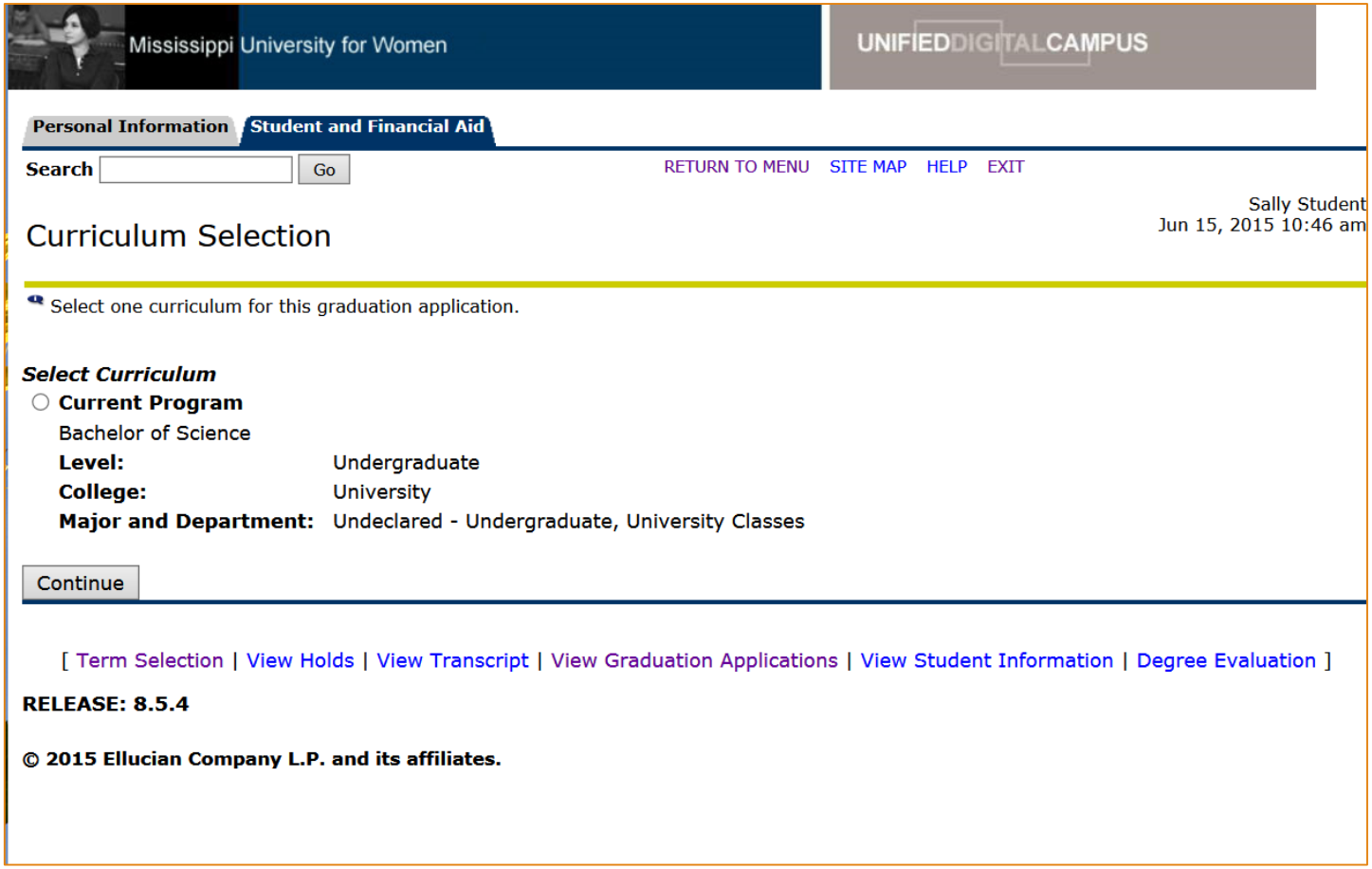
**RELEASE: 8.6**

**© 2015 Ellucian Company L.P. and its affiliates.**

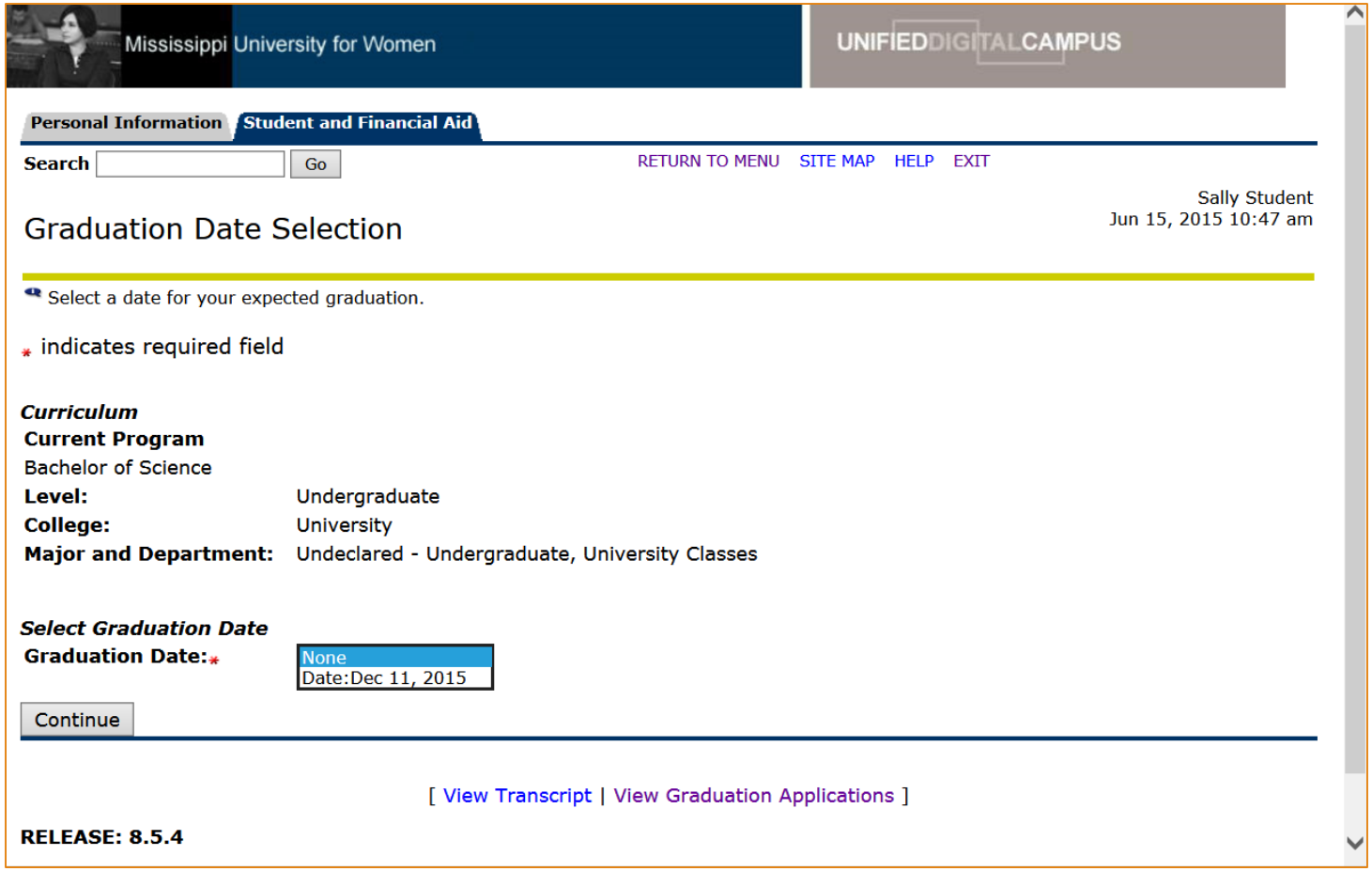
MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Student
Jun 15, 2015 10:39 am
Curriculum Term Selection
Select a term to determine curriculum for graduation application.
Select a Term:
Spring 2015
Submit
RELEASE: 8.5.4
© 2015 Ellucian Company L.P. and its affiliates.

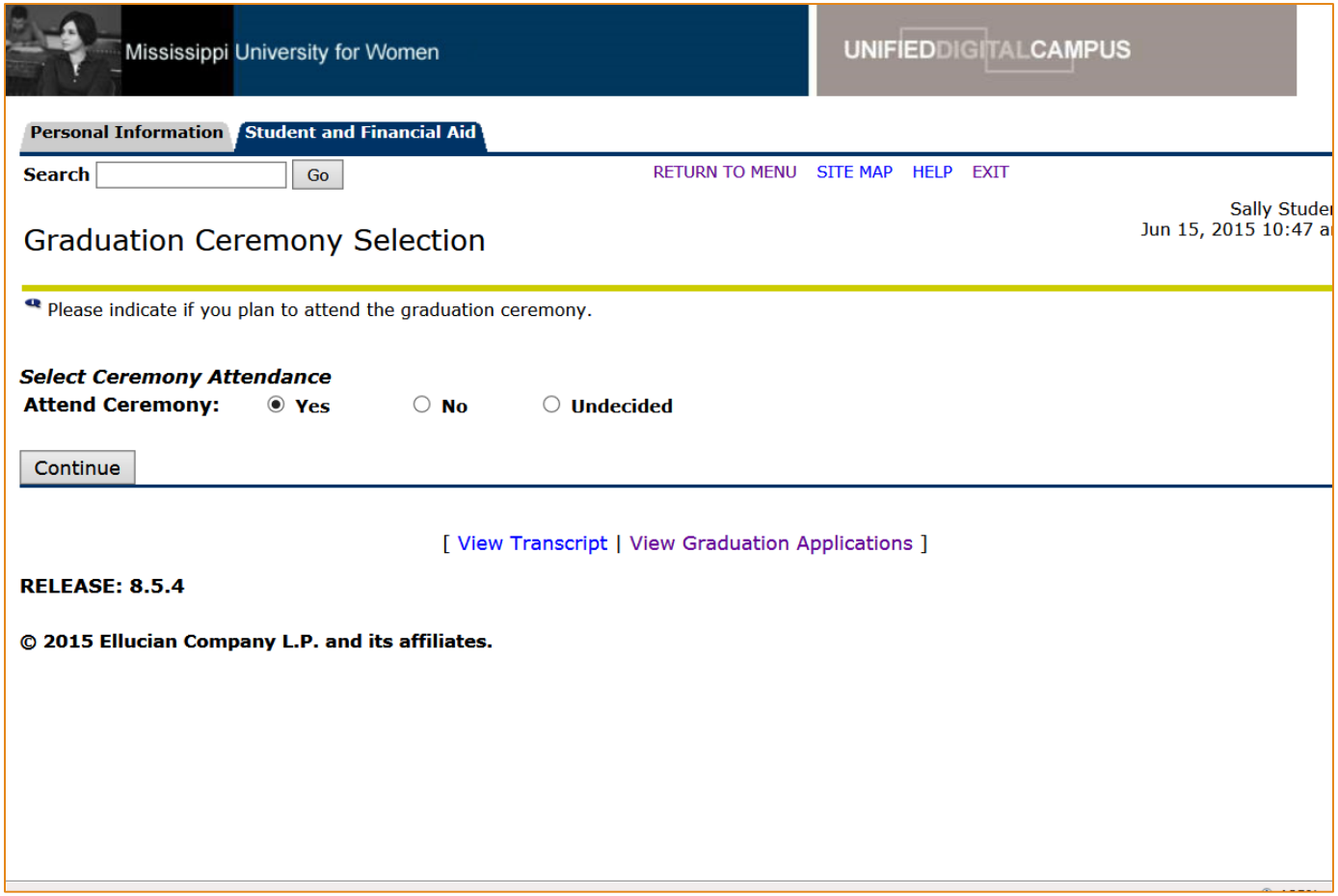
MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Student
Jun 15, 2015 10:46 am
Curriculum Selection
Select one curriculum for this graduation application.
Select Curriculum
Current Program
Bachelor of Science
Level: Undergraduate
College: University
Major and Department: Undeclared - Undergraduate, University Classes
Continue
[ Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information | Degree Evaluation ]
RELEASE: 8.5.4
© 2015 Ellucian Company L.P. and its affiliates.

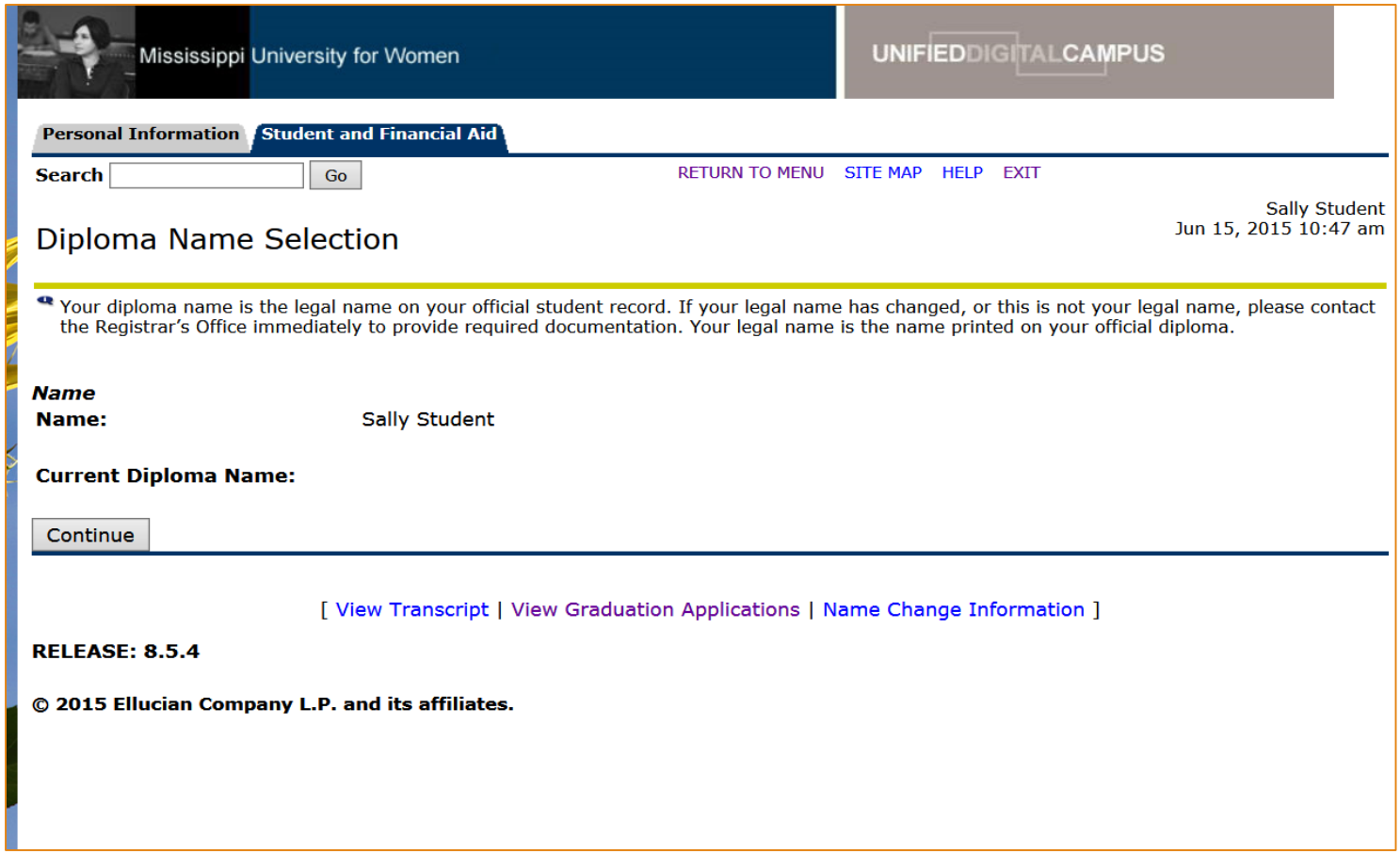
MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Student
Jun 15, 2015 10:47 am
Graduation Date Selection
Select a date for your expected graduation.
* indicates required field
Curriculum
Current Program
Bachelor of Science
Level: Undergraduate
College: University
Major and Department: Undeclared - Undergraduate, University Classes
Select Graduation Date
Graduation Date:*
None
Date:Dec 11, 2015
Continue
[ View Transcript | View Graduation Applications ]
RELEASE: 8.5.4

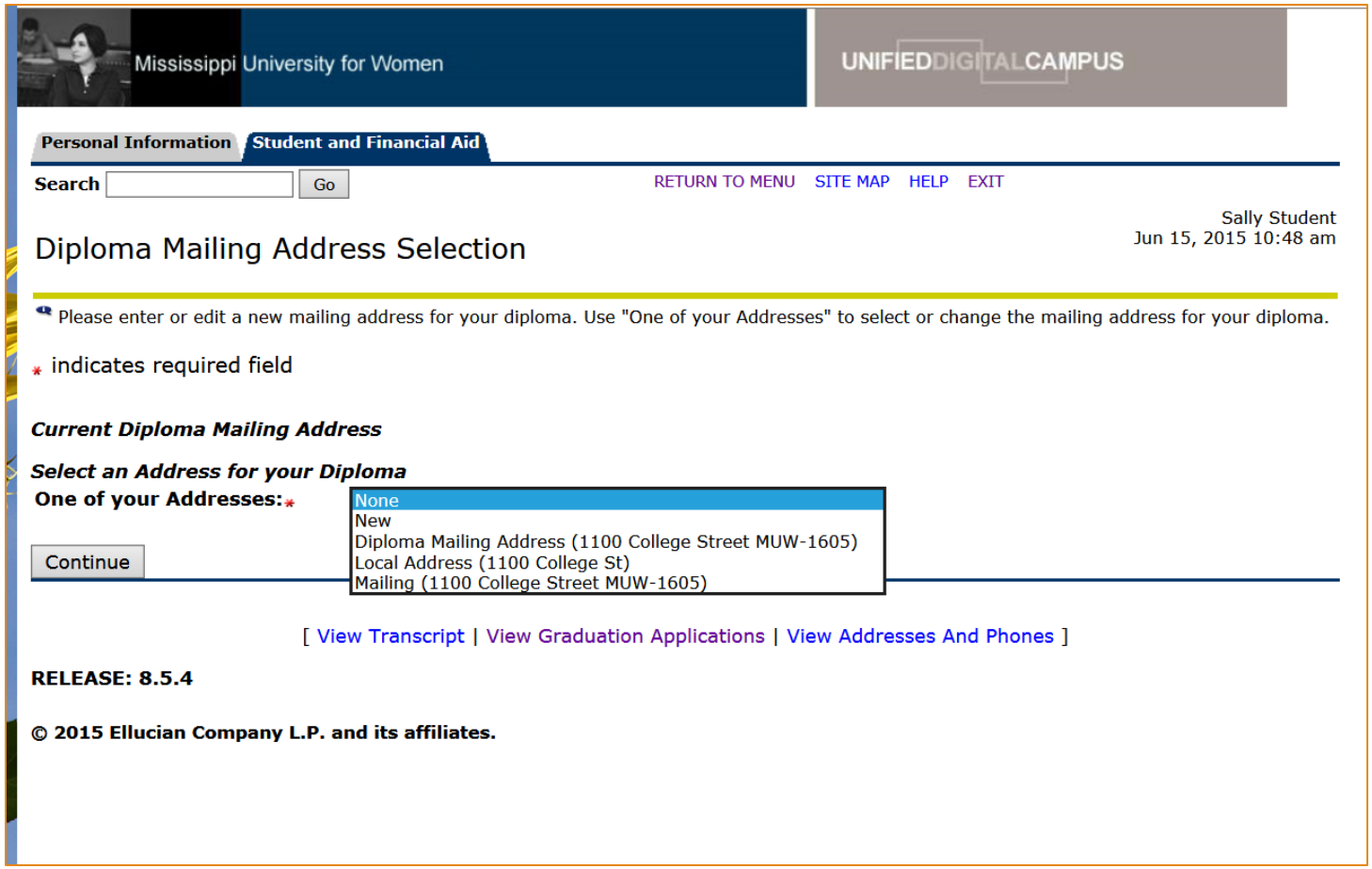
MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Stude
Jun 15, 2015 10:47 a
Graduation Ceremony Selection
Please indicate if you plan to attend the graduation ceremony.
Select Ceremony Attendance
Attend Ceremony:
Yes
No
Undecided
Continue
[ View Transcript | View Graduation Applications ]
RELEASE: 8.5.4
© 2015 Ellucian Company L.P. and its affiliates.

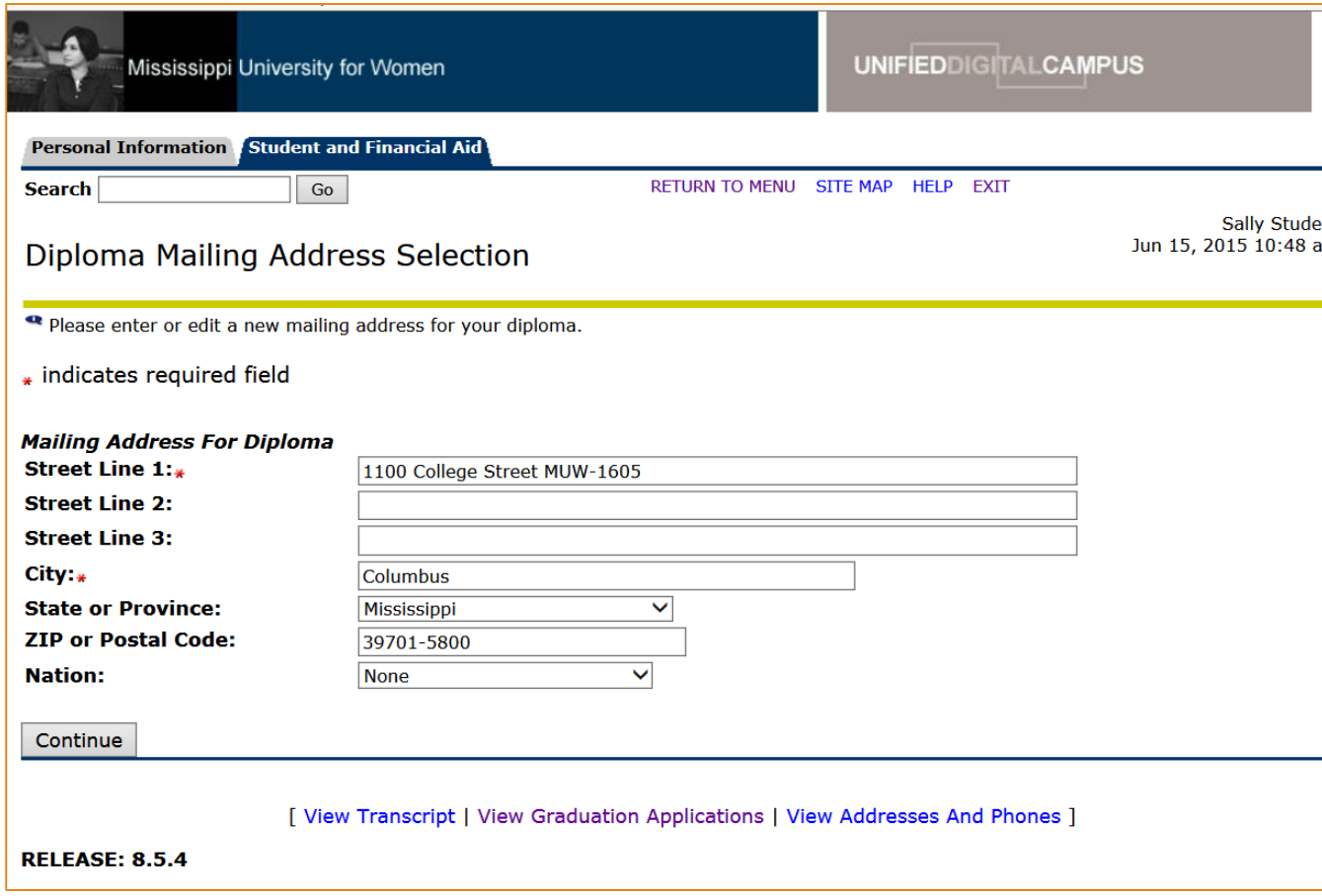
MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Student
Jun 15, 2015 10:47 am
Diploma Name Selection
Your diploma name is the legal name on your official student record. If your legal name has changed, or this is not your legal name, please contact the Registrar's Office immediately to provide required documentation. Your legal name is the name printed on your official diploma.
Name
Name:
Sally Student
Current Diploma Name:
Continue
[ View Transcript | View Graduation Applications | Name Change Information ]
RELEASE: 8.5.4
© 2015 Ellucian Company L.P. and its affiliates.

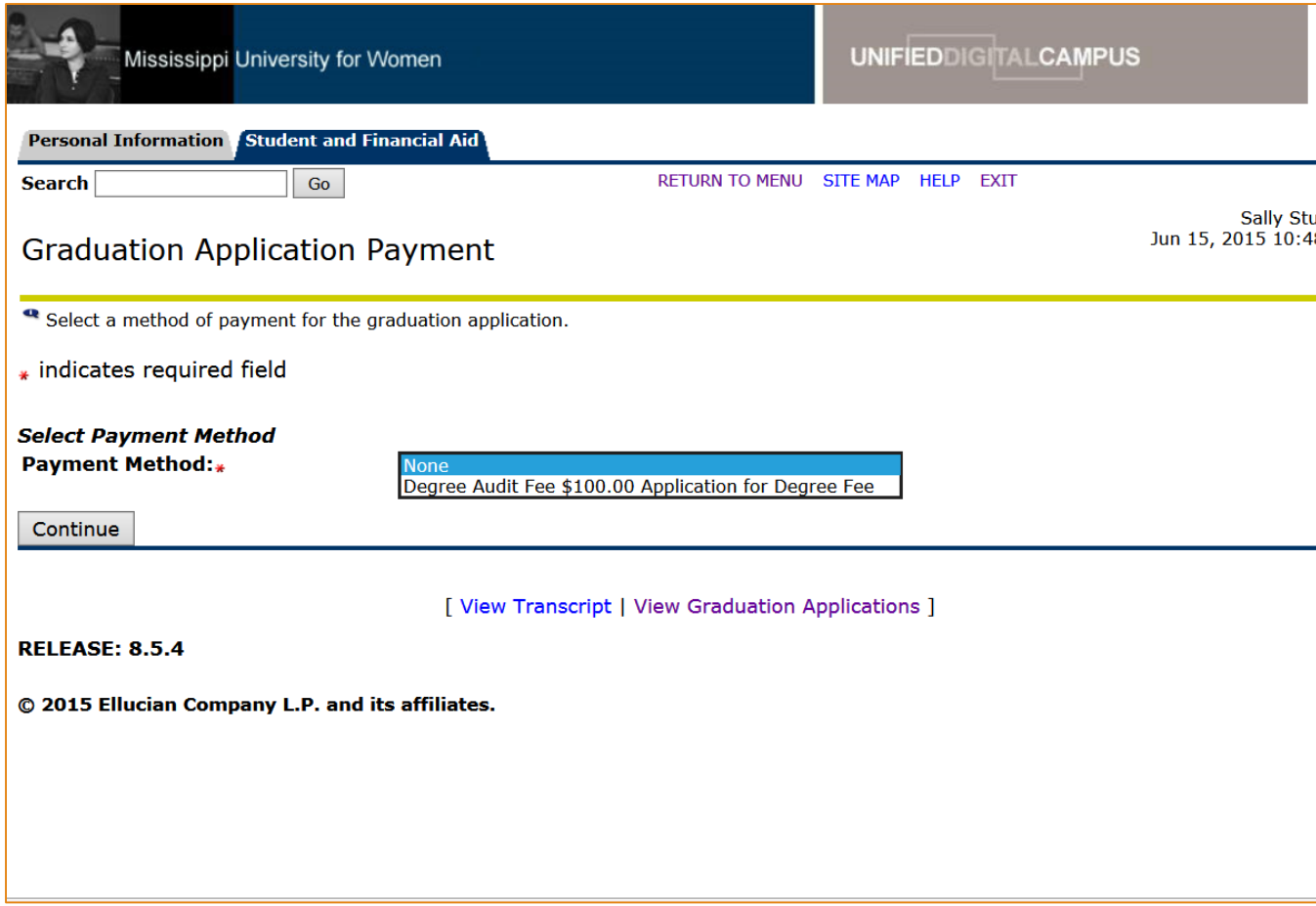
MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Student
Jun 15, 2015 10:48 am
Diploma Mailing Address Selection
Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.
* indicates required field
Current Diploma Mailing Address
Select an Address for your Diploma
One of your Addresses:*
None
New
Diploma Mailing Address (1100 College Street MUW-1605)
Local Address (1100 College St)
Mailing (1100 College Street MUW-1605)
Continue
[ View Transcript | View Graduation Applications | View Addresses And Phones ]
RELEASE: 8.5.4
© 2015 Ellucian Company L.P. and its affiliates.

MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Student
Jun 15, 2015 10:48 am
Diploma Mailing Address Selection
Please enter or edit a new mailing address for your diploma.
* indicates required field
Mailing Address For Diploma
Street Line 1:*
1100 College Street MUW-1605
Street Line 2:
Street Line 3:
City:*
Columbus
State or Province:
Mississippi
ZIP or Postal Code:
39701-5800
Nation:
None
Continue
[ View Transcript | View Graduation Applications | View Addresses And Phones ]
RELEASE: 8.5.4

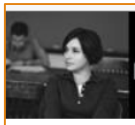
MBUG


Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Sally Student
Jun 15, 2015 10:48 am
Graduation Application Payment
Select a method of payment for the graduation application.
* indicates required field
Select Payment Method
Payment Method:*
None
Degree Audit Fee $100.00 Application for Degree Fee
Continue
[ View Transcript | View Graduation Applications ]
RELEASE: 8.5.4
© 2015 Ellucian Company L.P. and its affiliates.

MBUG

Mississippi University for Women
UNIFIEDDIGITALCAMPUS
Personal Information
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Graduation Application Summary
This is the information that will be submitted for your application to graduate.
Graduation Date
Date:
Dec 11, 2015
Ceremony
Attend Ceremony:
Yes
Diploma Mailing Address
Street Line 1:
1100 College Street MUW-1605
City:
Columbus
State or Province:
Mississippi
ZIP or Postal Code:
39701-5800
Curriculum
Current Program
Bachelor of Science
Level:
Undergraduate
College:
University
Major and Department:
Undeclared - Undergraduate, University Classes
Graduation Charges
Fee:
$100.00
Payment Method:
Application for Degree Fee
Submit Request

MBUG



Mississippi University for Women

UNIFIEDDIGITALCAMPUS

Personal Information | Student and Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Sally Student
Jun 15, 2015 10:57 am

# Graduation Application Signature Page

Thank you for your application! The application fee has been placed on your Banner Web student account.

You may pay online in Banner Web or in person at University Accounting in Welty Hall. Please contact University Accounting with any questions about your account.

You will receive your degree audit in the mail and through your W (myapps) email account. Please feel free to contact Kimberly Patterson at knpatterson@muw.edu or 662-329-7200 with any questions you may have.

Visit the Registrar's Office website for more information about your degree and graduation process.
http://www.muw.edu/registrar/students/degrees

Your diploma will automatically be mailed to the address you provided on the application. If you have any questions or changes to your diploma mailing address, please contact Kimberly Patterson.

**950159450/1**

[ View Graduation Applications ]

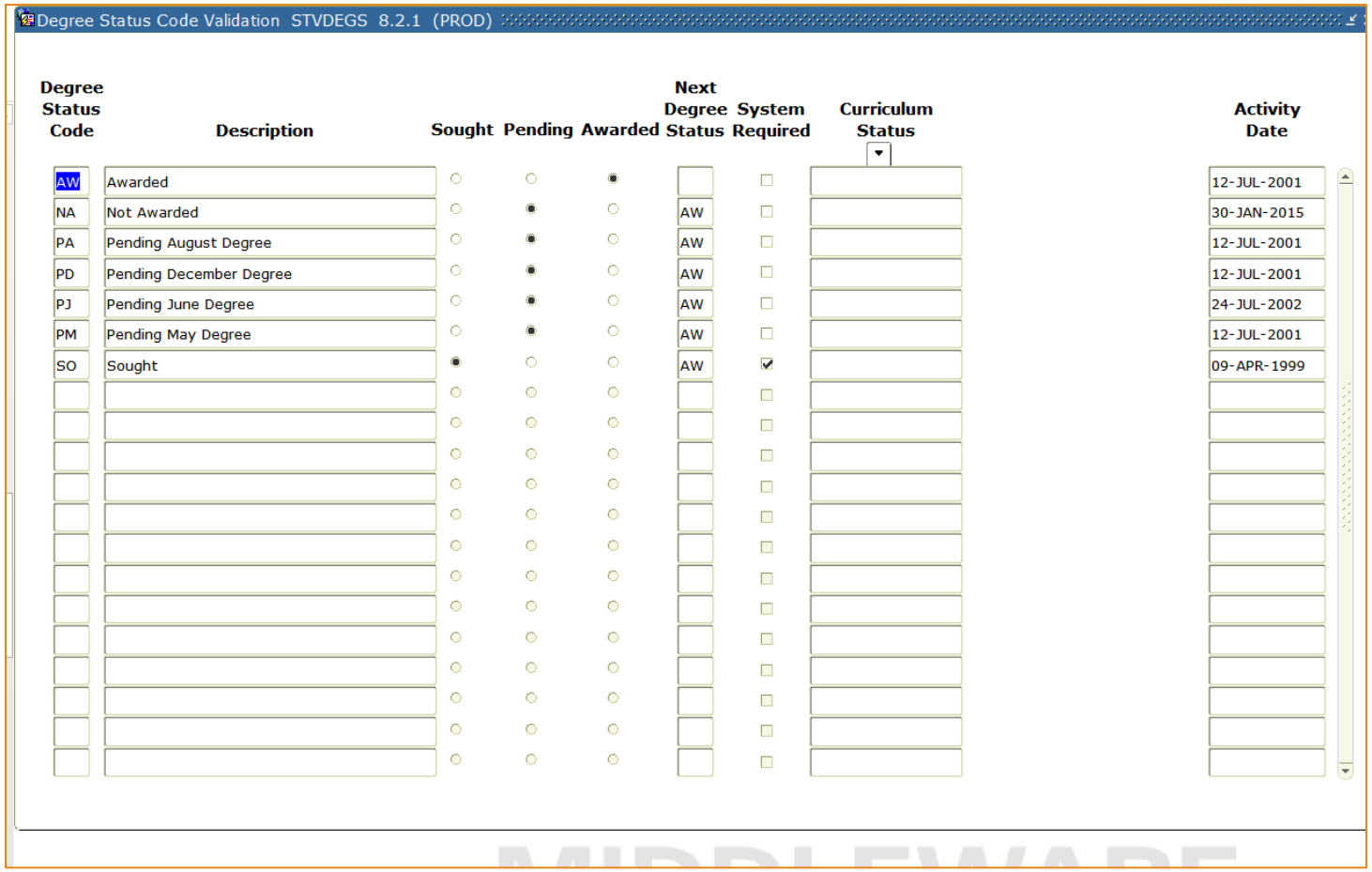
**RELEASE: 8.5.4**

MBUG

# Screens for Building

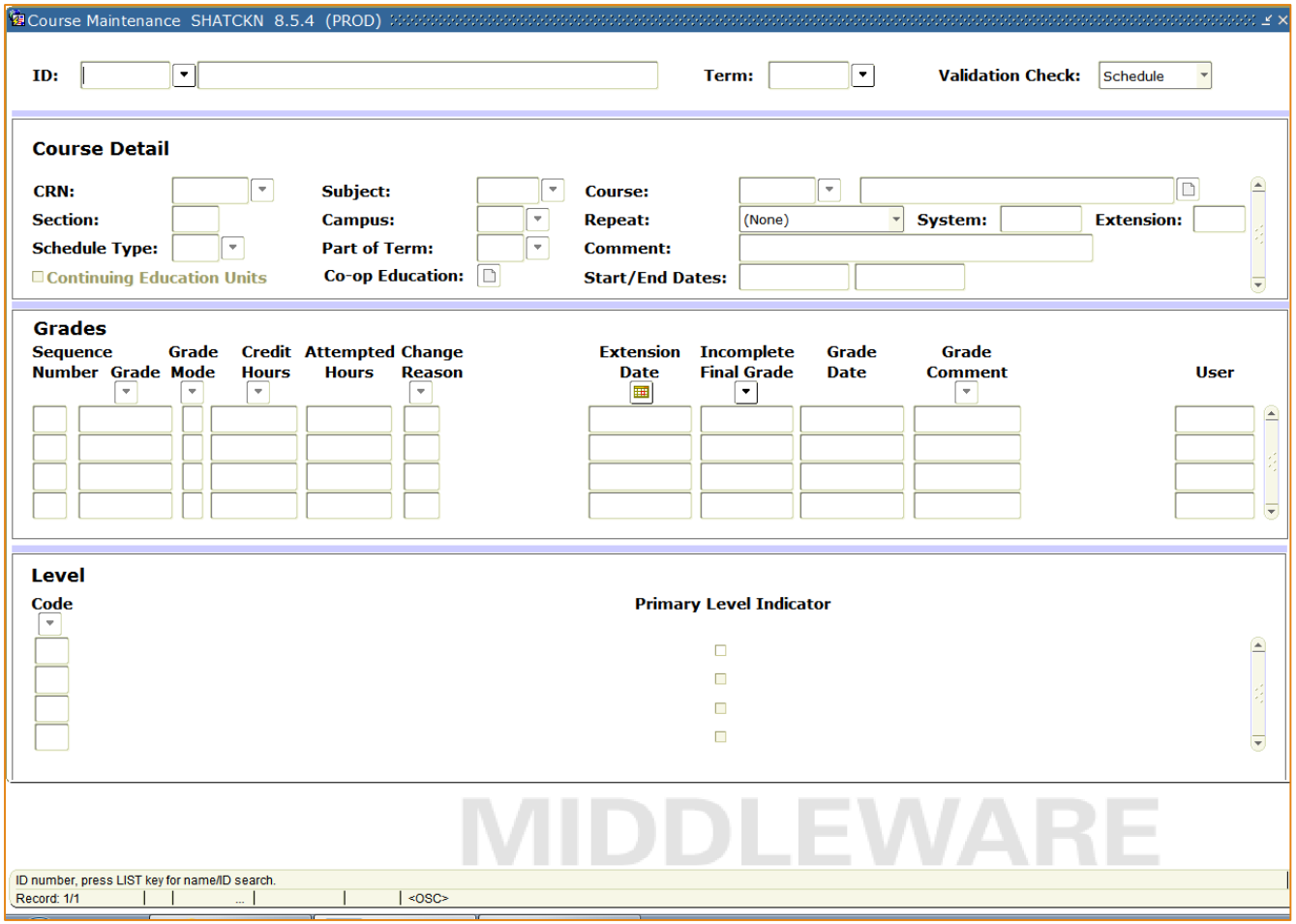
- STVDEGS (Code for SHADEGR)
- SHATCKN (Student must have at least one course here)
- SHACTRL
- SHAGELR
- STVGADR, SHAGADR, SHAGADS
  - STVTPRT, GTVLETR, SOAELTL, SOAELTR
- STVGAST, STVGRST
- STVWPYO (will need code at TSADETC)

# STVDEGS

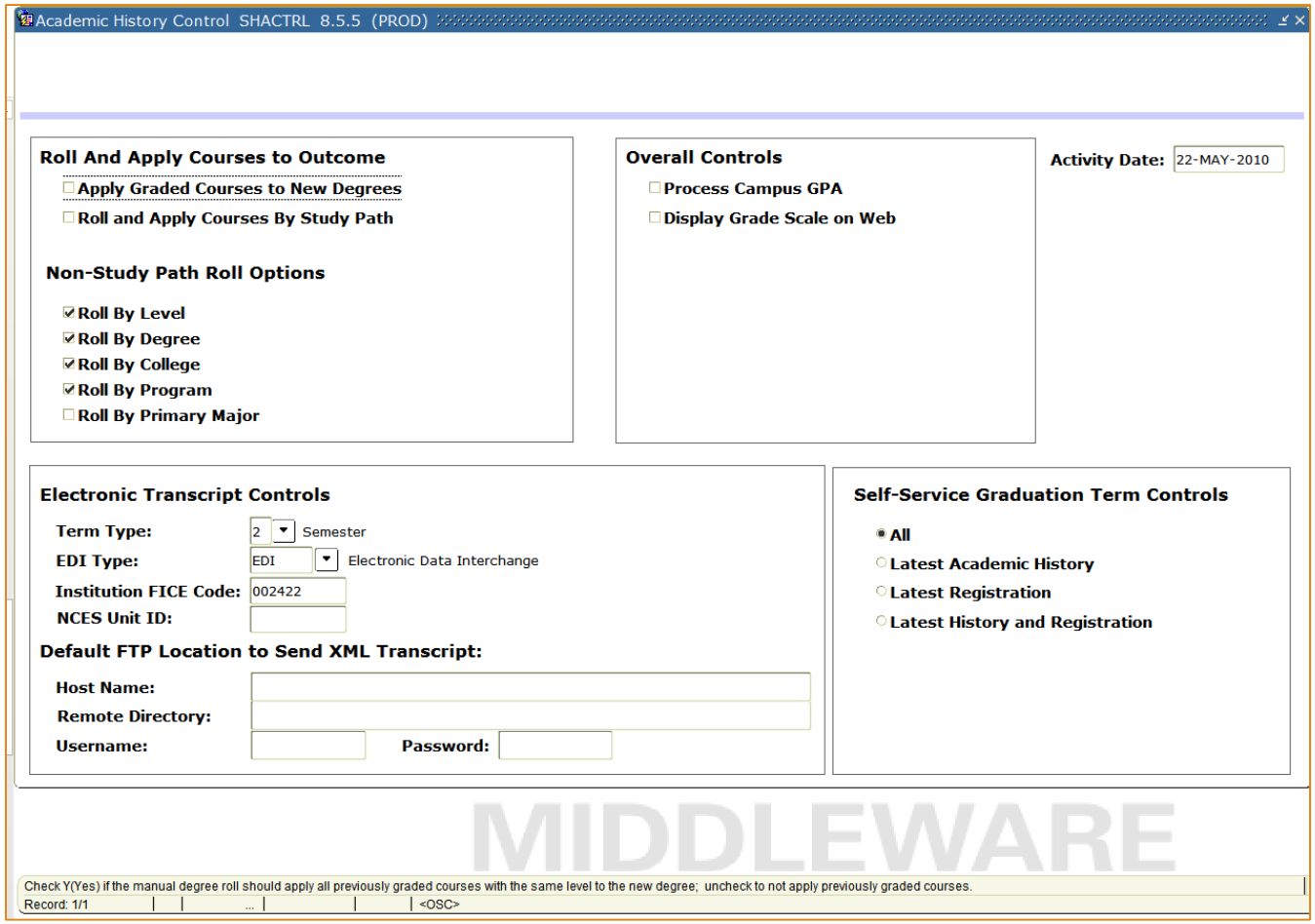



MBUG

# SHATCKN

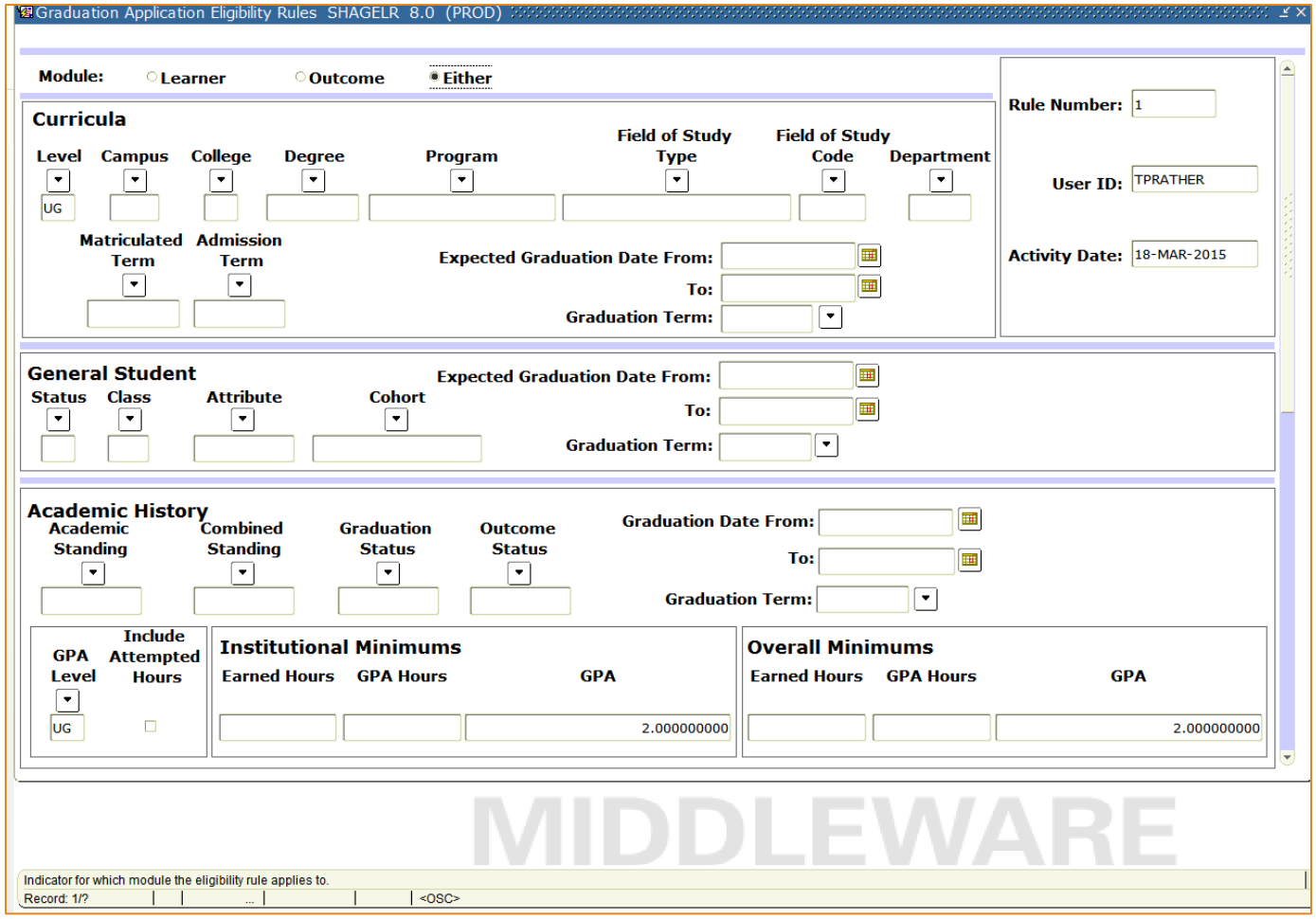

Course Maintenance SHATCKN 8.5.4 (PROD)
ID:
Term:
Validation Check:
Schedule
Course Detail
CRN:
Subject:
Course:
Section:
Campus:
Repeat:
(None)
System:
Extension:
Schedule Type:
Part of Term:
Comment:
Continuing Education Units
Co-op Education:
Start/End Dates:
Grades
Sequence Number
Grade
Grade Mode
Credit Hours
Attempted Hours
Change Reason
Extension Date
Incomplete Final Grade
Grade Date
Grade Comment
User
Level
Code
Primary Level Indicator
MIDDLEWARE
ID number, press LIST key for name/ID search.
Record: 1/1
<OSC>

# SHACTRL



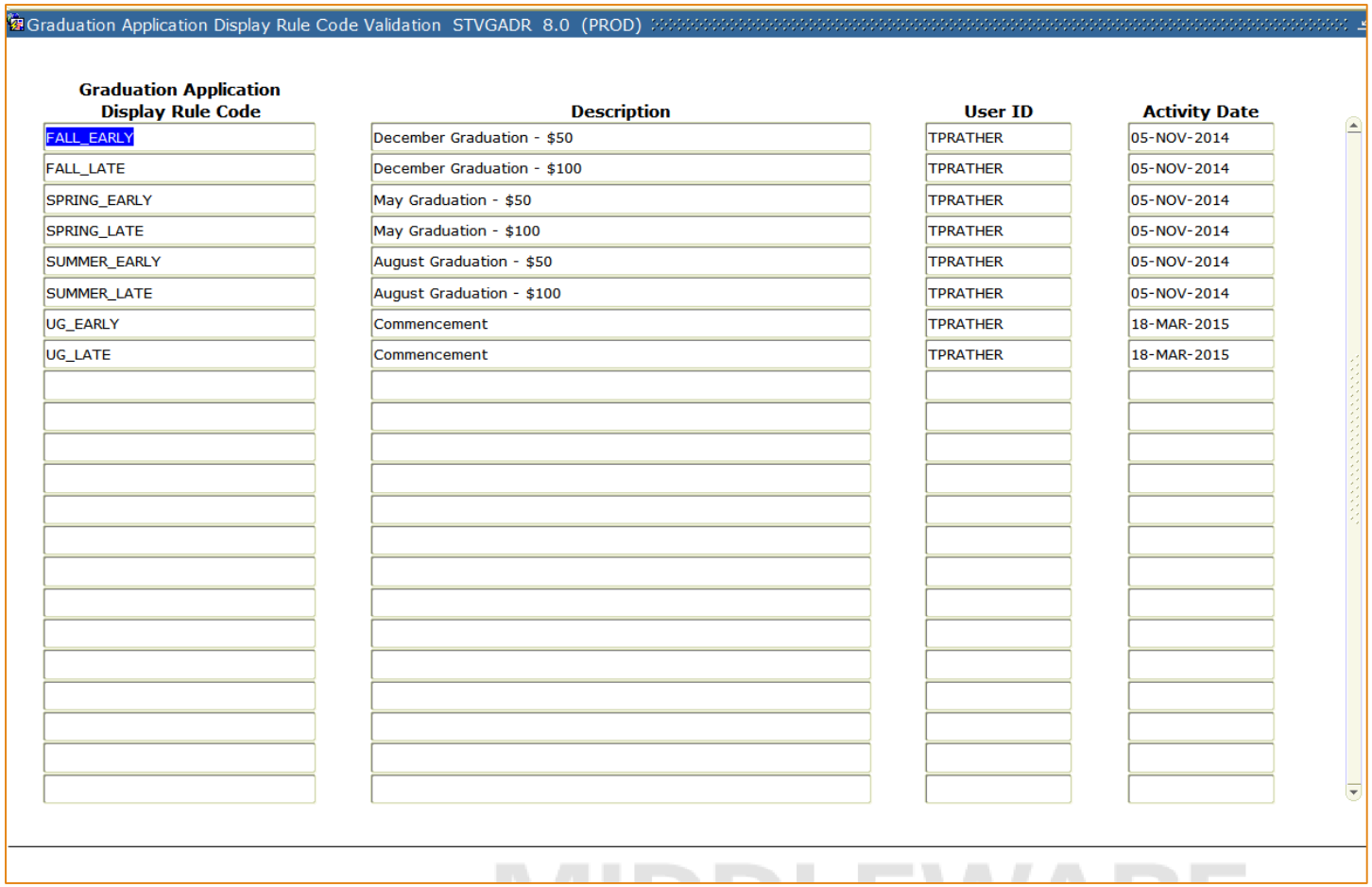

MBUG

# SHAGELR




MBUG

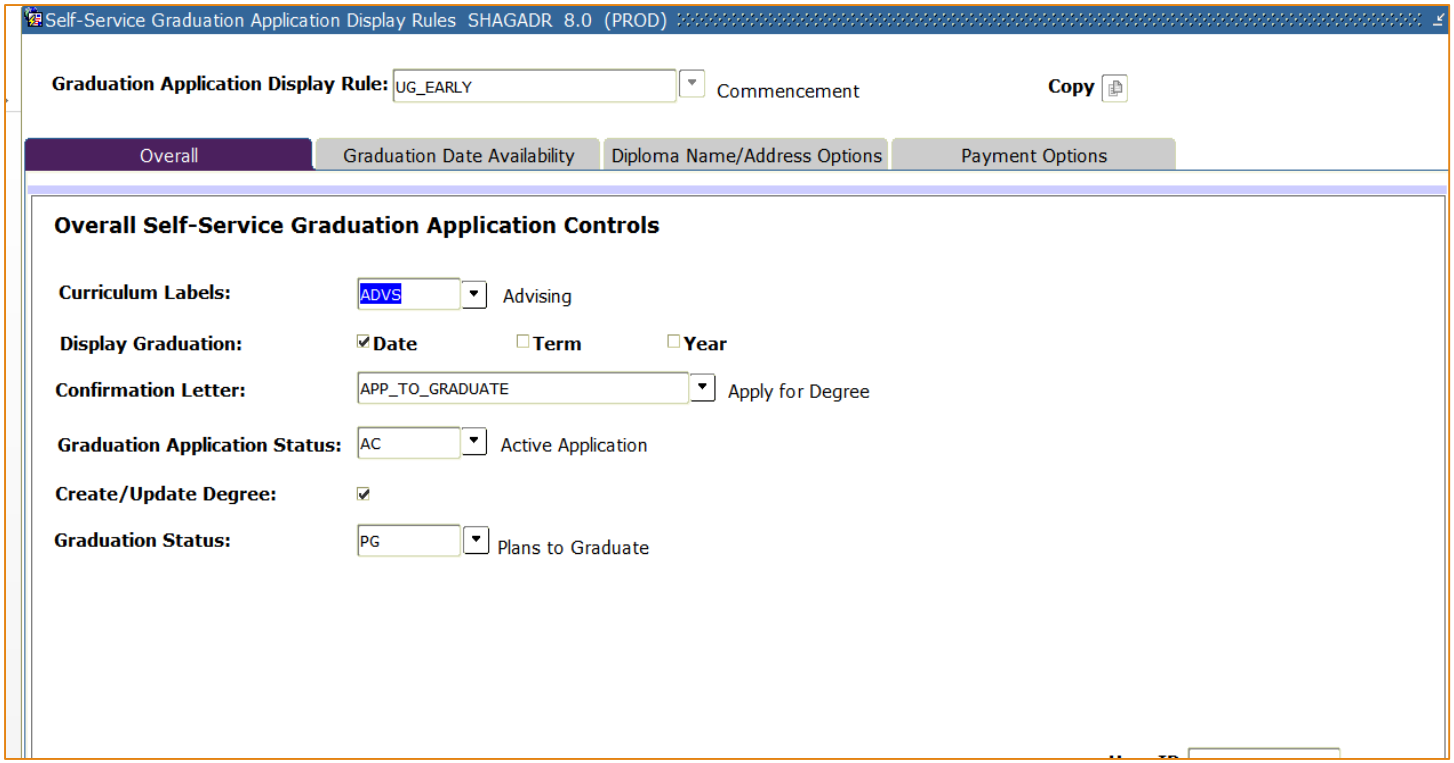
# STVGADR




| Graduation Application Display Rule Code | Description | User ID | Activity Date |
|---|---|---|---|
| FALL_EARLY | December Graduation - $50 | TPRATHER | 05-NOV-2014 |
| FALL_LATE | December Graduation - $100 | TPRATHER | 05-NOV-2014 |
| SPRING_EARLY | May Graduation - $50 | TPRATHER | 05-NOV-2014 |
| SPRING_LATE | May Graduation - $100 | TPRATHER | 05-NOV-2014 |
| SUMMER_EARLY | August Graduation - $50 | TPRATHER | 05-NOV-2014 |
| SUMMER_LATE | August Graduation - $100 | TPRATHER | 05-NOV-2014 |
| UG_EARLY | Commencement | TPRATHER | 18-MAR-2015 |
| UG_LATE | Commencement | TPRATHER | 18-MAR-2015 |

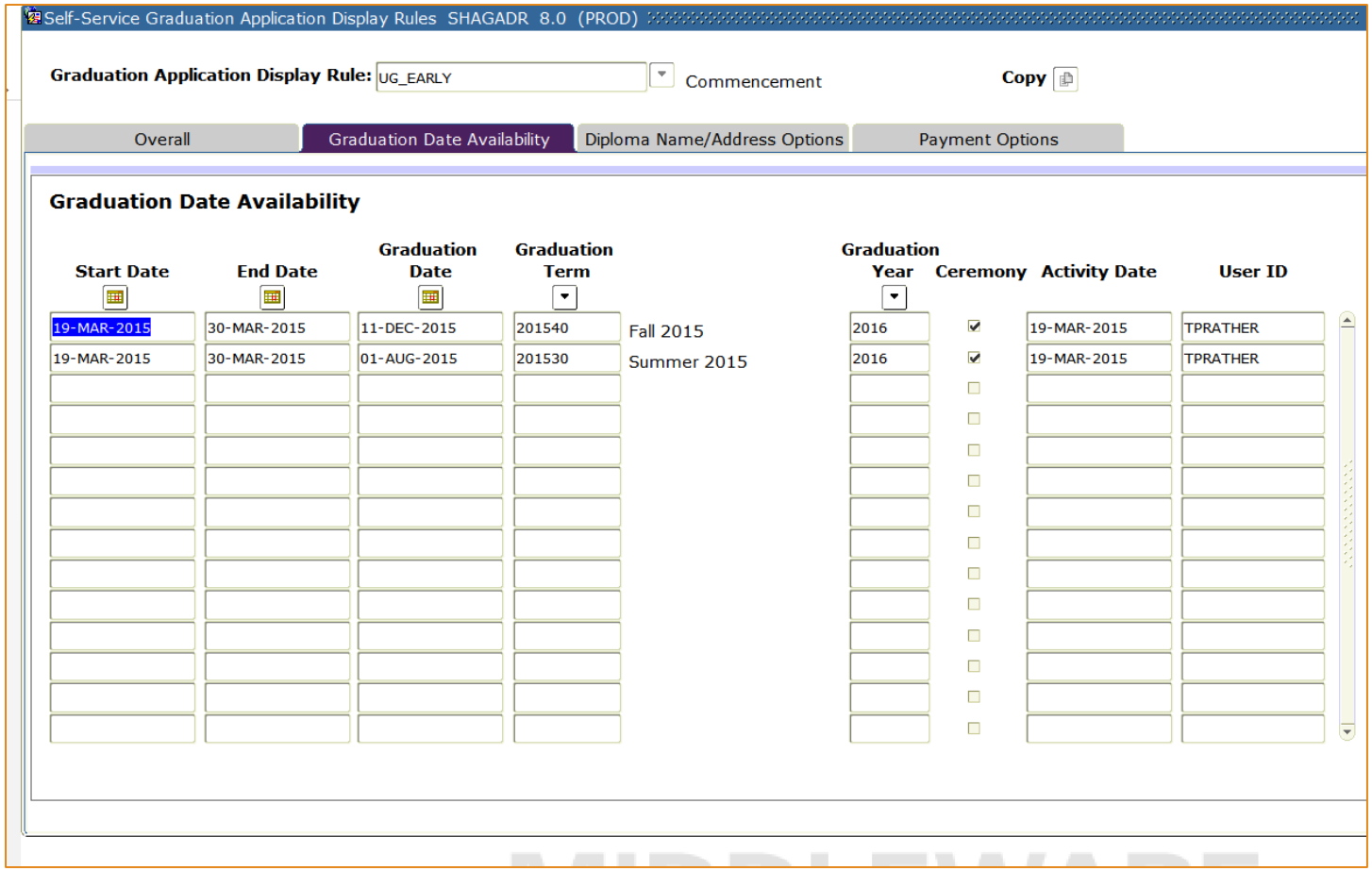
MIDDLEWARE

# SHAGADR



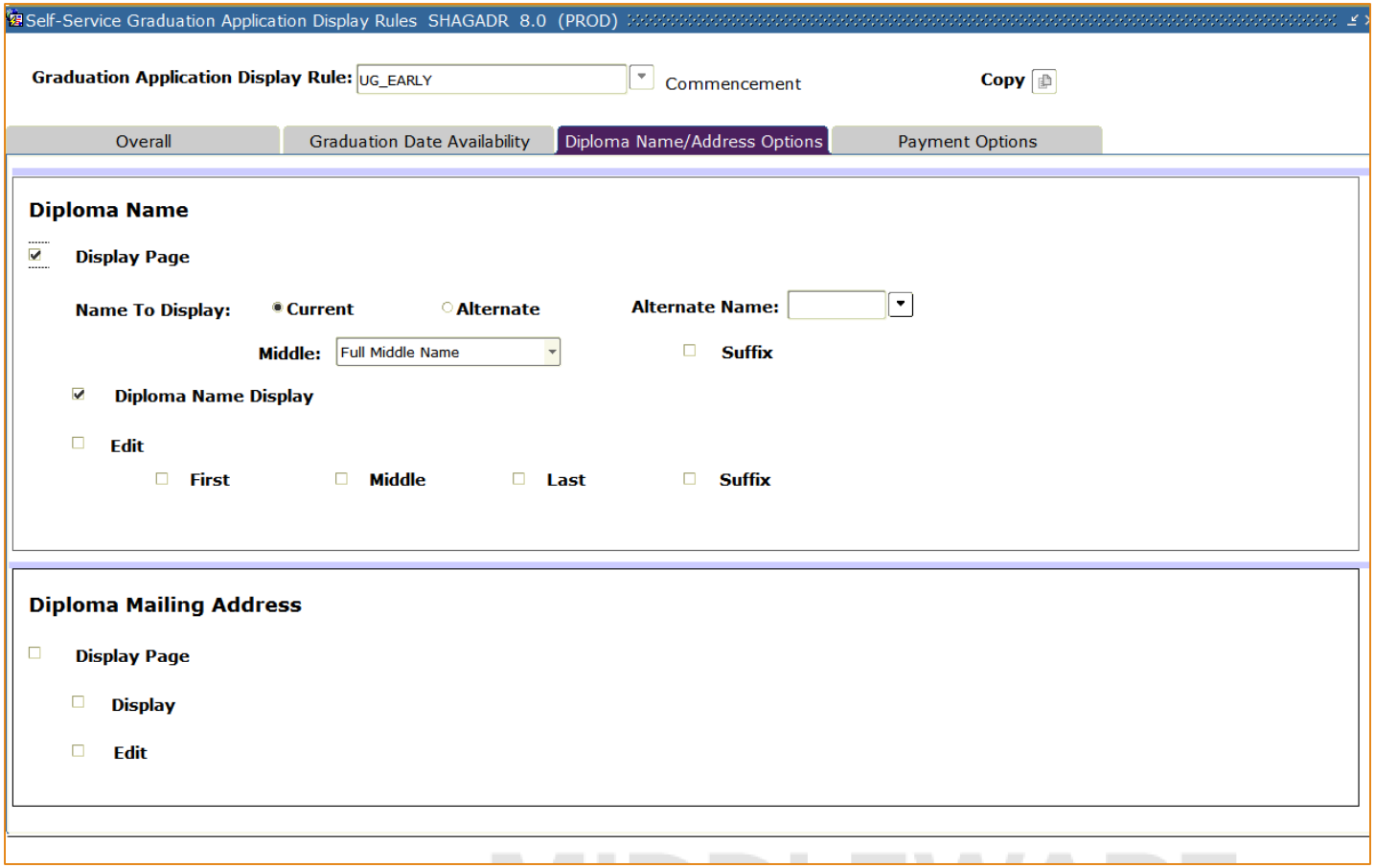

MBUG

# SHAGADR



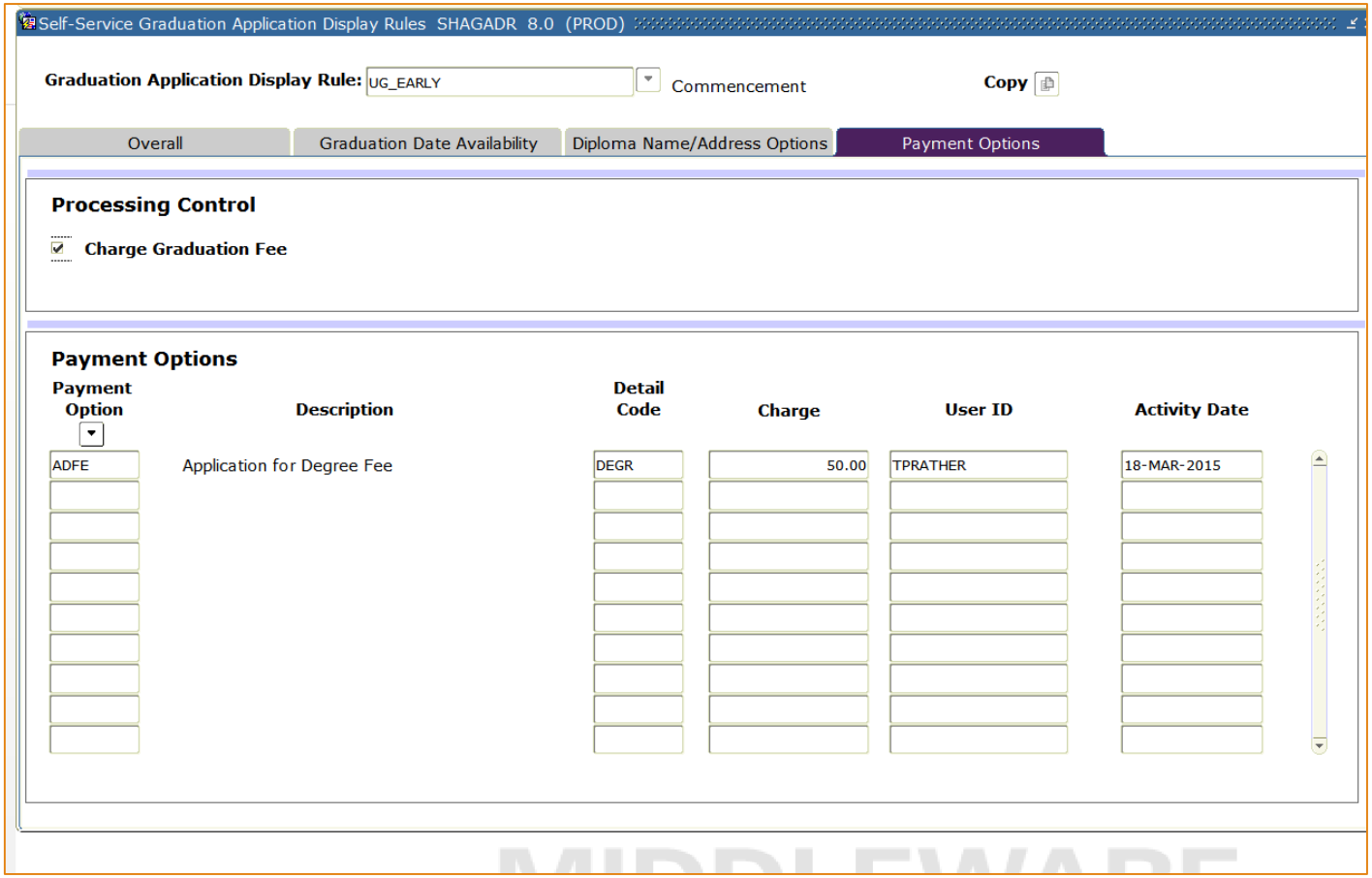

MBUG

# SHAGADR

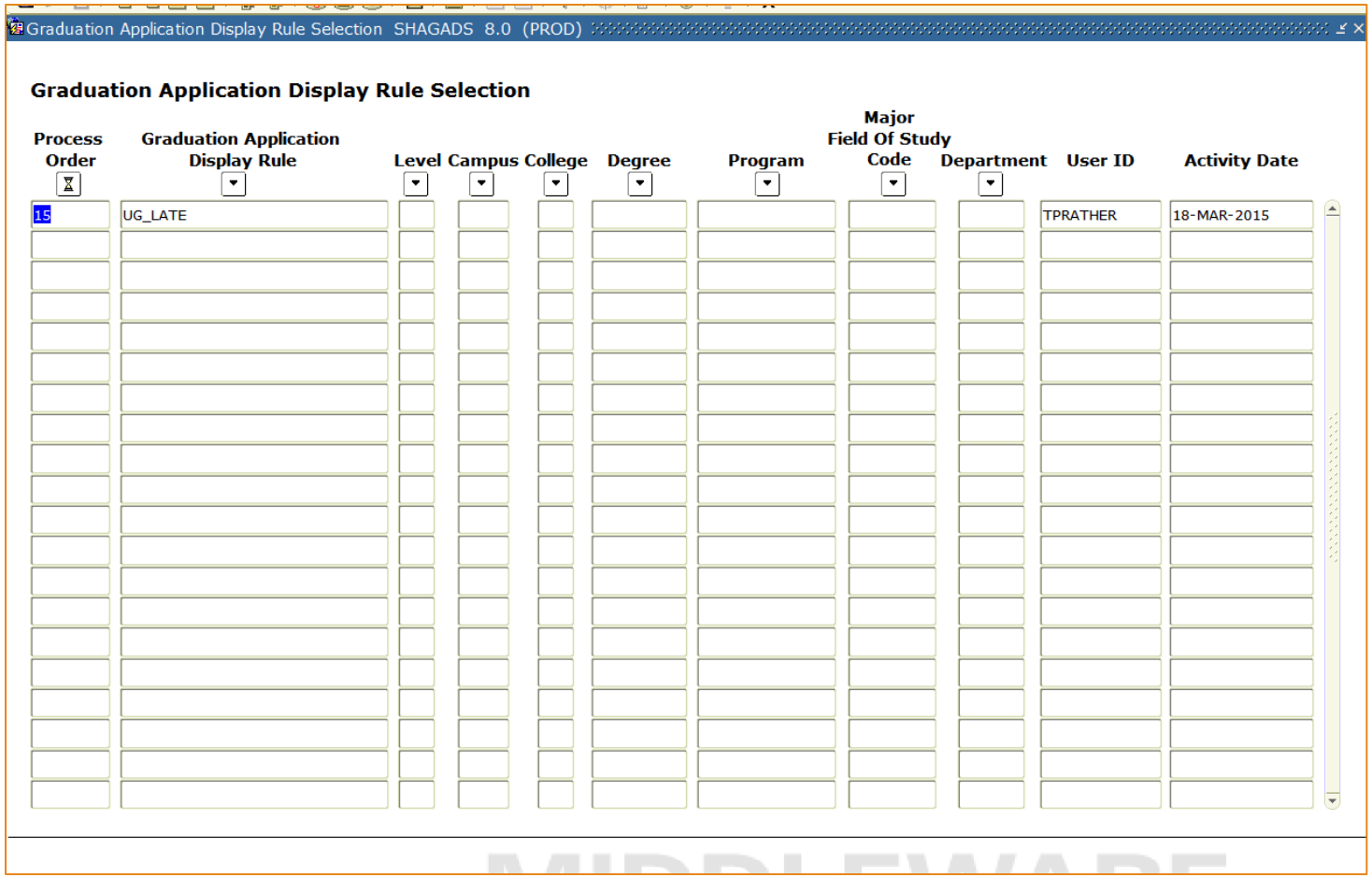



MBUG

# SHAGADR

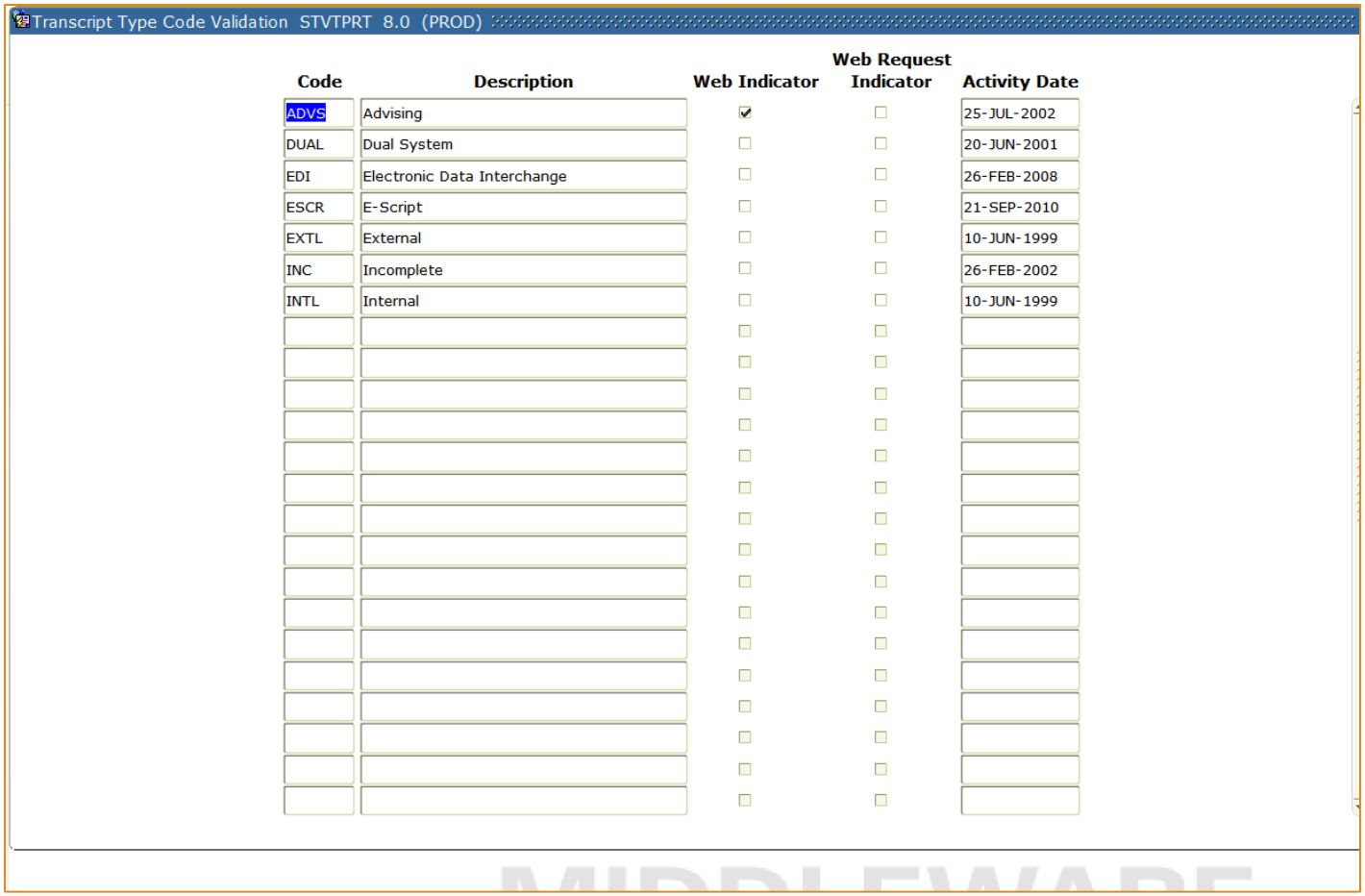

Self-Service Graduation Application Display Rules SHAGADR 8.0 (PROD)
Graduation Application Display Rule: UG_EARLY
Commencement
Copy
Overall
Graduation Date Availability
Diploma Name/Address Options
Payment Options
Processing Control
Charge Graduation Fee
Payment Options
Payment Option
Description
Detail Code
Charge
User ID
Activity Date
ADFE
Application for Degree Fee
DEGR
50.00
TPRATHER
18-MAR-2015

# SHAGADS



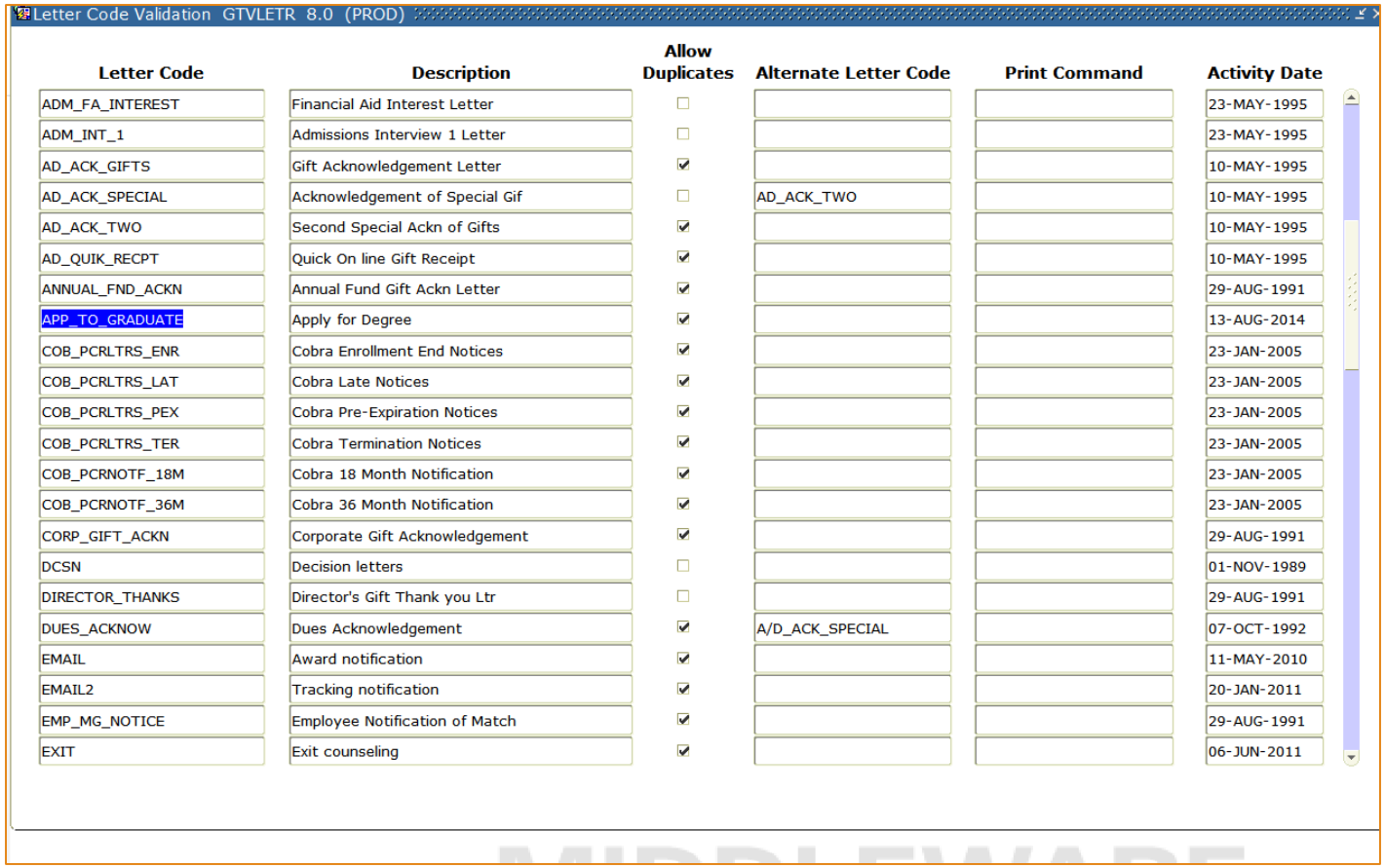

MBUG

# STVTPRT




MBUG

# GTVLETR

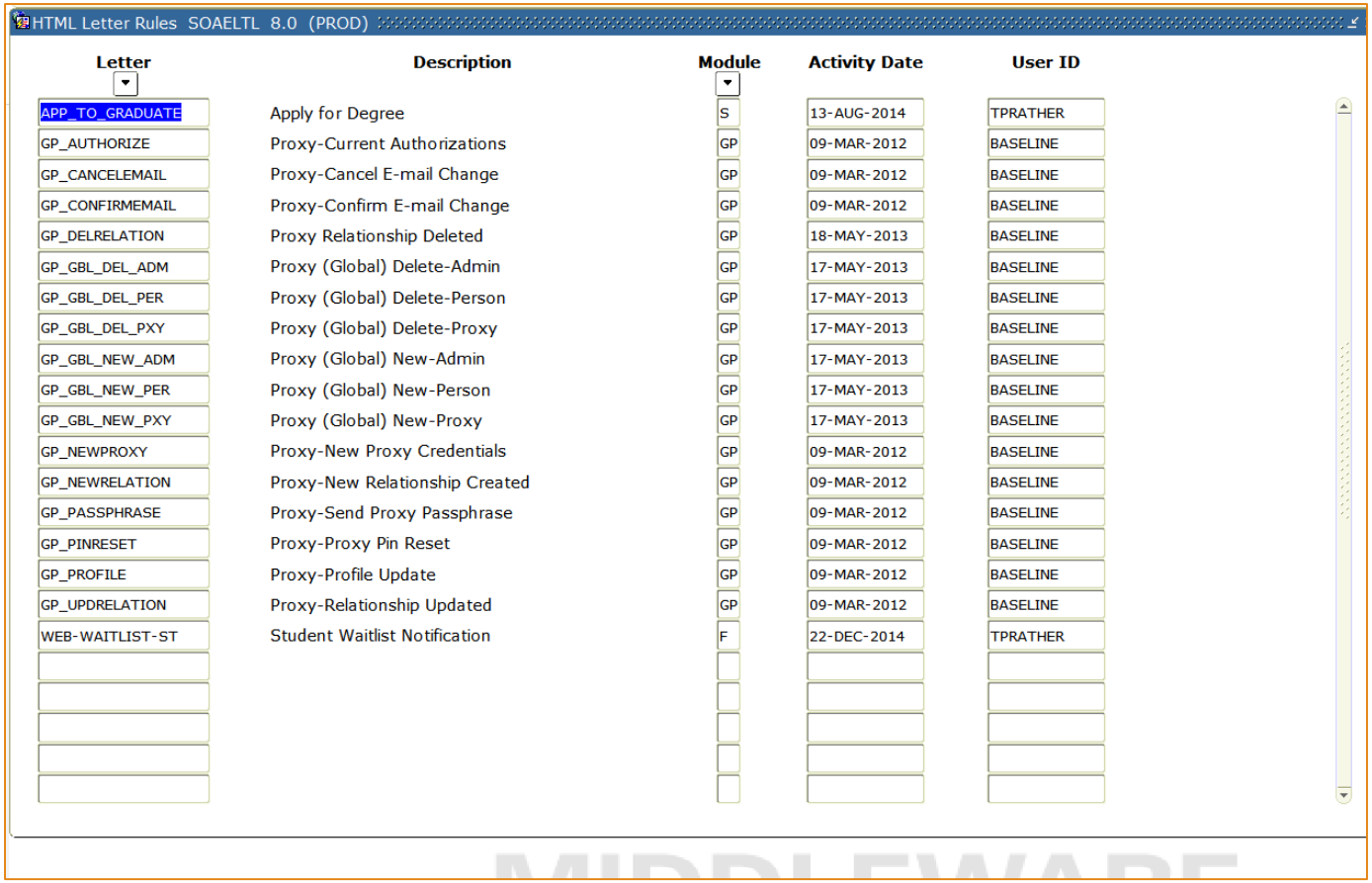



| Letter Code | Description | Allow Duplicates | Alternate Letter Code | Print Command | Activity Date |
|---|---|---|---|---|---|
| ADM_FA_INTEREST | Financial Aid Interest Letter | ☐ | | | 23-MAY-1995 |
| ADM_INT_1 | Admissions Interview 1 Letter | ☐ | | | 23-MAY-1995 |
| AD_ACK_GIFTS | Gift Acknowledgement Letter | ☑ | | | 10-MAY-1995 |
| AD_ACK_SPECIAL | Acknowledgement of Special Gif | ☐ | AD_ACK_TWO | | 10-MAY-1995 |
| AD_ACK_TWO | Second Special Ackn of Gifts | ☑ | | | 10-MAY-1995 |
| AD_QUIK_RECPT | Quick On line Gift Receipt | ☑ | | | 10-MAY-1995 |
| ANNUAL_FND_ACKN | Annual Fund Gift Ackn Letter | ☑ | | | 29-AUG-1991 |
| APP_TO_GRADUATE | Apply for Degree | ☑ | | | 13-AUG-2014 |
| COB_PCRLTRS_ENR | Cobra Enrollment End Notices | ☑ | | | 23-JAN-2005 |
| COB_PCRLTRS_LAT | Cobra Late Notices | ☑ | | | 23-JAN-2005 |
| COB_PCRLTRS_PEX | Cobra Pre-Expiration Notices | ☑ | | | 23-JAN-2005 |
| COB_PCRLTRS_TER | Cobra Termination Notices | ☑ | | | 23-JAN-2005 |
| COB_PCRNOTF_18M | Cobra 18 Month Notification | ☑ | | | 23-JAN-2005 |
| COB_PCRNOTF_36M | Cobra 36 Month Notification | ☑ | | | 23-JAN-2005 |
| CORP_GIFT_ACKN | Corporate Gift Acknowledgement | ☑ | | | 29-AUG-1991 |
| DCSN | Decision letters | ☐ | | | 01-NOV-1989 |
| DIRECTOR_THANKS | Director's Gift Thank you Ltr | ☐ | | | 29-AUG-1991 |
| DUES_ACKNOW | Dues Acknowledgement | ☑ | A/D_ACK_SPECIAL | | 07-OCT-1992 |
| EMAIL | Award notification | ☑ | | | 11-MAY-2010 |
| EMAIL2 | Tracking notification | ☑ | | | 20-JAN-2011 |
| EMP_MG_NOTICE | Employee Notification of Match | ☑ | | | 29-AUG-1991 |
| EXIT | Exit counseling | ☑ | | | 06-JUN-2011 |

MIDDLEWARE

MBUG

# SOAELTL

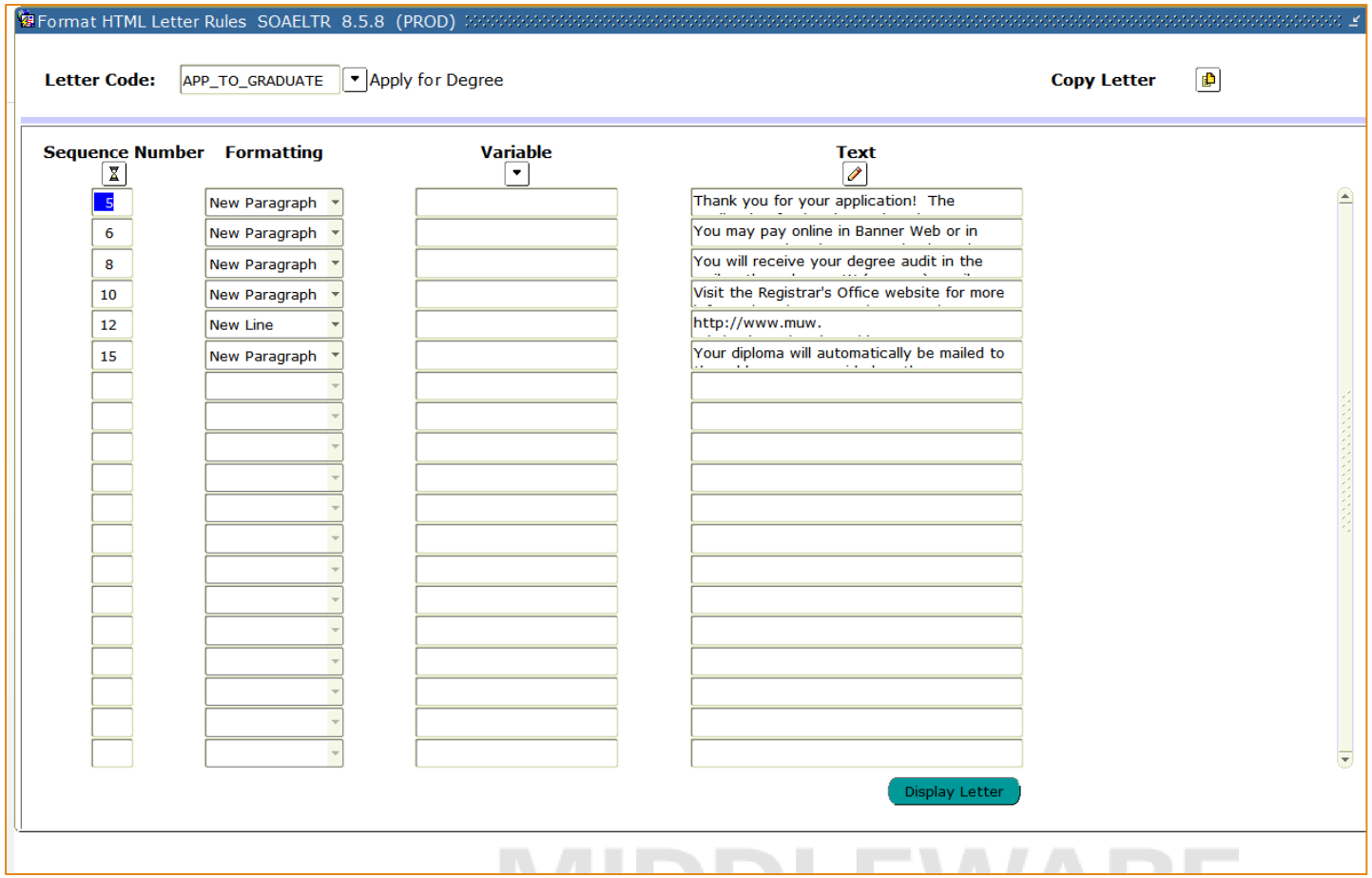



| Letter | Description | Module | Activity Date | User ID |
|---|---|---|---|---|
| APP_TO_GRADUATE | Apply for Degree | S | 13-AUG-2014 | TPRATHER |
| GP_AUTHORIZE | Proxy-Current Authorizations | GP | 09-MAR-2012 | BASELINE |
| GP_CANCELEMAIL | Proxy-Cancel E-mail Change | GP | 09-MAR-2012 | BASELINE |
| GP_CONFIRMEMAIL | Proxy-Confirm E-mail Change | GP | 09-MAR-2012 | BASELINE |
| GP_DELRELATION | Proxy Relationship Deleted | GP | 18-MAY-2013 | BASELINE |
| GP_GBL_DEL_ADM | Proxy (Global) Delete-Admin | GP | 17-MAY-2013 | BASELINE |
| GP_GBL_DEL_PER | Proxy (Global) Delete-Person | GP | 17-MAY-2013 | BASELINE |
| GP_GBL_DEL_PXY | Proxy (Global) Delete-Proxy | GP | 17-MAY-2013 | BASELINE |
| GP_GBL_NEW_ADM | Proxy (Global) New-Admin | GP | 17-MAY-2013 | BASELINE |
| GP_GBL_NEW_PER | Proxy (Global) New-Person | GP | 17-MAY-2013 | BASELINE |
| GP_GBL_NEW_PXY | Proxy (Global) New-Proxy | GP | 17-MAY-2013 | BASELINE |
| GP_NEWPROXY | Proxy-New Proxy Credentials | GP | 09-MAR-2012 | BASELINE |
| GP_NEWRELATION | Proxy-New Relationship Created | GP | 09-MAR-2012 | BASELINE |
| GP_PASSPHRASE | Proxy-Send Proxy Passphrase | GP | 09-MAR-2012 | BASELINE |
| GP_PINRESET | Proxy-Proxy Pin Reset | GP | 09-MAR-2012 | BASELINE |
| GP_PROFILE | Proxy-Profile Update | GP | 09-MAR-2012 | BASELINE |
| GP_UPDRELATION | Proxy-Relationship Updated | GP | 09-MAR-2012 | BASELINE |
| WEB-WAITLIST-ST | Student Waitlist Notification | F | 22-DEC-2014 | TPRATHER |

MIDDLEWARE

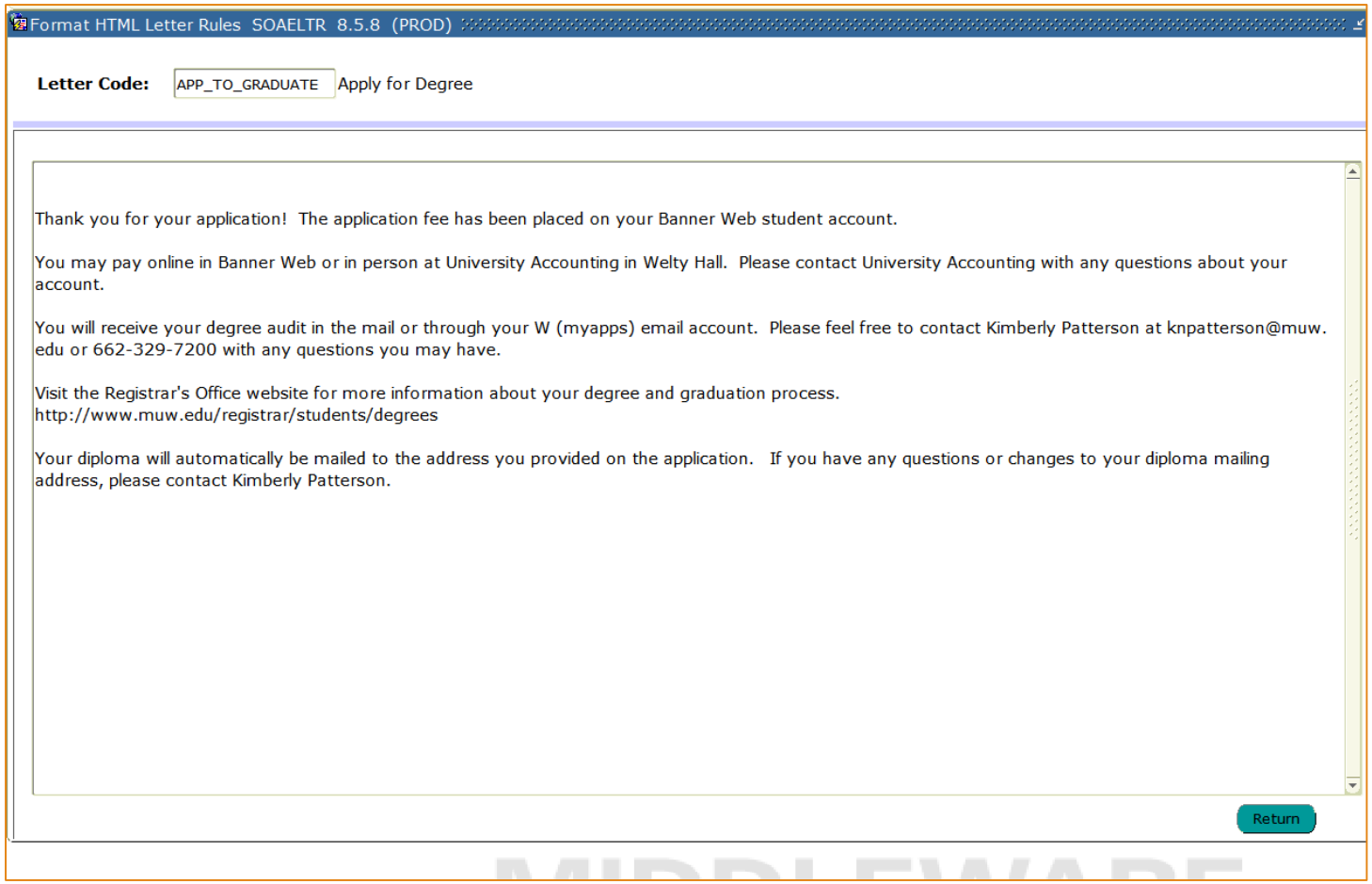
MBUG

# SOAELTR




MBUG

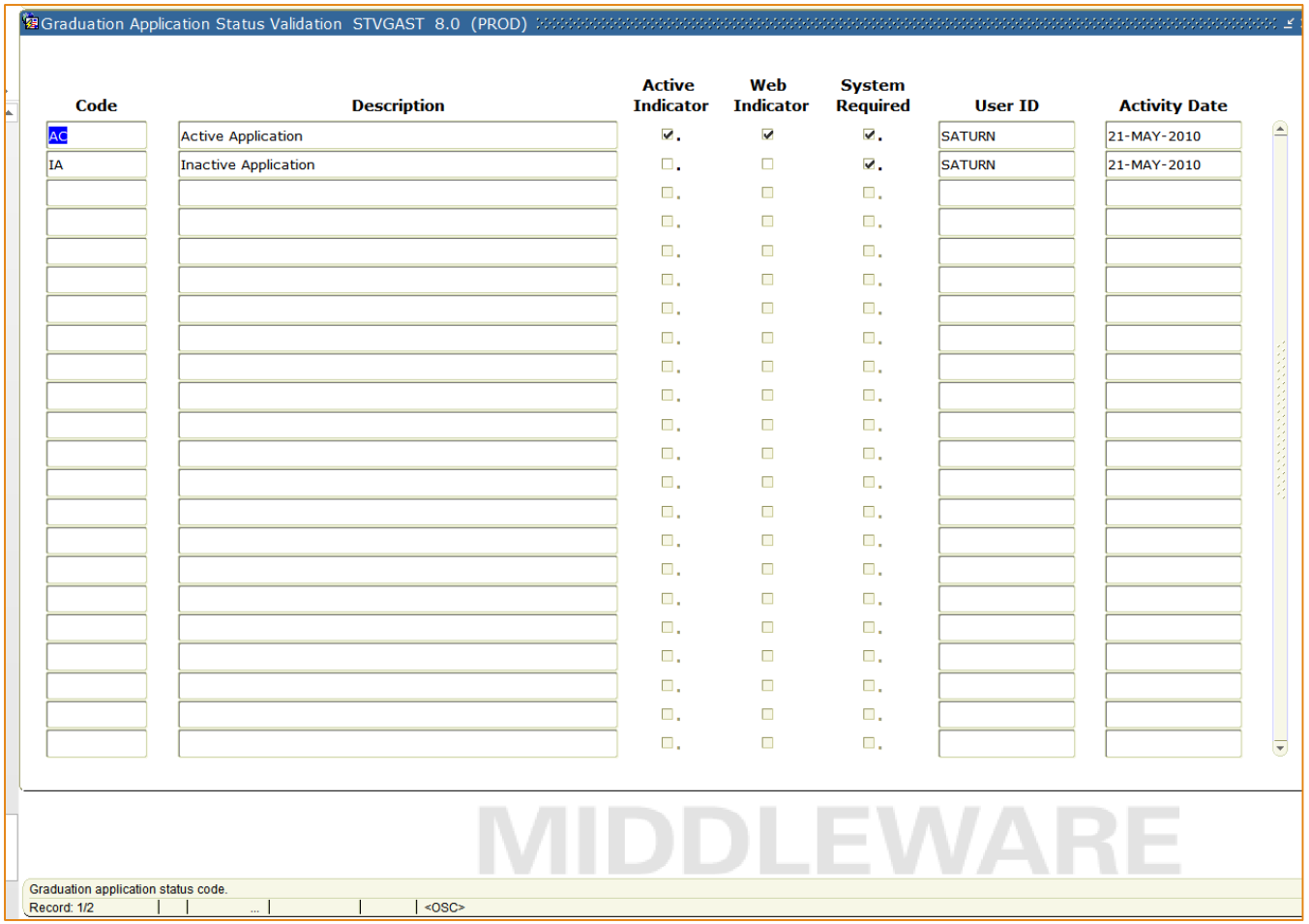
# SOAELTR (Letter View)




MIDDLEWARE

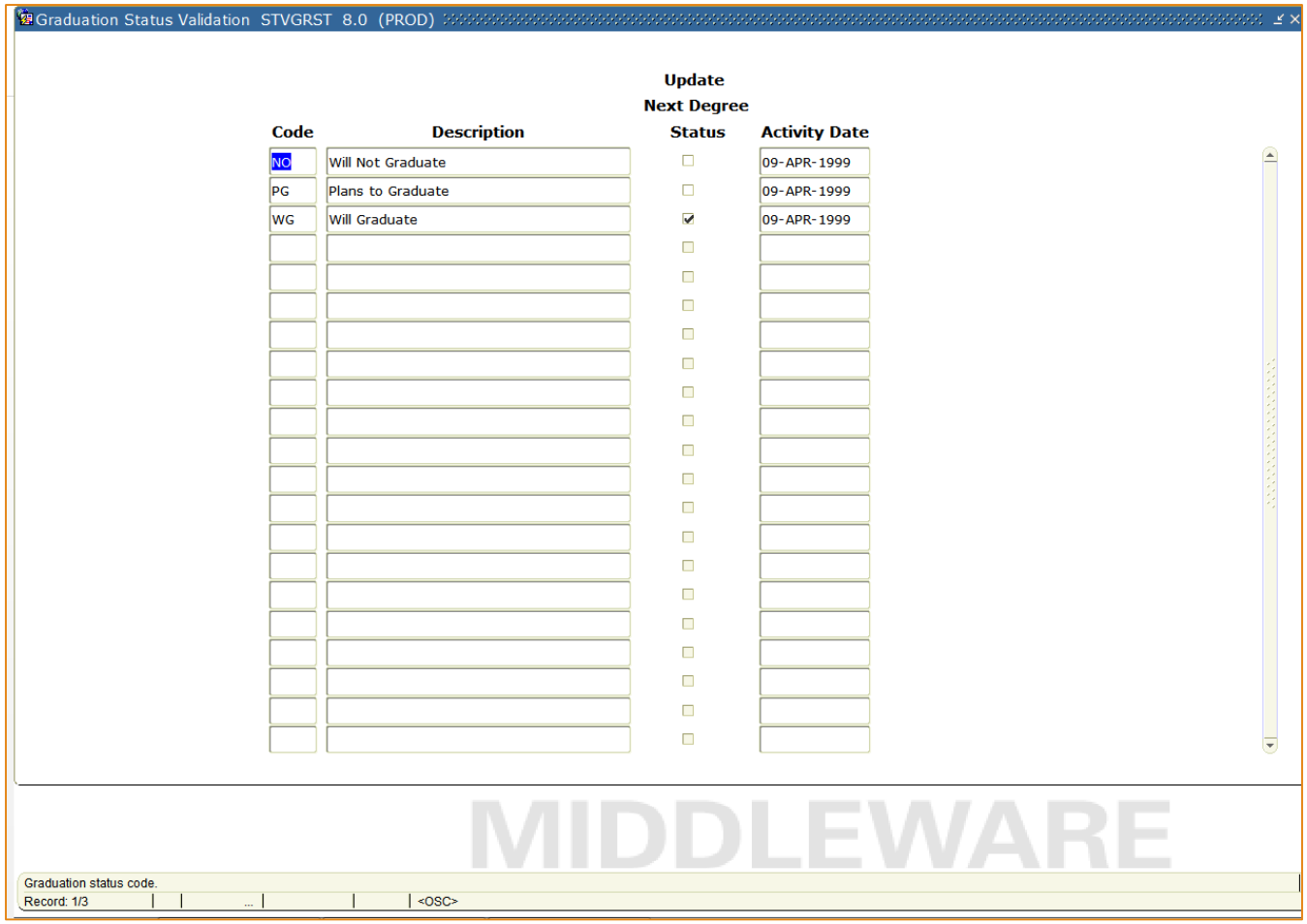
MBUG

# STVGAST



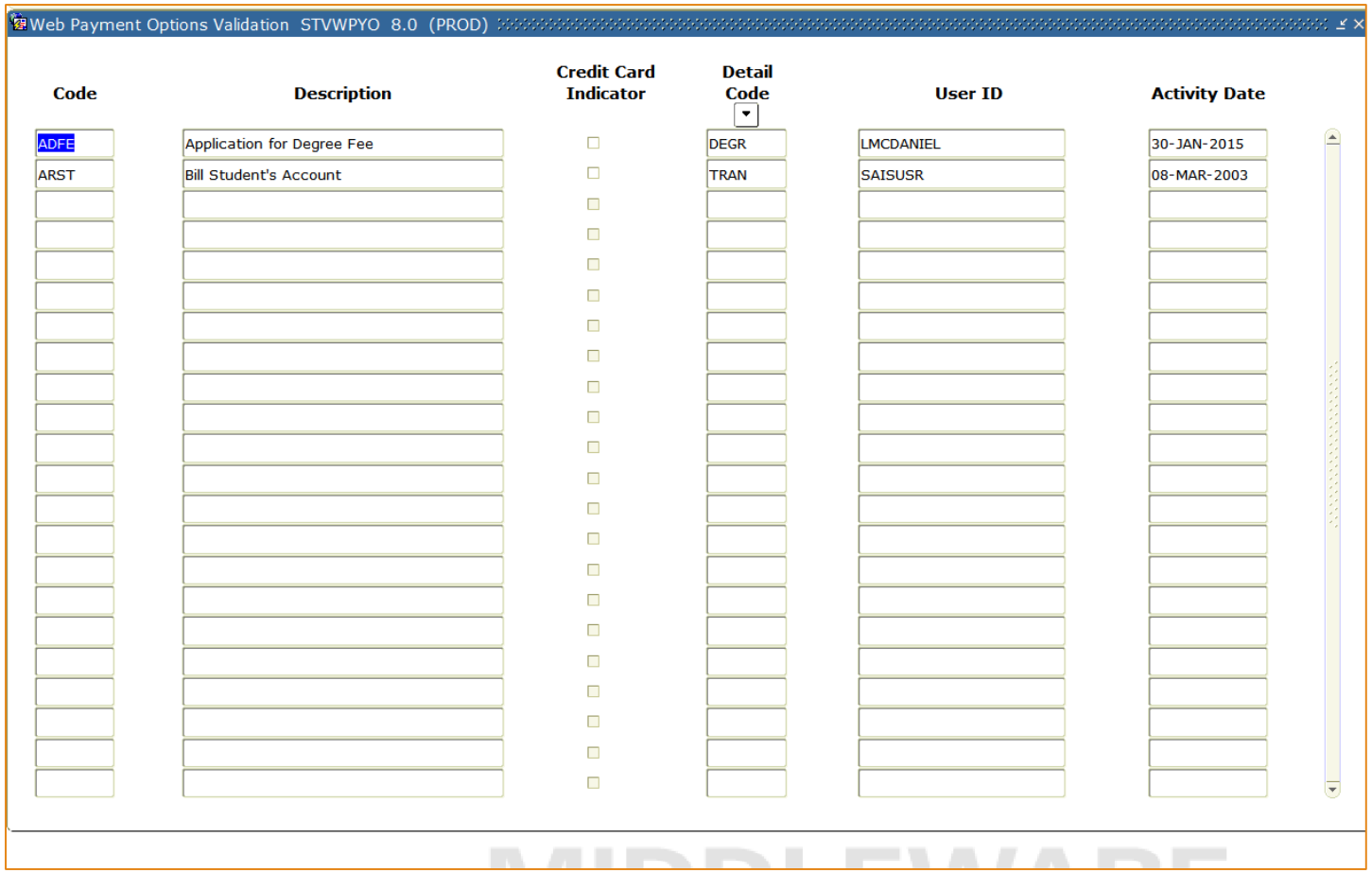

MBUG

# STVGRST



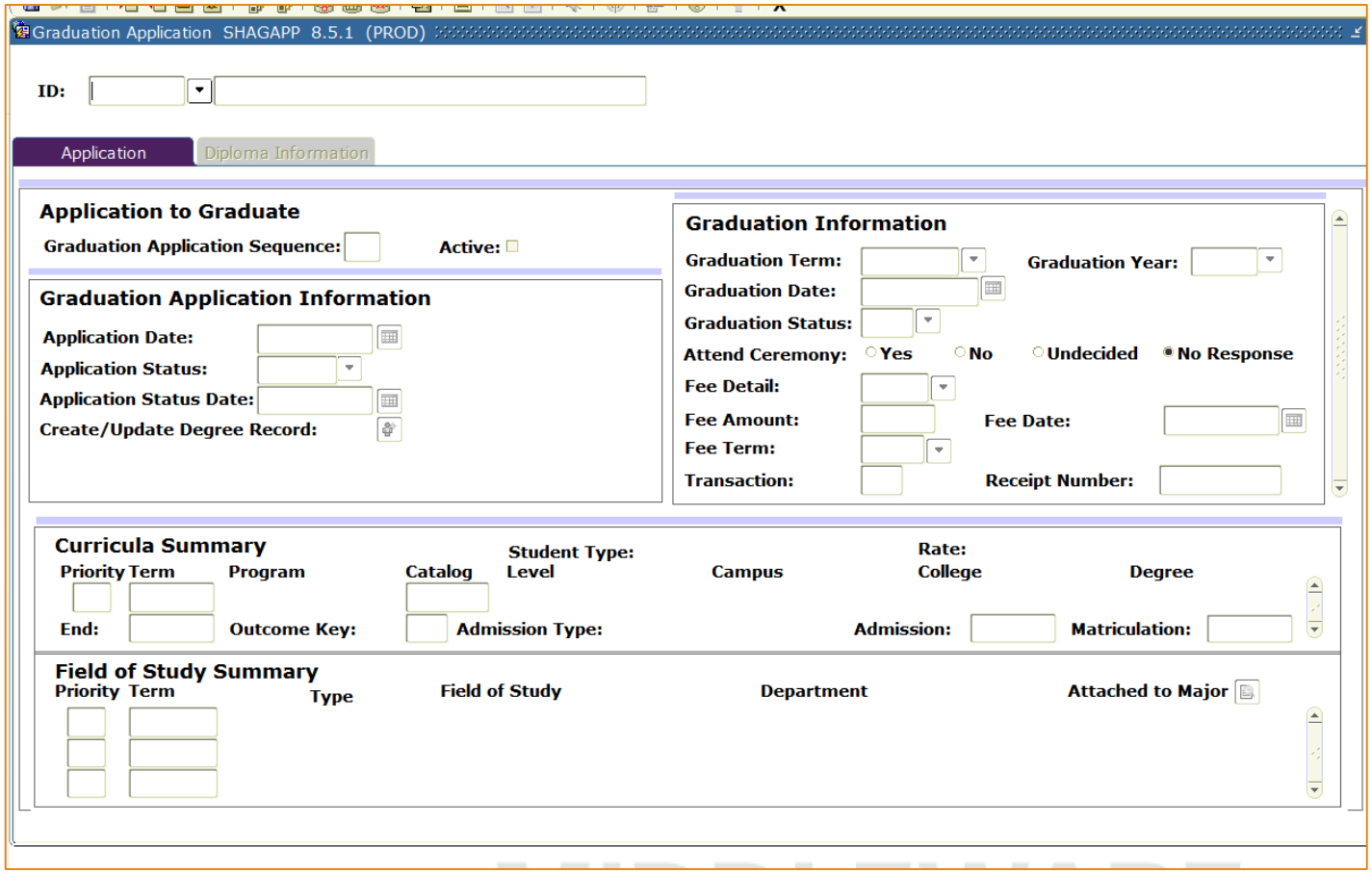

MBUG

# STVWPYO



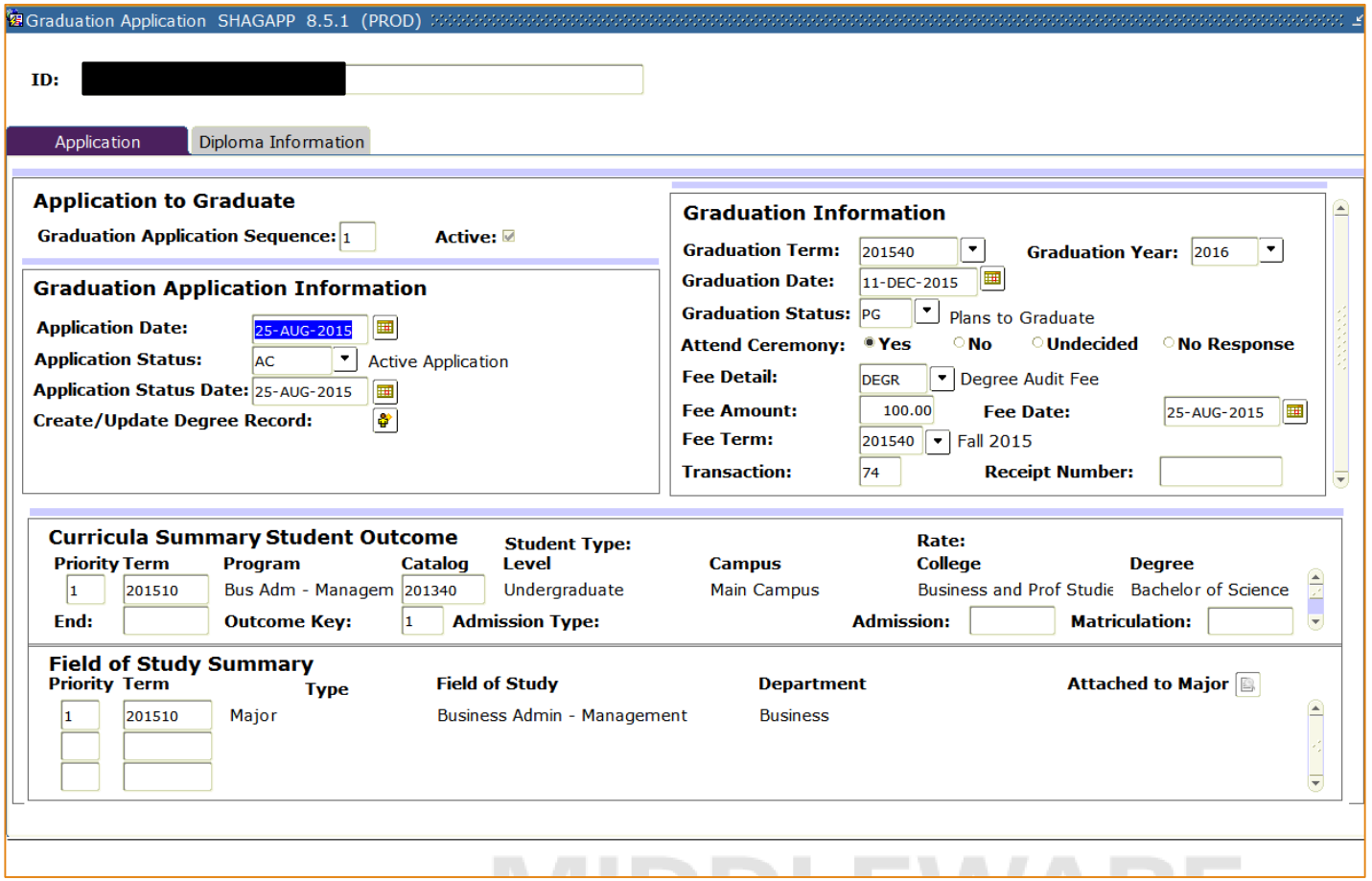

MBUG

# SHAGAPP (Blank)



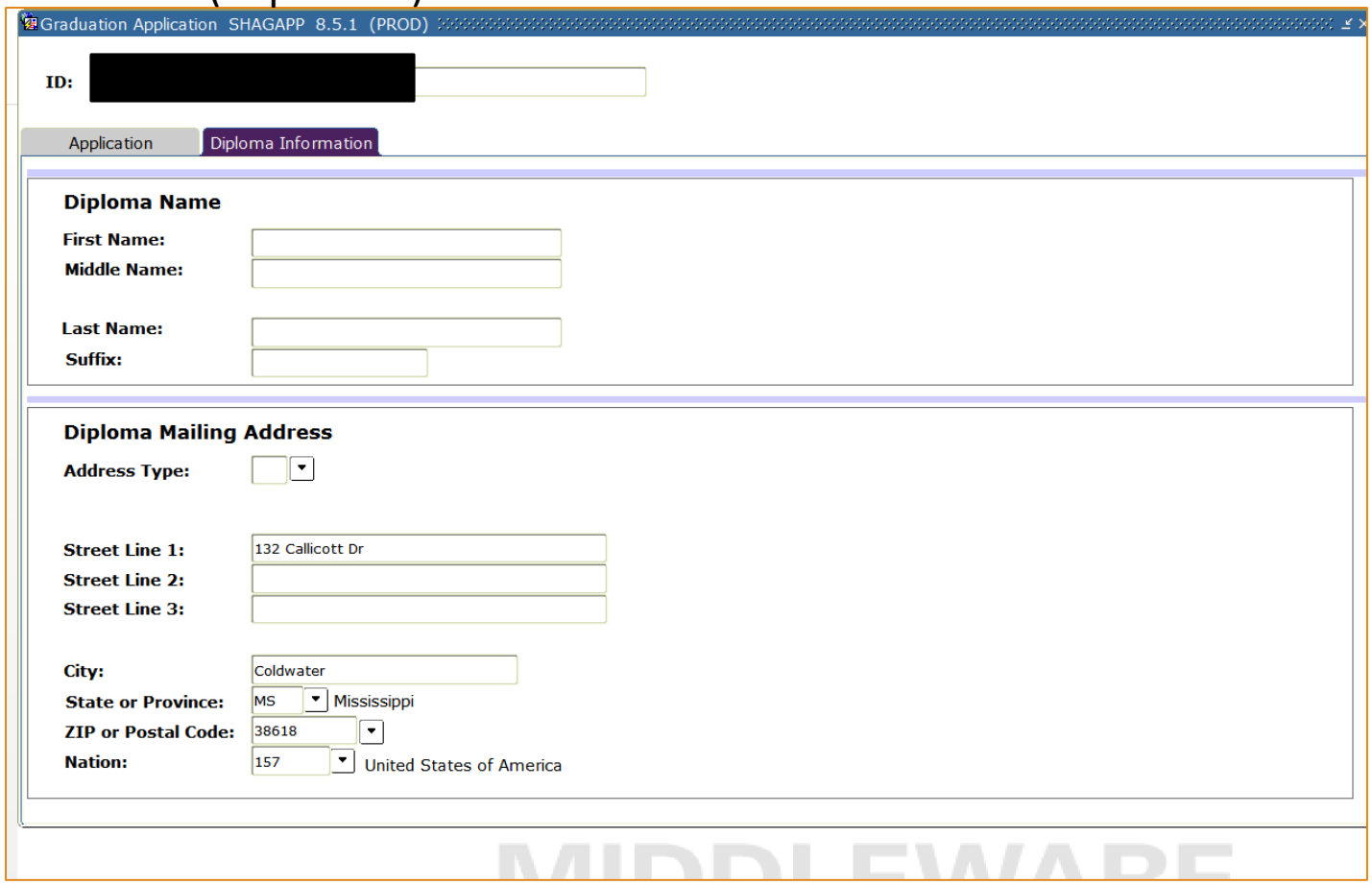

MBUG

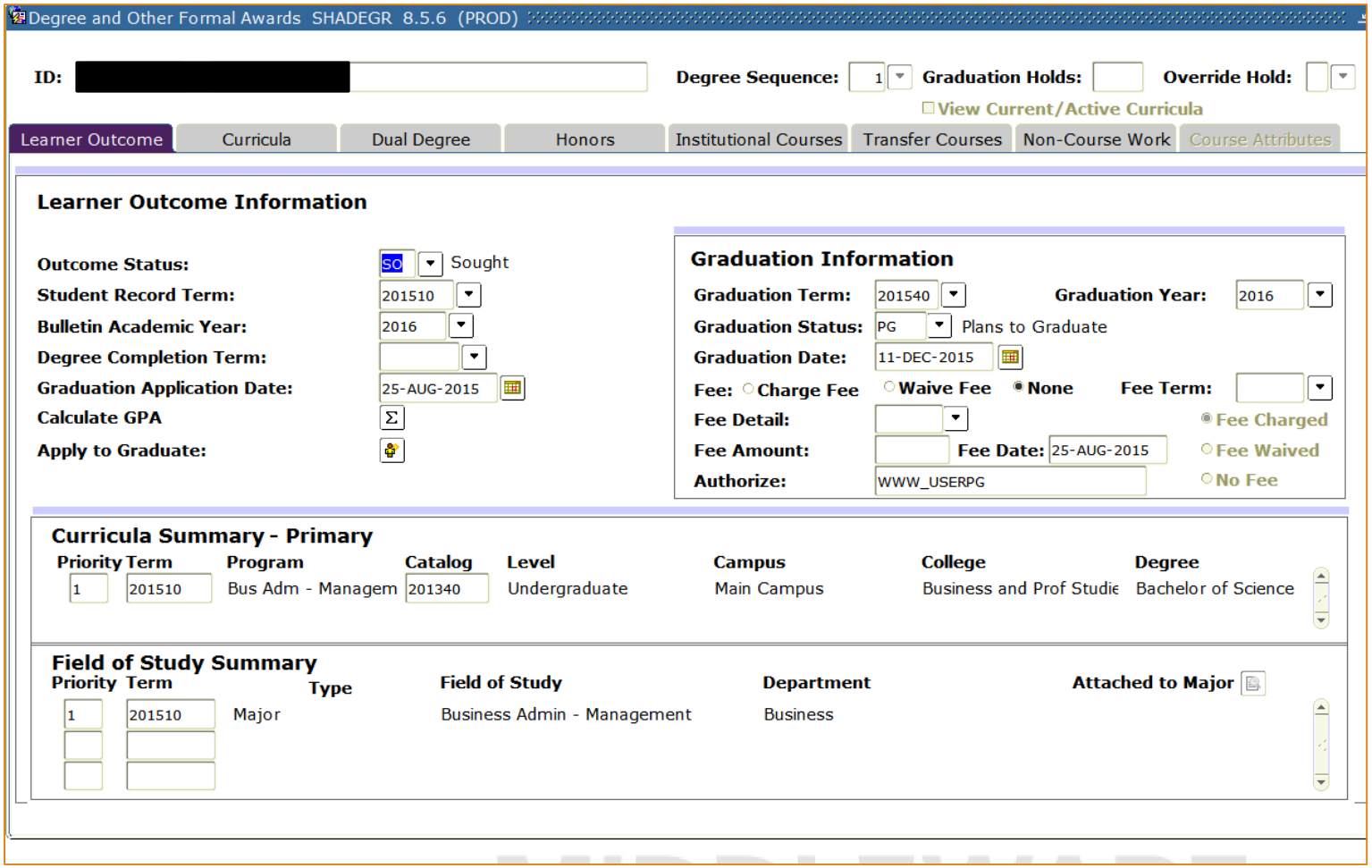
# SHAGAPP (Populated)




MBUG

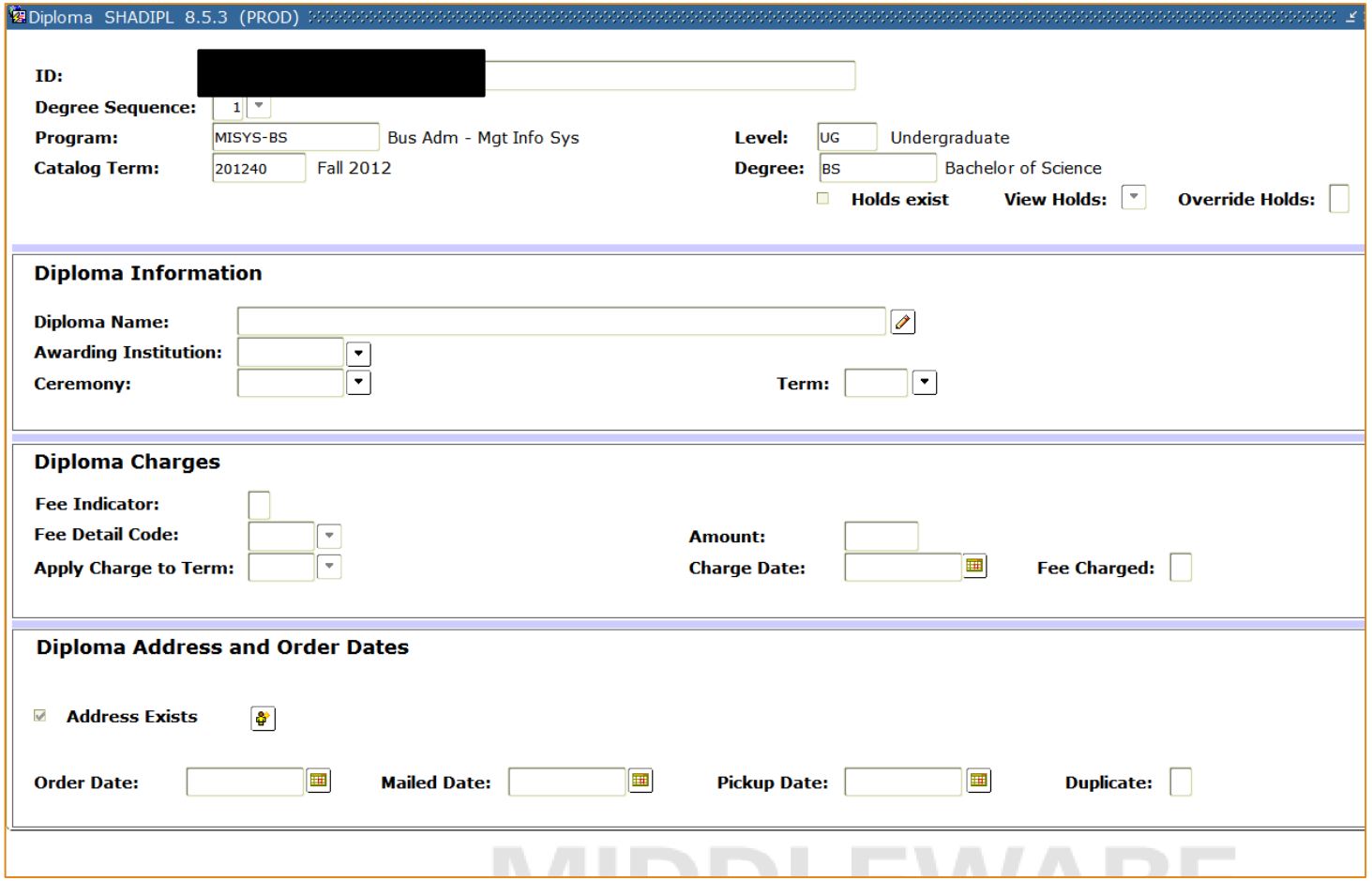
# SHAGAPP (Populated)




Degree and Other Formal Awards SHADEGR 8.5.6 (PROD)
ID:
Degree Sequence: 1
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: SO Sought
Student Record Term: 201510
Bulletin Academic Year: 2016
Degree Completion Term:
Graduation Application Date: 25-AUG-2015
Calculate GPA
Apply to Graduate:
Graduation Information
Graduation Term: 201540
Graduation Year: 2016
Graduation Status: PG Plans to Graduate
Graduation Date: 11-DEC-2015
Fee: Charge Fee Waive Fee None
Fee Term:
Fee Detail:
Fee Amount:
Fee Date: 25-AUG-2015
Authorize: WWW_USERPG
Fee Charged
Fee Waived
No Fee
Curricula Summary - Primary
Priority Term Program Catalog Level Campus College Degree
1 201510 Bus Adm - Managem 201340 Undergraduate Main Campus Business and Prof Studie Bachelor of Science
Field of Study Summary
Priority Term Type Field of Study Department Attached to Major
1 201510 Major Business Admin - Management Business

MBUG

# SHADIPL




MBUG

# QUESTIONS

# CONTACT INFORMATION

**Tammy Prather**

**Mississippi University for Women**

**tsprather@muw.edu**

**662-241-6268**