

EXPECTED GRADUATION DATE

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin.....	2
Pages	3
Procedures	3

REVISION HISTORY

Version	Date	Name	Description
2	Oct 2016	Kari	Updated step 5
3	June 2018	Tammy W.	Updated for Banner 9

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how to update the expected graduation date, term, and year for a student. A date auto-populates by an ITS job at the time a student matriculates. Academic advisors may update this date as appropriate for each student. This date shows on a student's enrollment verification, is reported to the National Student Clearinghouse and is critical to several campus offices such as Financial Aid for their procedures and interactions with students.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. It is vital that the expected graduation date, graduation term, and graduation year are maintained on a student's record for enrollment verifications and reporting purposes.
2. The expected graduation date, graduation term, and graduation year auto-populate by an ITS job at the time a student matriculates to a program. The date is always the last day of the term per the academic calendar.
 - a. **Undergraduate Degree Seeking Students:**
 - i. If a first-year (freshman) undergraduate student, AGD = Current term + 4 years
 - ii. If a second-year (sophomore) undergraduate student, AGD = Current term + 3 years
 - iii. If a third-year (junior) undergraduate student, AGD = Current term + 2 years
 - iv. If a fourth-year (senior) undergraduate student, AGD = Current term + 1 year
 - v. Else, AGD = end of current academic year
 - b. **Medical Students** - auto-populates for 4 years
 - c. **Graduate and Professional Students** - auto-populates and length varies by degree and major.
3. Academic Advisors are responsible for maintaining the expected graduation date, graduation term, and graduation year following the auto-populated date.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Advisors
2. Graduate Division Academic Affairs Office
3. Medical School Student Affairs Office
4. Registrar's Office
5. Financial Aid
6. Career Center

BEFORE YOU BEGIN


If this is the first time you are reviewing this procedure, go to R'Space and click on the Banner Training icon in order to follow along. Please contact IT for trouble accessing the link.

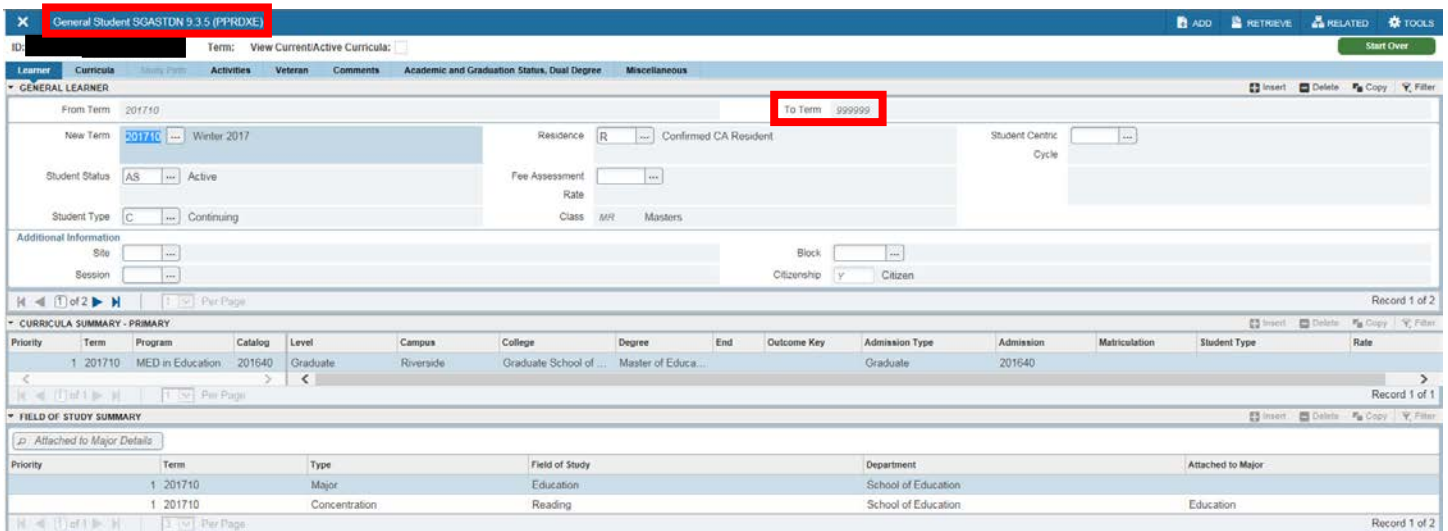
PAGES

The Pages listed below are covered in this training.

Page	Page Name	Description
SGASTDN	General Student	Current and historical information about a student, including curriculum, field of study, activities, veteran status, comments, and academic/graduation status.
STVTERM	Term Code Validation	A list of all term codes with descriptions, term start and end dates, the corresponding academic year, and housing start and end dates.

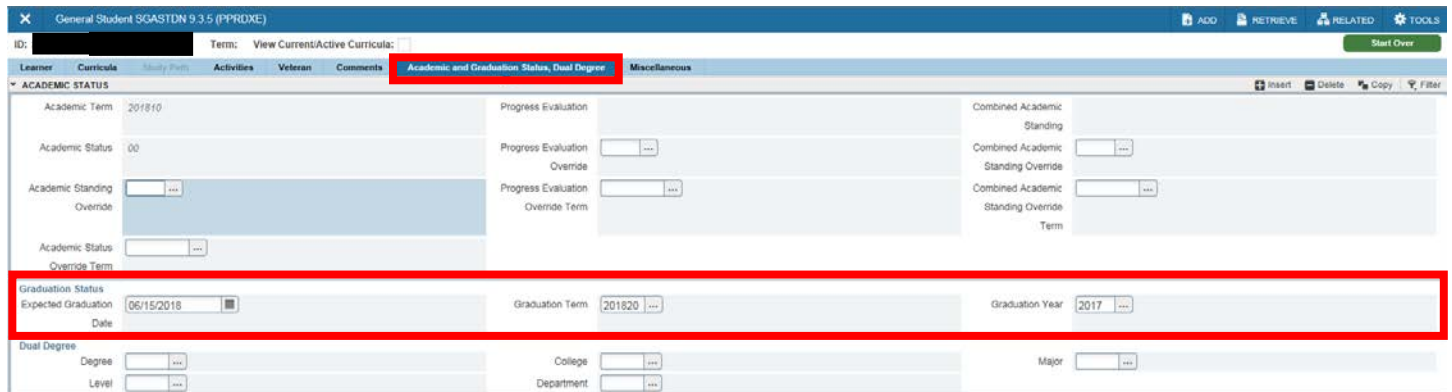
PROCEDURES

- Go to **SGASTDN**.
- Enter the **SID** and tab to ensure the Term field is blank. Next section (Alt + Page Down) or Go button .
- You are viewing the most recent General Learner record the student has. This is evident because the To Term equals 999999.



The screenshot shows the 'General Student SGASTDN 9.3.5 (PPROXE)' form. The 'GENERAL LEARNER' tab is active. The 'To Term' field is highlighted with a red box and contains the value '999999'. Other fields include 'From Term' (201710), 'New Term' (201710), 'Student Status' (AS - Active), 'Student Type' (C - Continuing), and 'Residence' (R - Confirmed CA Resident). Below the form are summary tables for 'CURRICULA SUMMARY - PRIMARY' and 'FIELD OF STUDY SUMMARY'.

- Go to the **Academic and Graduation Status, Dual Degree** tab.



The screenshot shows the 'General Student SGASTDN 9.3.5 (PPROXE)' form with the 'Academic and Graduation Status, Dual Degree' tab active. The 'Expected Graduation Date' field is highlighted with a red box and contains the value '06/15/2018'. Other fields include 'Academic Term' (201810), 'Academic Status' (00), 'Academic Standing Override', 'Graduation Status', 'Graduation Term' (201820), and 'Graduation Year' (2017).

5. Enter the **expected graduation date** for the term the student will complete all requirements for graduation. This date is always equal to the last day of the quarter found in the academic calendar.

a. **Tip:** You can enter the date using the calendar icon or you can type the six digit date MMDDYY and Banner will

Graduation Status
Expected Graduation Date: 06/15/2018

format it for you.

b. **Note:** The expected graduation date, term, and year do not affect a student’s ability to apply to graduate for a specific term in R’Web.

c. There are 3 ways to find the expected graduation date:

i. On the academic calendar (<http://registrar.ucr.edu/registrar/academic-calendar/default.aspx>) page there is a chart called **Advisor EGD** that you can reference or print for ready access.

QUICK LINKS

UCR Academic Calendar

FIRST DAY	REGISTRATION	PAYMENT & DISBURSEMENT	LAST DAY TO...	FINALS & GRADES
Use the arrows to see past, current and future quarters				
	SUMMER 2016		FALL 2016	
	WINTER 2017			
First day of the quarter	June 20, 2016	September 19, 2016	January 4, 2017	
First day of instruction	See Summer Sessions	September 22, 2016	January 9, 2017	

[Advisor EGD](#) [Print the UCR Academic Calendar](#)

ii. You can find it on the **Last Day to tab** of the academic calendar:

<http://registrar.ucr.edu/registrar/academic-calendar/default.aspx>.

QUICK LINKS

UCR Academic Calendar

FIRST DAY	REGISTRATION	PAYMENT & DISBURSEMENT	LAST DAY TO...	FINALS & GRADES
Use the arrows to see past, current and future quarters				
	SPRING 2018	SUMMER 2018	FALL 2018	
Last day to apply for readmission if you have been absent one or more quarters	January 8, 2018	N/A	June 8, 2018	
Last day to mail payment for tuition/fees to allow for processing time. Postmarks not considered.	March 1, 2018	N/A	September 1, 2018	
Last day to add/drop courses in RWeb (no fee) without a "W" appearing on your transcript. See When To Register for RWeb availability.	April 13, 2018	See Summer Sessions	October 12, 2018	
Last day to add a course without dean approval (no fee). Enrollment Adjustment Forms are due at NOON .	April 20, 2018	See Summer Sessions	October 19, 2018	
Last day to withdraw from a course (no fee).	April 20, 2018	See Summer Sessions	October 19, 2018	
Last day to change grading basis (no fee).	April 20, 2018	See Summer Sessions	October 19, 2018	
Last day for undergraduates to get dean approval to enroll in 10 or fewer units (and reduced tuition). Part-Time Fee Waivers are due at NOON .	April 20, 2018	See Summer Sessions	October 19, 2018	
Last day to withdraw from a course (\$4 fee). Enrollment Adjustment Forms are due at NOON .	May 11, 2018	See Summer Sessions	November 9, 2018	
Last day to change grading basis or variable units (\$4 fee). Enrollment Adjustment Forms are due at NOON .	May 25, 2018	See Summer Sessions	November 26, 2018	
Last day of instruction	June 8, 2018	See Summer Sessions	December 7, 2018	
Last day to withdraw from UCR for the full term	June 8, 2018	See Summer Sessions	December 7, 2018	
Last day to complete work in order to remove an incomplete grade from the prior quarter	June 15, 2018	N/A	December 14, 2018	
Last day of the quarter	June 15, 2018	TBD	December 14, 2018	

iii. You can find it on **STVTERM** in the **Term End Date** field on the same line as the term code in question.

Term Code Validation STVTERM 9.3.6 (PPRDXE)

Term *	Term Description *	Term Start Date *	Term End Date *	Term Type	Academic Year *	Housing Start Date *	Housing End Date *	Financial Aid Process Year	Summer	Term	Beginning Period	Ending Period	System Res
201820	Spring 2018	03/28/2018	06/15/2018	Q	2017	04/01/2018	06/30/2018	1718	<input type="checkbox"/>	4	1	12	

6. Enter the **graduation term code** for the term the student will complete all requirements for graduation.

Graduation Term

7. The **graduation year** (academic year) will auto-populate according to the rules set up in Banner.

Graduation Year

a. The graduation year is driven by the fall quarter for the academic year (fall, winter, spring and summer). For example, the graduation year of 2016 includes Fall 2016, Winter 2017, Spring 2017 and Summer 2017.

General Student SGASTDN 9.3.5 (PPRDXE)

Academic and Graduation Status, Dual Degree

Academic Term	201810	Progress Evaluation		Combined Academic Standing	
Academic Status	00	Progress Evaluation Override	<input type="text"/>	Combined Academic Standing Override	<input type="text"/>
Academic Standing Override	<input type="text"/>	Progress Evaluation Override Term	<input type="text"/>	Combined Academic Standing Override Term	<input type="text"/>
Academic Status Override Term	<input type="text"/>				
Expected Graduation Date	06/15/2018	Graduation Term	<input type="text" value="201820"/>	Graduation Year	<input type="text" value="2017"/>
Dual Degree					
Degree	<input type="text"/>	College	<input type="text"/>	Major	<input type="text"/>
Level	<input type="text"/>	Department	<input type="text"/>		

8. Save.