




# SHADEGR: Degrees & Other Formal Awards Form

## General Information

As a student nears the end of her academic career here at ODU, users will need to check the status of her degree before she may graduate. This form contains a complete snapshot of the student's Academic Career at ODU – it is a tabbed form that holds a course summary, outcome status, graduation application status, final grades for each course, awards/honors, etc. Any Banner questions may be sent to [bannerhotline@odu.edu](mailto:bannerhotline@odu.edu).

## How to View a Student's Degree/Awards Status in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the <b>Degrees &amp; Other Formal Awards [SHADEGR] Form</b> .	Type <b>SHADEGR</b> into the <b>Search Block</b> field on the <b>Old Dominion University Home Screen</b> and press <b>Enter</b> .
2. In the key information area, type in the person's <b>University Identification Number (UIN)</b> . <b>You must also enter *Degree Sequence!</b>  Use the <b>Go Button</b> to load.	<b>TIPS &amp; TRICKS:</b> *Degree Sequence indicates which degree the student is seeking or has been awarded (i.e.: Undergraduate, Graduate). If a student has only been admitted for one program, the Degree Sequence Number will be 1. <b>Go Button or Down Arrow</b>  
3. Each Tab will contain pertinent details pertaining to a student's Graduation Status, Academic Career, and course details. <ul style="list-style-type: none"> <li>◆ Learner Outcome</li> <li>◆ Curricula</li> <li>◆ Dual Degree – if available</li> <li>◆ Honors</li> <li>◆ Institutional Courses – a complete list of all Institutional Courses, grades, and details</li> <li>◆ Transfer Courses – a complete list of all Transfer Courses, hours transferred, and details</li> <li>◆ Non-Course Work – if provided</li> </ul>	
4. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	<b>ODU Home Icon:</b> 

## Helpful Tips & Tricks:

- ◆ In the main display window of this form, the *Learner Outcome Tab*, the top displays the Outcomes for the student, while the bottom displays specific degree information.
- ◆ **This form contains FINAL Grades for each class!**
- ◆ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

## SHADEGR Sample Screenshot:

