# 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.

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

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the Degrees &amp; Other Formal Awards [SHADEGR] Form.</td>
<td>Type SHADEGR into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
</tbody>
</table>
| 2. In the key information area, type in the person’s **University Identification Number (UIN)**. You must also enter *Degree Sequence!* | **TIPS & TRICKS:** *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.*  
**Go Button or Down Arrow** |
| 3. Each Tab will contain pertinent details pertaining to a student’s Graduation Status, Academic Career, and course details.  
- Learner Outcome  
- Curricula  
- Dual Degree – if available  
- Honors  
- Institutional Courses – a complete list of all Institutional Courses, grades, and details  
- Transfer Courses – a complete list of all Transfer Courses, hours transferred, and details  
- Non-Course Work – if provided | Use the **Go Button** to load. |
| 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. | **ODU Home Icon:** |

## 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:**