ENTERING AND UNDERSTANDING NON-COURSE REQUIREMENTS FOR GRADUATE STUDENTS

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INTRODUCTION AND PURPOSE

Non-Course requirements are used to indicate the completion status of degree requirements that do not have a course associated with them. This procedure provides instruction on how to enter Non-Course requirements on the SHANCRS form in Banner and how these non-course requirements are translated to the degree audit in Degree Works.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. All Non-Course requirements have been entered in Banner, as approved by the Academic Senate, Riverside Division.
2. If a new Non-Course requirement must be added, please contact Graduate Academic Affairs.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Undergraduate College Offices
3. Graduate Division Academic Affairs Office

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner (https://bannersbxr.ucr.edu) and Degree Works (https://degreeworkstest.ucr.edu/) to follow along.

FORMS

- SHANCRS – Academic Non-Course
- The degree audit is located within Degree Works. There are no Banner forms in Degree Works.

PROCEDURES

ENTERING NON-COURSE REQUIREMENTS

STEPS

1. Go to the SHANCRS form from the Banner main page by entering the form name in the Go To field.
2. The Committee, Event, Level and Complete By fields are not used when entering a Non-Course requirement.

3. The CAPP Non-Course Requirement field is the field in which Non-Course requirements are entered. You may click the down arrow in order to bring up the list of Non-Course requirements. Either double click the appropriate Non-Course requirement from the list or if you already know the code, you may enter it directly into the CAPP Non-Course Requirement field.
   a. You may be required to submit official documentation to GAA for milestone written/comprehensive exams, other capstone projects and language requirement results.
   b. The following non-course requirements are for Graduate Division use only.
      i. ATCM - Advance to Candidacy (Master)
      ii. ATCP - Advance to Candidacy (PhD)
      iii. PDEF - Final Defense PhD
      iv. MDEF - Final Defense Masters
      v. SIGD - Signature Page – Dissertation
      vi. SIGT - Signature Page – Thesis
      vii. DISS - Dissertation
      viii. THES - Thesis
         1. Graduate Program Coordinators may only enter THES-Thesis with an I-Incomplete Status. The reason and impact for this will be discussed in a later section.
4. Next select the completion status of the Non-Course requirement you entered. Again, you can use the down arrow to see the status options or if you know the code, you may enter it directly into the Status field. The status options are C-Complete, I-Incomplete or W-Waived.
5. Next select the appropriate status date. The Status Date defaults to the current date. If a different date needs to be entered, you may use the calendar button under Status Date to select the correct date. You may also enter the correct date directly into the Status Date field in MMDDYYYY format.
   
a. If the status is C-Complete select the date that the student completed the requirement.
b. If the status is I-Incomplete the default current date is appropriate.
c. If the status is W-Waived select the date that the requirement was officially waived.
6. The Satisfied Field is automatically populated based on the Status that was selected.
   a. If the Status is C-Complete or W-Waived the Satisfied field will automatically populate with Y-Yes.
   b. If the Status is I-Incomplete the Satisfied field will automatically populate with N-No.

7. The advisor field is automatically populated with your name.

8. Click SAVE
NON-COURSE REQUIREMENTS IN DEGREE WORKS

1. For detailed instructions on how to search for, view and read a degree audit in Degree Works, please see the How to Process Degree Audits training document.

2. Non-Course requirements feed from the SHANCRS form in Banner to a student’s degree audit in Degree Works. Non-Course requirements may be used to complete requirements on the student’s degree audit.

After a Non-Course requirement is entered in Banner with a C or W status, the audit will show that requirement checked off in the audit. The Non-Course code with the status after a colon will show to the right. If the status is I, the requirement will not show as completed on the audit. The Non-Course code will show with a status of I.

3. Non-Course requirements will be used very frequently by Graduate Program Coordinators to indicate if a master’s student is doing a Plan I (Thesis).
   a. If a master’s program has the choice of Plan I or Plan II, the degree audit will default to a Plan II (Comprehensive Examination) in Degree Works.
   b. If a master’s student is doing a Plan I, the Non-Course requirement THES-Thesis will need to be entered with an I-Incomplete Status on SHANCRS in Banner. This action will call the Plan I degree audit for the student in Degree Works.
   c. Once the Thesis is complete, Graduate Academic Affairs will change the status from I to C.
In this student’s degree audit (below), the THES-Thesis Non-Course requirement has been entered with an I-Incomplete status. This action on SHANCRS in Banner called the Plan I Electrical Engineering MS degree requirements for this student in Degree Works.

**FINAL QUIZ**

1. What are the eight Non-Course requirements that are for Graduate Division use only?
   a. ATCM - Advance to Candidacy (Master)
   b. ATCP - Advance to Candidacy (PhD)
   c. PDEF - Final Defense PhD
   d. MDEF - Final Defense Masters
   e. SIGD - Signature Page – Dissertation
   f. SIGT - Signature Page – Thesis
   g. DISS – Dissertation
   h. THES – Thesis (Graduate Program Coordinators may only enter THES-Thesis with an I-Incomplete Status.)

2. What date should be entered in the Status Date field?
   a. If the status is C-Complete the exact date that the student completed the requirement should be entered. If the status is I-Incomplete the default current date can be left in this field. If the status is W-Waived the exact date that the requirement was officially waived should be entered.

3. What action will a Graduate Program Coordinator need to take on SHANCRS in Banner if a student is completing a Plan I master’s degree?
a. The THES-Thesis Non-Course requirement with an I-Incomplete Status will need to be entered on SHANCRS in Banner in order to call the Plan I degree audit for the student in Degree Works.

**EXERCISES**

1. Locate a current student in Banner. Record that the student will be doing the Thesis Plan master’s degree.
2. Using the same student from exercise #1, record that the student completed the Annual Symposium on September 15\(^{th}\), 2015.