

At a glance: If you have the Banner role “Faculty and Graduate Student Advisor” then you have access to SHATCMT. This is part of the non-course form that is now used to record student’s completed exams, approval of AC & POS, etc.

Navigate to SHATCMT, enter the UNMID#, key “GR” as the Level, Next Block.

Event	Description	Originator	Decision	Grade	Effective Date	Print on Transcript
DA	Doc Application for Candidacy	GP	APPROVED		13-MAY-2016	<input type="checkbox"/>
MP	Master's Program of Study	GP	APPROVED		11-JUL-2007	<input type="checkbox"/>
MP	Master's Program of Study	GP	APPROVED		26-JUL-2010	<input type="checkbox"/>

Exam Type: If you need to find out exactly which exam type code your student is on navigate to SHANCRS, enter the UNMID#, Next Block. You will find the code under the column: Committee and the status will be noted under the column: Status (click the arrow to see description of code). Be sure to arrow down (or use the scroll bar) to make sure you find the one you’re looking for

Paper	Committee	Event	Level	Complete By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor
	MX1	MX	GR		MX	PA	05-MAY-2011	Y	
	DD1		GR			DN		N	
	DD2	DD	GR			PA	08-NOV-2016	Y	
		DA	GR						
		MP	GR						

What step: You will also be able to see what step in the process an Announcement/Report of Exam is in. Navigate to SHACOMI. In the field “Committee/Service Type” you will need to enter the code of the exam you are looking for, enter the student’s ID and Next Block.

The exam codes are:

DD1 (..9) Doctoral Dissertation Defense (PhD/EdD)

DX1 (..9) EdD Comprehensive Examination

FD1 (..9) MFA Dissertation

FX1 (..9) MFA Comprehensive Examination

MT1 (..9) Master’s Thesis Defense

MX1 (..9) Master’s Examination

PX1 (..9) PhD Comprehensive Examination

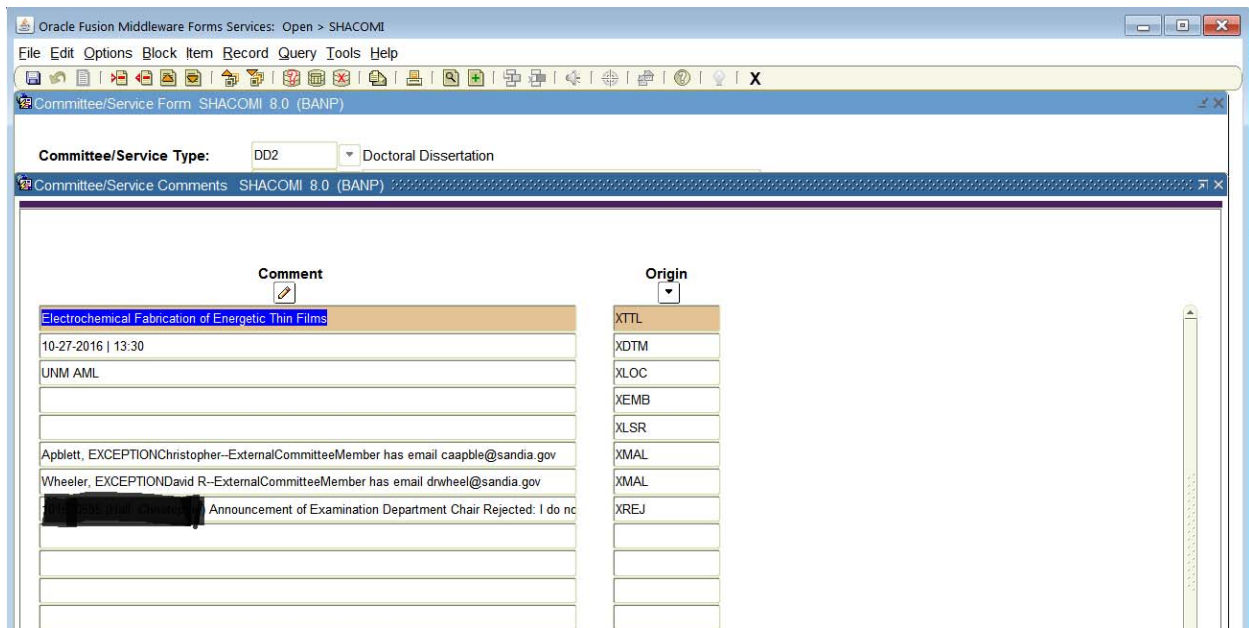
(Please note, you can find all of these by clicking the arrow next to Committee/Service Type then choosing “List Valid Comm/Serv Codes” from the window that pops up.)

The screenshot displays the SHACOMI Oracle Fusion Middleware Forms Services interface. The window title is "Oracle Fusion Middleware Forms Services: Open > SHACOMI". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main content area is divided into three sections:

- Committee/Service Form:** SHACOMI 8.0 (BANP)
- Committee/Service Type:** DD2 (Doctoral Dissertation)
- Associated ID:** [Redacted]
- Committee/Service Information:**
 - Date Initiated: 11-OCT-2016
 - Status: W2 (Department Rejected)
 - Print on Transcript:
 - Dissolved:
 - District/Division: [Redacted]
 - Home College: GP (Graduate Programs)
 - Home Department: X152 (*Interdisciplinary.Engineering)
 - Date Dissolved: [Redacted]
- Committee/Service Members:**
 - Member 1:** EXCEPTIONChristopher-ExternalCommitteeMember Graduate Studies
 - Role: C4 (Expert in Field)
 - Status: AC (Active)
 - Participation From-To: [Redacted]
 - District/Division: [Redacted]
 - Home College: [Redacted]
 - Home Department: 109A (Chemical Nuclea)
 - Member 2:** Plamen Atanassov
 - Role: C1 (UNM Tenured/Ten. Track Faculty)
 - Status: CH (Chairperson)
 - Participation From-To: [Redacted]
 - District/Division: [Redacted]
 - Home College: [Redacted]
 - Home Department: 326A (Chem & Biologic)

You can review the committee by clicking Next Block twice.

Click Next Block a third time and you will be taken to the screen that records the various approvals of an Announcement/Report of Examination.



Below "Origin" you will see a code that explains what each entry is. The descriptions of the codes are:

- XACC: Exam Announcement Acceptance
- XDTM: Exam Date and Time
- XEMB: Exam Paper Embargo
- XLOC: Exam Location
- XLSR: Exam Late Scheduling Reason
- XMAL: Exam Email Address (only for non-UNM committee members)
- XMEM: Exam Committee Member
- XREJ: Exam Rejection Reason
- XRSL: Exam Results
- X TTL: Exam Title (manuscript title)