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.

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.
**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.)

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.

Graduate Studies, Robben Baca
August 17, 2017
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
- **XRLT**: Exam Results
- **XTTL**: Exam Title (manuscript title)