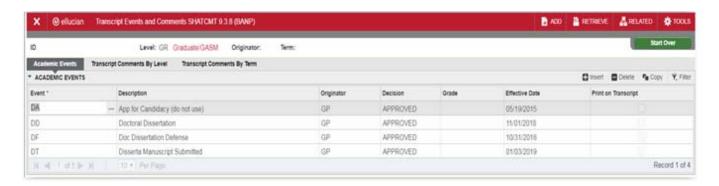
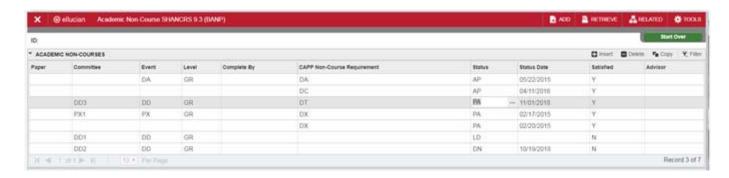
**At a glance:** If you have the Banner role "Faculty and Graduate Student Advisor" then you have access to SHATCMT. This is part of the non-course form that is now used to record student's completed exams, approval of AC & POS, etc.

Navigate to SHATCMT, enter the UNMID#, key "GR" as the Level, click Go button.



**Exam Type:** If you need to find out exactly which exam type code your student is on navigate to SHANCRS, enter the UNMID#, click Go button. You will find the code under the column: Committee and the status will be noted under the column: Status (click the three dots to see description of code). Be sure to use the arrow key 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 click Go button.

The exam codes are:

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

DX1 (..9) EdD Comprehensive Examination

FD1 (..9) MFA Dissertation

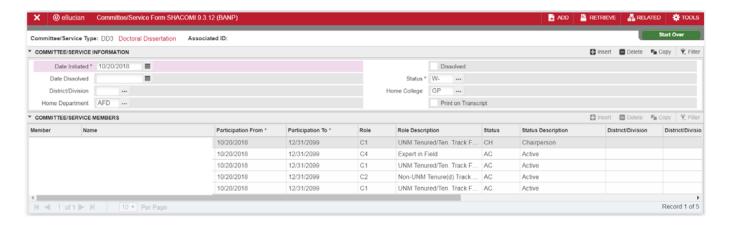
FX1 (..9) MFA Comprehensive Examination

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 three dots next to Committee/Service Type then choosing "List Valid Comm/Serv Codes" from the window that pops up.)



Click bottom left down arrow key 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

XTTL: Exam Title (manuscript title)