

**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.

The screenshot shows the SHATCMT interface with the following data:

Event *	Description	Originator	Decision	Grade	Effective Date	Print on Transcript
DA	--- App for Candidacy (do not use)	GP	APPROVED		05/19/2015	
DD	Doctoral Dissertation	GP	APPROVED		11/01/2018	
DF	Doc. Dissertation Defense	GP	APPROVED		10/31/2018	
DT	Deserta Manuscript Submitted	GP	APPROVED		01/03/2019	

**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.

The screenshot shows the SHANCRS interface with the following data:

Paper	Committee	Event	Level	Complete By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor
		DA	GR		DA	AP	05/22/2015	Y	
					DC	AP	04/11/2016	Y	
DD3		DD	GR		DT	RA	--- 11/01/2018	Y	
FX1		PX	GR		DX	PA	02/17/2015	Y	
					DX	PA	02/20/2015	Y	
DD1		DD	GR			LD		N	
DD2		DD	GR			DN	10/19/2018	N	

**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.)

Committee/Service Type: DD3 Doctoral Dissertation Associated ID: [ ] Start Over


**COMMITTEE/SERVICE INFORMATION**

Date Initiated \* 10/20/2018 Disolved  
 Date Dissolved [ ] Status \* W- ...  
 District/Division [ ] Home College GP ...  
 Home Department AFD [ ] Print on Transcript

**COMMITTEE/SERVICE MEMBERS**

Member	Name	Participation From *	Participation To *	Role	Role Description	Status	Status Description	District/Division	District/Divisio
		10/20/2018	12/31/2099	C1	UNM Tenured/Ten. Track F...	CH	Chairperson		
		10/20/2018	12/31/2099	C4	Expert in Field	AC	Active		
		10/20/2018	12/31/2099	C1	UNM Tenured/Ten. Track F...	AC	Active		
		10/20/2018	12/31/2099	C2	Non-UNM Tenure(d) Track ...	AC	Active		
		10/20/2018	12/31/2099	C1	UNM Tenured/Ten. Track F...	AC	Active		

Record 1 of 5

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.

Committee/Service Type: DD3 Doctoral Dissertation Associated ID: [ ] Start Over

**Comment**

Comment	Origin
Announcement of the New Onset (Disabilic) Education Program for Neww... Ad...	X TTL
10-31-2018   08:00	XDTM
1650 University, Room 3900	XLOC
	XEMB
lacked one committee member	XLSR
Tirakle, Melinda has email melinda.tirakle@schstein.edu	XMAL
Mohs, EXCEPTIONKimberly- ExternalCommitteeMember has email Kimberly.mohs@ihs.gov	XMAL
Announcement of Examination Department Chair Accepted	XACC

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)