Viewing Student Degrees

Purpose: The following instructions describe how staff can view a student’s degree. Detailed information about degrees can be found on the Student Degrees page. Status of a student’s degree may be found in Student Services Center on the Academics tab.

Student Degrees Detail: Use the Student Degrees page to view detailed information about the student’s degree(s) including degree honors, degree plans, and degree sub-plans.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the Student Degrees page. Select Main Menu › Records and Enrollment › Graduation › Student Degrees</td>
</tr>
</tbody>
</table>

Student Degrees

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300
ID: begins with
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter appropriate search criteria. Click the Search button.

Result: The Student Degree page displays.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>The <strong>Student Degree</strong> page displays details about the degree(s), such as the degree name, completion term, and status of the degree.</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Degree page screenshot" /></td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Degree Honors</strong> tab. The <strong>Degree Honors</strong> tab displays any honors received (e.g. Summa cum Laude).</td>
</tr>
<tr>
<td></td>
<td><img src="image2" alt="Degree Honors tab screenshot" /></td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
4. | Click the **Degree Plan** tab to see the Plan(s) and Plan Type(s). (e.g. Computer Science/Major, Economics Minor)

Note: Plans can be **Majors** or **Minors**. Sub-Plans could be **Major**, **Minor**, **Certificate**, **Endorsement**. It depends on how the Academic Department set-up the program.

5. | Click the **Degree Sub-Plan** tab to view any sub-plans (e.g. Teaching Certificate) associated with a student’s plan.
Step | Action
--- | ---
6. | The additional tabs provide details on the following:
   - **Degree Honors** – Displays any honors received (e.g. Summa cum Laude)
   - **Degree Plan** – Displays the Plan and Plan Type (e.g. Computer Science/Major)
   - **Degree Plan** – Displays any sub-plans (e.g. Teaching Certificate)

*Note:* Plans can be **Majors** or **Minors**. Sub-Plans could be **Major, Minor, Certificate, Endorsement**. It depends on how the Academic Department set-up the program.

**Degree Status:**
Use the Academics tab in Student Services Center to view high-level information about the student’s degree, such as when and if they completed it (Status) and what the degree (Plan) was.

Step | Action
--- | ---
1. | Navigate to the **Student Services Center, Academics** tab.