

## **Viewing Student Degree Checkout Status**

**Purpose:** The following instructions describe how staff can view student degree checkout status. Staff can determine if the student has applied to graduate.

Step	Action					
1.	Navigate to the Student Program/Plan page. Select Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan         Favorites       Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan					
	<b>Student Program/Plan</b> Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value					
	ID: begins with •   Academic Career: =   Student Career Nbr: =   Campus ID: begins with •   National ID: begins with •   Last Name: begins with •   First Name: begins with •   Include History Case Sensitive					
	Search Clear Basic Search 📑 Save Search Criteria					
2.	Enter appropriate search criteria. Check the <i>Include History</i> box. Click the <b>Search</b> button. <i>Result:</i> Matching records display. From the Search Results, select the appropriate					
	career and program from the options. TIP: the student's primary plan will likely be in the lowest career number. Note: you may find some programs have been discontinued - usually this means the student dropped that program/plan.					
	Search Results					
	View All					
	Academic career student career hbi Program Short Desci Institution Short Desci       .#######     Graduate     0     COEGR     UNI					



Step	Action							
3.	Click on any hyperlinked fields on the appropriate row.							
	<b>Result:</b> The <b>Student Program</b> tab displays.							
	Student Program Student Plan Student Attributes Student Degrees							
	Pam Panther Academic Career:	Undergraduate	###### Career Requirement Terr	m Student Career Nbr:	0			
				Find	View All First 1 of 4 Last			
	Effective Date:	O9/20/2012	m	Effective Sequence:	0			
	Program Action:	DATA	Data Change	Action Date:	09/20/2012			
	Action Reason:			Joint Prog Appr:				
	Academic Institution:	UNICS	University of Northern Iowa					
	Academic Program:	COET	Education-Teaching	Admissions				
	Admit Term:	2092	2009 FALL	Application Nbr:				
	Requirement Term:	2092	2009 FALL	Application Program	n Nbr: 0			
	Expected Grad Term:	2123	2013 SPRG	Campus:	MAIN MAIN			
	Last Updated On:	09/20/2012 8:4	49:34PM	Academic Load:	Full-Time			
	By: XXXXXXX							
	🔚 Save 🔍 Return to Search 🕇 Previous in List 📲 Next in List 😨 Notify 🧔 Refresh 🖉 Update/Display 💭 Include History							
	NOTE: The Exp	NOTE: The Expected Grad Term updates to the term for which the student applied						
	to graduate.							
4.	Click the <i>Student Degrees</i> tab.							
	Student Program Student Plan Student Sub-Plan Student Altributes Student Degrees							
	Pam Panther			(â)				
	Academic Career:	Undergraduate	Career Requirement Ten	m Student Career				
5.	The <i>Degree Checkout Status</i> field will display "Applied" if the student has applied							
	to graduate.							
				Find   Vi	ew All 🛛 First 🖪 1 of 7 🕩 Last			
	Status:	Active in P	rogram Admit Ter	rm: 2011 FALL				
	Effective Date:	11/09/2012	Effective S	Sequence: 0				
	Program Action:	Data Chan	ge Action Da	ite: 11/09/2012				
	Action Reason:	Humanitie	Arts & Science-Grad					
	Requirement Term:	FALL 2007	, and a ocience-orad					
	Degree Checkout Stat	Applied		Update Degrees				
	Completion Term:		Degree G	PA:				
	Degree Honors 1:							
	Degree Honors 2:							
	NOTE: If the Degree Checkout Status field is blank, the student has not yet							
	applied to gradu	ate.						