

## 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.

Step	Action			
1.	Navigate to the <b>Student Degrees</b> page. Select <b>Main Menu &gt; Records and</b> <b>Enrollment &gt; Graduation &gt; Student Degrees</b>			
	Favorites Main Menu > Records and Enrollment > Graduation > Student Degrees			
	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.			



Step	Action					
2.	The <b>Student Degree</b> page displays details about the degree(s), such as the degree					
	name, completion term, and status of the degree.					
	Degree Degree Honors Degree Plan Degree Sub-Plan					
	Joe Panther	1 and				
		Find   View All First 1 of 2 Last				
	Degree Nbr: 01	<b>1</b>				
	Degree: BA Bachelor of Arts	Shows two				
	Institution: UNICS University of Northern Iowa	student has a				
	Primary Career: UGRD Undergraduate	BA and an MA.				
	Completion Term: 1853 1986 SPRG					
	Confer Date: 05/17/1986					
	Degree Status: Awarded					
	Degree Status Date: 08/07/2011					
	Degree GPA: 3.760					
	Honors Prefix Rank/Size					
	Suffix: Class Rank: OT					
	JUIIA					
3.	Click the <i>Degree Honors</i> tab. The <i>Degree Honors</i> tab.	displays any honors				
	received (e.g. Summa cum Laude).					
	Degree Degree Honors Degree Plan Degree Sub-Plan					
	Joe Panther	<u>í</u>				
		Find   View All First 🕙 1 of 2 🕑 Last				
	Student Degree Nbr: 01 Bachelor of Arts					
	Honors Number Honors Code Award Date	Print on Diploma Transcript				
	1 SUM Summa Cum Laude 05/17/1986					
	E Sava Q Datum to Search					



Step	Action				
4.	Click the <i>Degree Plan</i> tab to see the Plan(s) and Plan Type(s). (e.g. Computer Science/Major, Economics Minor)				
	Degree Degree Honor	s Degree Plan Degree Sub	-Plan		
	Pam Panther	******	ណ៍	Multiple Degrees	
	Student Degree Nbr:	01 Bachelor of Arts	Find	View All First 1 of 2 Last	
	(Denser Dire Detail		Find	View All First 1 of 2 Last	
	Plan Seq: 10 Career: UGRD	Undergraduate	Degr Stat: Awarded Degr Dt: 08/07/2011	Multiple Plans within the Degree	
	Acad Plan: 810BA	Computer Science	Plan Type: Major		
	Honors Detail	Override Transcript Description Computer Science Diploma Description	Honors Suffix		
	Plan GPA Plan GPA:				
	Plan Rank:	10			
	Note: Plans can b Certificate, Endor program.	arch Notty e Majors or Minors. S esement. It depends on	Sub-Plans could be <i>Ma</i> how the Academic D	<i>ujor, Minor,</i> epartment set-up the	
5.	Click the <i>Degree</i> associated with a s	Sub-Plan tab to view student's plan.	any sub-plans (e.g. Te	eaching Certificate)	



Step	Action
6.	The additional tabs provide details on the following:
	<ul> <li>Degree Honors – Displays any honors received (e.g. Summa cum Laude)</li> <li>Degree Plan – Displays the Plan and Plan Type (e.g. Computer Science/Major)</li> <li>Degree Plan – Displays any sub-plans (e.g. Teaching Certificate)</li> </ul>
	<i>Note:</i> Plans can be <i>Majors</i> or <i>Minors</i> . Sub-Plans could be <i>Major</i> , <i>Minor</i> , <i>Certificate</i> , <i>Endorsement</i> . 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 <b>Student Services Cent</b>	er, <i>Academics</i> tab	•	
	Favorites       Main Menu > Campus Community > Student         Joe Panther	Services Ctr (Student) ID: ###### credit academics finance a	ces financia	al aid
	UNICS - University of Northern Iowa GRAD - Graduate CBAGR - Business Admin-Graduate CBAGR - Business Admin-Graduate UGRD - Undergraduate CNSUG - Natural Sciences-Undergraduate CBAUG - Business Admin- Undergraduate	Program: Student Career Nbr: Status: Admit Term: Expected Graduation: Approved Load: Load Determination: Level Determination:	CBAUG 1 Completed 1822 1853 Full-Time Base On Ur Base On Ur	Business Admin- Undergraduate as of 05/17/1986 FALL 1982 SPR ING 1986 nits
	Click the Career on the left to view details on the right.	Plan: Requirement Term:	15ABA 1851	Management: Financial SUMMER 1985