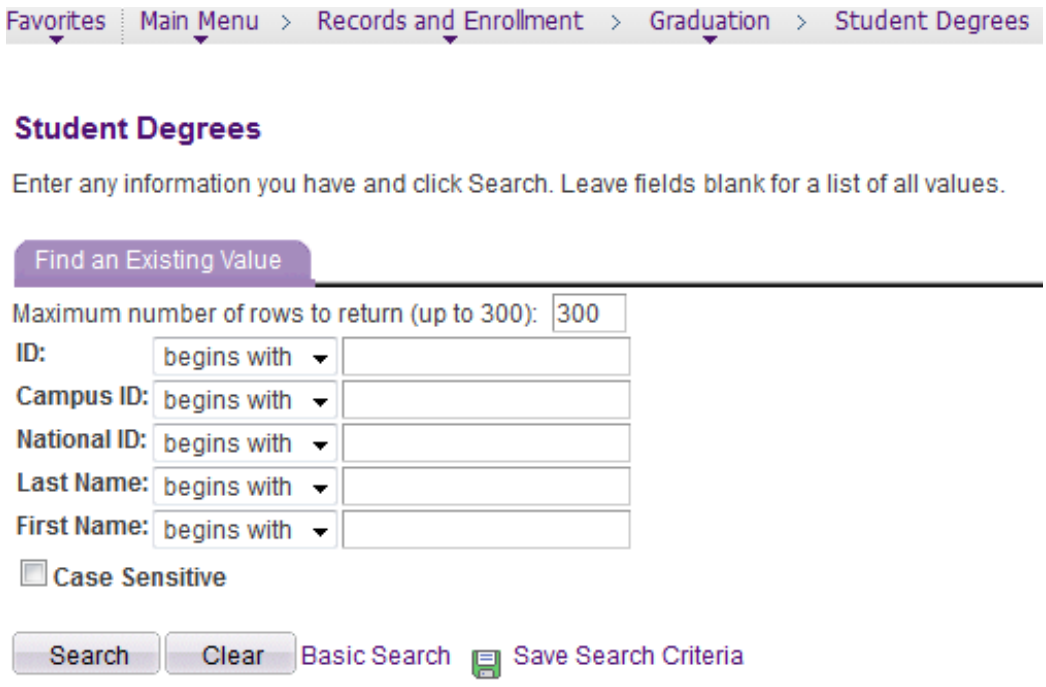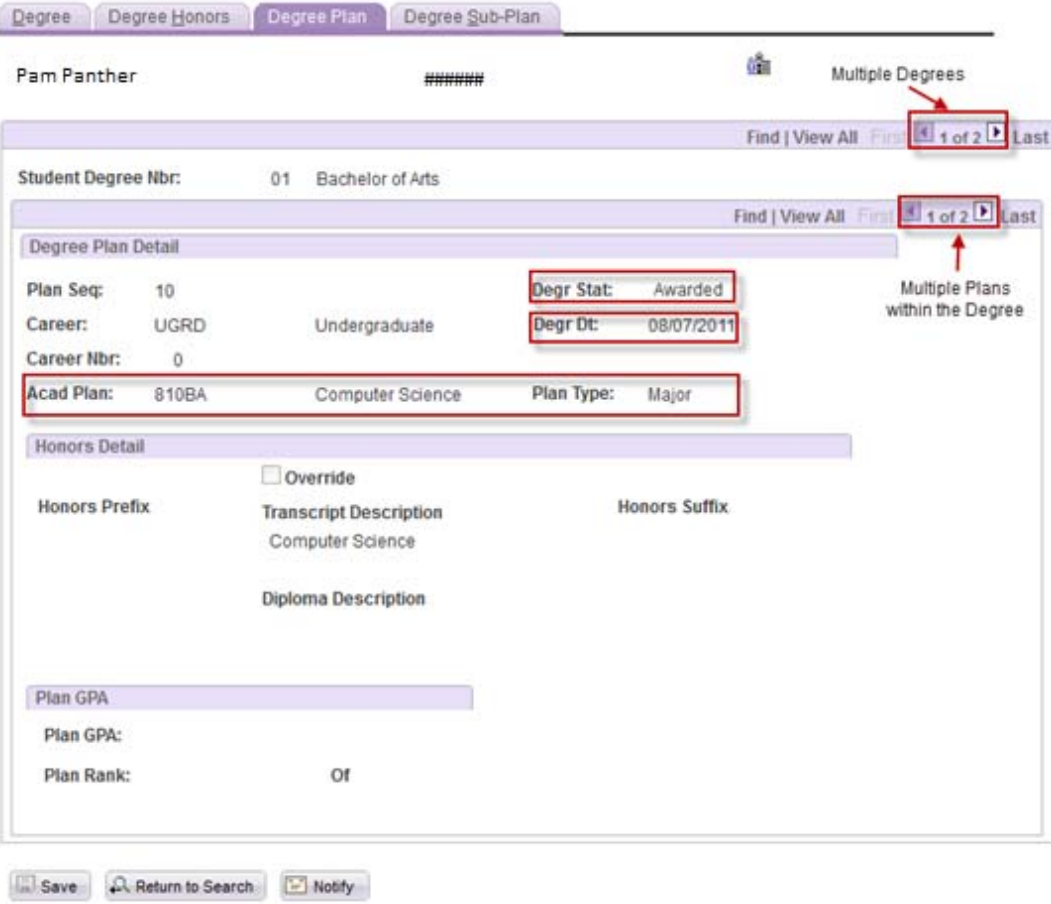# Viewing Student Degrees

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 **Student Degrees** page. Select **Main Menu › Records and Enrollment › Graduation › Student Degrees** 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 **Student Degree** page displays details about the degree(s), such as the degree name, completion term, and status of the degree.
3.	Click the *Degree Honors* tab. The *Degree Honors* tab displays any honors received (e.g. Summa cum Laude).

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**.**