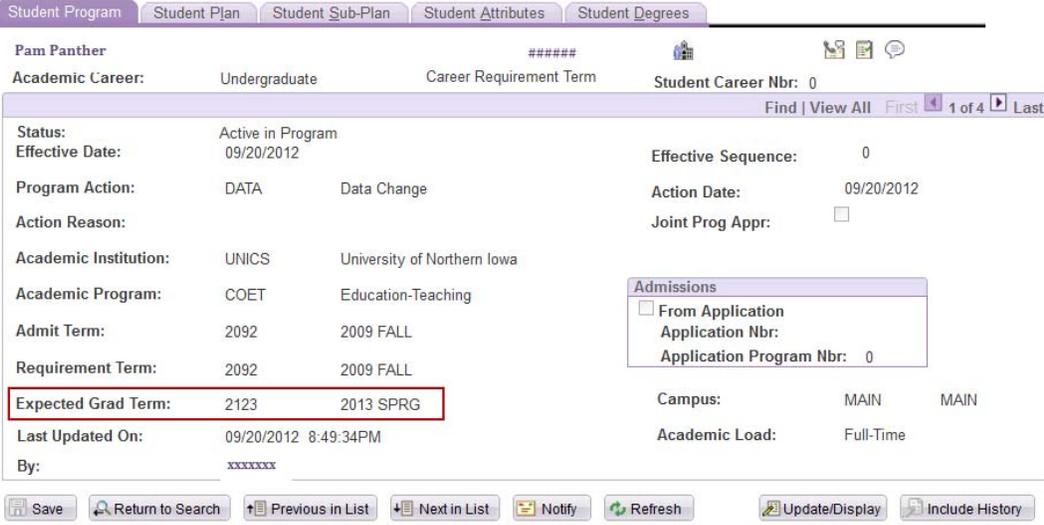
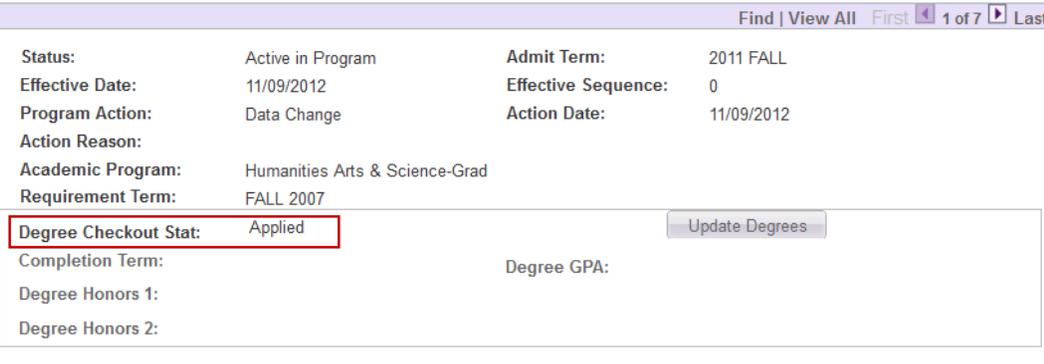


Viewing Student Degree Checkout Status

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.	<p>Navigate to the Student Program/Plan page. Select Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan</p> <p><i>Favorites</i> <i>Main Menu</i> > <i>Records and Enrollment</i> > <i>Career and Program Information</i> > <i>Student Program/Plan</i></p> <p>Student Program/Plan</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>ID: begins with []</p> <p>Academic Career: = []</p> <p>Student Career Nbr: = []</p> <p>Campus ID: begins with []</p> <p>National ID: begins with []</p> <p>Last Name: begins with []</p> <p>First Name: begins with []</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>										
2.	<p>Enter appropriate search criteria. Check the <i>Include History</i> box. Click the Search button.</p> <p>Result: 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.</p> <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Academic Career</th> <th>Student Career Nbr</th> <th>Program Short Descr</th> <th>Institution Short Descr</th> </tr> </thead> <tbody> <tr> <td>.#####</td> <td>Graduate</td> <td>0</td> <td>COEGR</td> <td>UNI</td> </tr> </tbody> </table>	ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	.#####	Graduate	0	COEGR	UNI
ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr							
.#####	Graduate	0	COEGR	UNI							



Step	Action
3.	<p>Click on any hyperlinked fields on the appropriate row.</p> <p>Result: The <i>Student Program</i> tab displays.</p>  <p>NOTE: The Expected Grad Term updates to the term for which the student applied to graduate.</p>
4.	<p>Click the <i>Student Degrees</i> tab.</p> 
5.	<p>The <i>Degree Checkout Status</i> field will display “Applied” if the student has applied to graduate.</p>  <p>NOTE: If the <i>Degree Checkout Status</i> field is blank, the student has not yet applied to graduate.</p>