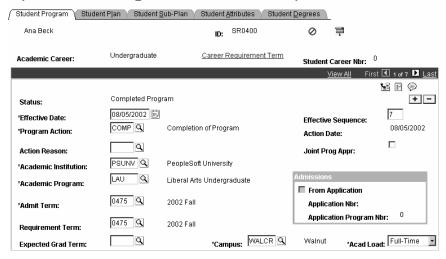
# **Graduate Student and Post Degree**

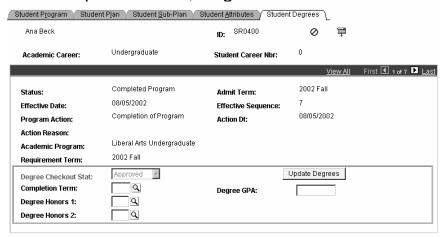
Home, Manage Student Records, Track Student Careers, Use, Student Program/Plan

#### Update the Program Action to completion



- 1. Select to insert a new row.
- 2. Effective Date: Current date is the default. You may change the effective date as needed.
- 3. **Program Action:** Select program action of COMP (Completion).

### Add Completion Term, Degree Honors



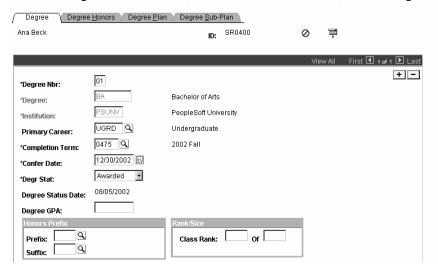
- Degree Checkout Stat: The Degree Checkout Status is set to Approved when you select the status of Completion of Program on the Student Program panel. The value cannot be overridden.
- 2. Completion Term: Select the Term in which the program is completed.
- **3. Degree Honors 1 and Degree Honors 2 fields**: If the Student has received any degree honors, enter in the Degree Honors 1 and Degree Honors 2 fields.

4. Click the Update Degrees button to post the degree. The system will change the status to Awarded.

Note that Note that Note that the North Note of the Student through the Update Degrees button. You may view this record at Home, Manage Student Records, Track Student Careers, Use, Student Degree. The Degree Checkout Status field, the Completion Term field, and the Update Degrees button become unavailable after the degree has been posted. ▶

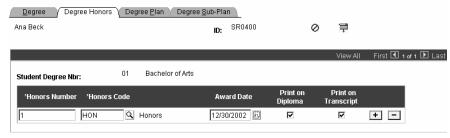
#### View and/or Update the Degree Posted Data

Home, Manage Student Records, Track Student Careers Use, Student Degrees



- 1. **Degree Nbr:** The system generates the Degree Number.
- 2. **Degree:** The system defaults the Degree from the Student Degrees panel. The value cannot be overridden once degree posting is complete.
- 3. **Institution:** The system defaults the Institution from the Student Degrees panel. The value cannot be overridden once degree posting is complete.
- 4. **Primary Career**: The system defaults the student's career. You can override the value.
- 3. Completion Term: The system defaults completion term. You can override the value.
- Confer Date: The system defaults confer date from the Academic Calendar for the term. You can override the value.
- 6. Degree Status: The system defaults degree status. You can override the value.
- **7. Degree Status Date**: The system defaults the Degree Status Date as the Date of Completion from the Student Program panel.
- **8. Degree Honors:** If your institution uses Honors Prefixes and/or Suffixes, select Honors Prefixes and Honors Suffixes.
- Rank/Size: Enter Rank and Size, if your institution calculates and tracks rank within graduation class.

#### **Degree Honors**



- 1. **Honors Number:** The system generates the Honors Number. It is used for sequencing.
- Honors Code: The system defaults the Honors Code from the Student Degree panel, if one was entered.
- 3. **Award Date:** The system defaults the Award Date from the Confer date set in the Academic Calendar for the Term.
- 4. **Print on Diploma:** Select the Print on Diploma options to have the Honors display on the diploma.
- Print on Transcript: Select the Print on Transcript option to have the Honors display on the transcript.

# Review Degree Plan Data that will display on the Transcript and Diploma

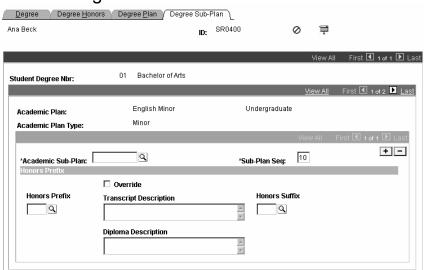


The system defaults information to this page from the Student Program, Plan, and Degree pages.

- 1. **Plan Seq:** Change the plan sequence number to change the order of the plans on the transcript.
- 2. Career: Defaults from the degree information. You may override the value.

- **3.** Career Nbr: Defaults from the degree information. You may override the value.
- **4. Academic Plan:** Defaults from the degree information. You may override the value.
- 5. **Degr Stat:** You may override the Degr Stat (Degree Status).
- 6. **Override:** Select the Override option to revise the Transcript and/or the Diploma Description.
- 7. **Honors Prefix:** The system defaults the Honors Prefix from the Degree Table panel if values were entered. You may override the value.
- 8. **Honors Suffix:** The system defaults the Honors Suffix from the Degree Table panel if values were entered. You may override the value.
- 9. Plan GPA: Enter the Plan GPA, if your institution tracks
- 10. Plan Rank/Of: Enter the Plan Rank and Size, if your institution tracks.

## Review Degree Sub-Plan Data



- ▼The system defaults information to this page from the Student Program, Plan, and Degree pages.
- Override: Select the Override option to revise the Transcript and/or the Diploma Description of the Degree Sub-Plan.
- 2. Honors Prefix: Select the Honors Prefix associated with the sub-plan.
- 3. Honors Suffix. Select the Honors Suffix associated with the sub-plan
- 4. Click to Save.