

Graduate Student and Post Degree

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

Update the Program Action to completion

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Ana Beck ID: SR0400

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

View All First 1 of 7 Last

Status: Completed Program

*Effective Date: 08/05/2002

*Program Action: COMP Completion of Program

Action Reason:

*Academic Institution: PSUNV PeopleSoft University

*Academic Program: LAU Liberal Arts Undergraduate

*Admit Term: 0475 2002 Fall

Requirement Term: 0475 2002 Fall

Expected Grad Term:

*Campus: WALCR Walnut *Acad Load: Full-Time

Effective Sequence: 7

Action Date: 08/05/2002


Joint Prog Appr:

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

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

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Ana Beck ID: SR0400

Academic Career: Undergraduate Student Career Nbr: 0

View All First 1 of 7 Last

Status: Completed Program

Effective Date: 08/05/2002

Program Action: Completion of Program

Action Reason:

Academic Program: Liberal Arts Undergraduate

Requirement Term: 2002 Fall

Admit Term: 2002 Fall

Effective Sequence: 7

Action Dt: 08/05/2002

Degree Checkout Stat: Approved

Completion Term:

Degree Honors 1:

Degree Honors 2:

Degree GPA:

Update Degrees

1. **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.

- Click the **Update Degrees** button to post the degree. The system will change the status to **Awarded**.
 The degree records will be created for 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

Degree Degree Honors Degree Plan Degree Sub-Plan
 Ana Beck ID: SR0400

View All First 1 of 1 Last

*Degree Nbr: 01
 *Degree: BA Bachelor of Arts
 *Institution: PSUNV PeopleSoft University
 Primary Career: UGRD Undergraduate
 *Completion Term: 0475 2002 Fall
 *Confer Date: 12/30/2002
 *Degr Stat: Awarded
 Degree Status Date: 08/05/2002
 Degree GPA:

Honors Prefix
 Prefix: Suffix:

Rank/Size
 Class Rank: or

- Degree Nbr:** The system generates the Degree Number.
- Degree:** The system defaults the Degree from the Student Degrees panel. The value cannot be overridden once degree posting is complete.
- Institution:** The system defaults the Institution from the Student Degrees panel. The value cannot be overridden once degree posting is complete.
- Primary Career:** The system defaults the student's career. You can override the value.
- 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.
- Degree Status:** The system defaults degree status. You can override the value.
- Degree Status Date:** The system defaults the Degree Status Date as the Date of Completion from the Student Program panel.
- 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

[Degree](#)
[Degree Honors](#)
[Degree Plan](#)
[Degree Sub-Plan](#)

Ana Beck ID: SR0400

View All First 1 of 1 Last

Student Degree Nbr: 01 Bachelor of Arts

*Honors Number	*Honors Code	Award Date	Print on Diploma	Print on Transcript
1	HON Honors	12/30/2002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. **Honors Number:** The system generates the Honors Number. It is used for sequencing.
2. **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.
5. **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

[Degree](#)
[Degree Honors](#)
[Degree Plan](#)
[Degree Sub-Plan](#)

Ana Beck ID: SR0400

View All First 1 of 1 Last

Student Degree Nbr: 01 Bachelor of Arts

View All First 1 of 2 Last

Degree Plan Detail

*Plan Seq: 15 *Degr Stat: Awarded

Career: UGRD Undergraduate Degr Dt: 08/05/2002

Career Nbr: 0

Acad Plan: ENG-MIN English Minor Plan Type: Minor

Honors Detail

☐ Override

Honors Prefix: Transcript Description: Minor in English Honors Suffix:

Diploma Description:

Plan GPA

Plan GPA: Plan Rank: Or

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

[Degree](#)
[Degree Honors](#)
[Degree Plan](#)
[Degree Sub-Plan](#)

Ana Beck ID: SR0400

View All First 1 of 1 Last

Student Degree Nbr: 01 Bachelor of Arts

View All First 1 of 2 Last

Academic Plan: English Minor Undergraduate

Academic Plan Type: Minor

View All First 1 of 1 Last

*Academic Sub-Plan: *Sub-Plan Seq: 10


Honors Prefix

☐ Override

Honors Prefix Transcript Description Honors Suffix

Diploma Description

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

1. **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.