Viewing Honors and Awards - Deans List

This guide will cover:

- Viewing academic standing associated with a student’s career(s)

**Step One**

- Navigate to the Honors and Awards page by using the following breadcrumb:

**Step Two**

- On the search criteria page, enter the search criteria for the student.
- Click Search.

**Honors and Awards**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Form for finding existing values]

NOTE: The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#.
Step Three

- The honors and awards details page displays the Dean's List honor and award.
- Click the arrows on the right hand side of the honors/awards detail section to view each honor and award.

Honors and Awards

Step Four

- Click the View All button to display all honors and awards associated with the student.

You have now completed the steps for viewing dean's list honors and awards.