Viewing Student Degrees

This guide will cover:

- Looking up degrees awarded to students

Step One

- Navigate to the Student Degrees page by using the following breadcrumb:

Step Two

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

**Student Degrees**

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

**Find an Existing Value**

**Search Criteria**

- **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**

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

- The Degree tab identifies each degree or academic award posted to the student's academic record.
- If the student has multiple awards, click the arrows on the top right corner of the degree section to view each.

![Degree Tab Example](image)

Step Four

- Click on the Degree Honors tab.
- The Degree Honors tab identifies any honors affiliated with a particular degree posting.

![Degree Honors Tab Example](image)
Step Five

- Click on the *Degree Plan* tab.
- The Degree Plan tab identifies the academic plan for the degree posting.

**NOTE:** The override box is marked when the default Transcript Description from the Academic Plan table has been modified.
Step Six

- Click on the Degree Sub-Plan tab.
- The Degree Sub-Plan tab identifies any academic sub-plan for the degree posted.

You have now completed the steps for viewing student degrees.