Viewing a Student’s Awarded Degree

This guide will cover how to access a record of a student’s degree they earned at the University.

1) From the Catalyst Staff Homepage, select the Student Programs & Enrollment tile and then open the Graduation Tracking folder listed on the Navigation Collection (left side of the page).

2) Next select Student Degrees. On the right side of the screen, enter the search criteria for the student’s degree record you wish to review.

Afterwards, select Search to be directed to the Student Degree page.

ID vs. Campus ID: The ID field refers to the student’s Catalyst ID number. The Campus ID refers to the student’s UCID. When using the Campus ID field, it’s important that you place the letter M with the numerical values.

3) On the Student Degree page, you will be defaulted to the degree tab. The degree tab identifies each degree or academic award posted to the student’s academic record.

If the student has multiple awards, select the arrows on the top right corner of the degree section to view each degree.
4) Select **Degree Honors** tab to see if the student had received any honors affiliated with the awarded degree.

![Degree Honors Tab](image1)

5) Selecting the **Degree Plan** tab allows you to view the academic plan (major, minor, or certification) affiliated with the award degree.

![Degree Plan Tab](image2)

**OVERRIDE CHECKBOX:** The override check box is marked when the default Transcript Description from the Academic Plan table has been modified.
6) When you select the **Degree Sub-Plan** tab, you will be able to view the academic sub-plan (track, concentration, or distance learning) if one is affiliated with the academic plan.