AA Deans: Update Degree Checkout Status or Expected Grad Term

Use these pages to update a student’s degree checkout status or expected graduation term. 
(The green numbered boxes on the diagrams correspond with explanatory text below.)
For help with other UDSIS activities, see [http://www.udel.edu/registrar/helpdocs/facstaff.html](http://www.udel.edu/registrar/helpdocs/facstaff.html)

**Update Degree Checkout Status or Expected Grad Term**

1. Login to UDSIS and go to:
   - **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**.

2. Check the button **Include History**.
   - Enter the Student ID or Last Name/ First Name and click **Search**.

3. Click on the desired career number / program to enter the student’s record  *(see picture below)*.
   - **A.** On the tab **Student Program**, click the link **View All** to see all changes to this record. Each change is divided by a thin double line with “Status” and the “Effective Date” at the top of the row.
   - **B.** Click the blue *+ sign* to add a new row. Note that most of the fields for this new row have been “copied up” from the previous row.
   - **C.** For **Effective Date**, keep the default date or enter a different **Effective Date**:  
     **IMPORTANT:**
     By default, the system will enter today’s date as the **Effective Date**. If the change you are making must be effective for a term in which the Finals-EndDate has already past, you must back-date this request. Change the Effective Date to a date prior to Term Finals-EndDate that will fit in sequence with the other rows. If you are unable to do this, contact the Registrar’s Office - registrar@udel.edu.

   **For example:** Term 2133 has a Finals-EndDate = 5/25/13. The top row on a student’s Program stack is 5/22/13, with a degree checkout status of “IR” (In Review). On 5/30/13 the student is cleared for their degree.

   **In UDSIS:** When you add the row to indicate a new Degree Checkout status of “CO”, change today’s date to 5/23/13. This places the new row in the proper sequence after the last action and before the Term Finals-EndDate.
D. For Program Action, enter DATA.

If you are updating Expected Grad Term:
E. For Action Reason, enter EG (Expected Graduation)
F. For Expected Grad Term, enter the new term value.

If you get the error: "Data Change is not a valid Program Action if there is no prior Academic Program Status", you have forgotten to click the box “Include History”.

If you are updating Degree Checkout Status:
G. For Action Reason, enter DC (Degree Clearance).
H. Go to tab Student Degrees. In the Degree Checkout Stat dropdown box, choose the desired status:
   ChckOut – Student approved for graduation (CO)
   In Review – Student NOT approved for graduation (IR)