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

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 conferral date has already past, you must back-date this request. Change the Effective Date to a date prior to Term Conferral 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 system confer date = 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 system confer date.
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)