

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**.

The screenshot shows the 'Student Program/Plan' search page. At the top, there are navigation links: 'Favorites', 'Main Menu', 'Records and Enrollment', 'Career and Program Information', and 'Student Program/Plan'. Below the navigation is the title 'Student Program/Plan' and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. The search criteria section includes: 'ID:' with a dropdown 'begins with' and a text input '700'; 'Academic Career:' with a dropdown '=' and a dropdown menu; 'Student Career Nbr:' with a dropdown '=' and a text input; 'Campus ID:' with a dropdown 'begins with' and a text input; 'National ID:' with a dropdown 'begins with' and a text input; 'Last Name:' with a dropdown 'begins with' and a text input; 'First Name:' with a dropdown 'begins with' and a text input. At the bottom of the search criteria, there are two checkboxes: 'Include History' (checked) and 'Case Sensitive' (unchecked). The 'Include History' checkbox is circled in red.

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.

Student Name: Undergraduate Student ID: Student Career Nbr: 1

Academic Career: Undergraduate Career Requirement Term: Student Career Nbr: 1

Status: Active in Program **C**

*Effective Date: 07/15/2013 **D**

*Program Action: **E or G**

Action Reason: **E or G**

*Academic Institution: UOD01 University of Delaware

*Academic Program: HN Health Sciences

*Admit Term: 2108 2010 Fall

Requirement Term: 2108 2010 Fall

Expected Grad Term: 2135 2013 Sum **F**

Last Updated On: 05/14/2013 1:08:36PM

By: 13687

Effective Sequence: 1

Action Date: 05/14/2013

Joint Prog Appr:

Admissions

From Application

Application Nbr: 00166635

Application Program Nbr: 0

*Campus: NEWRK Newark

*Academic Load: Full-Time

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, Include History

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)

Student Name: Undergraduate Student ID: Student Career Nbr: 1

Academic Career: Undergraduate Student Career Nbr: 1

Status: Active in Program

Effective Date: 07/15/2013

Program Action: Data Change

Action Reason: Degree Clearance

Academic Program: Health Sciences

Requirement Term: 2010 Fall Semester

Degree Checkout Stat: ChckOut **H**

Completion Term:

Degree Honors 1:

Degree Honors 2:

Update Degrees