
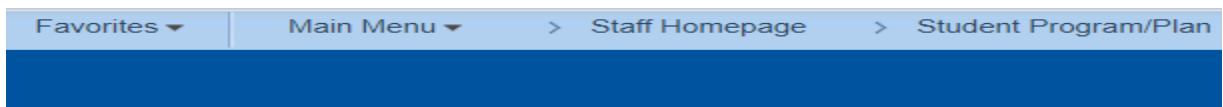


## AA Deans: Update Degree Checkout Status or Expected Grad Term

Use these pages to update a student's degree checkout status or expected graduation term. For help with other UDSIS activities, see [UDSIS Help for Faculty / Staff](#)

### Update Degree Checkout Status or Expected Grad Term

- 1) Log into your **UDSIS Staff Homepage**.
- 2) Use the **Navigator**  or **Classic Home** tile to access:  
*Records and Enrollment > Career and Program Information > Student Program/Plan*
- 3) Check the button **Include History**.  
Enter the Student ID or Last Name/ First Name and click **Search**.



#### Student Program/Plan

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

**Search Criteria**

ID	begins with	<input type="text"/>
Academic Career	=	<input type="text"/>
Student Career Nbr	=	<input type="text"/>
Campus ID	begins with	<input type="text"/>
National ID	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
First Name	begins with	<input type="text"/>

**Include History**  **Correct History**  **Case Sensitive**  
Limit the number of results to (up to 300):

- 4) 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-End Date** has *already passed*, you must back-date this request. Change the Effective Date to a date prior to **Term Finals-End Date** that will fit in sequence with the other rows. If you are unable to do this, contact the Registrar's Office - [registrar@udel.edu](mailto:registrar@udel.edu) .

**For example:** Term 2193 has a Finals-End Date = 5/30/19. The top row on a student's Program stack is 5/24/19, with a degree checkout status of "IR" (In Review). On 6/3/19 the student is cleared for their degree.

*In UDSIS: When you add the row to indicate a new Degree Checkout status of "AP" (for approved), change today's date to 5/25/19. This places the new row in the proper sequence after the last action and before the Term Finals-End Date.*

D. For **Program Action**, enter **DATA**.

The screenshot shows the UDSIS Student Program interface for Charlie Audit (710000000). The 'Status' is 'Active in Program'. The 'Effective Date' is 05/25/2019. The 'Program Action' is empty. The 'Action Reason' is empty. The 'Academic Institution' is UOD01 (University of Delaware). The 'Academic Program' is AS (Arts and Sciences). The 'Admit Term' is 2168 (2016 Fall). The 'Requirement Term' is 2158 (2015 Fall). The 'Expected Grad Term' is 2193 (2019 Sp). The 'Effective Sequence' is 1. The 'Action Date' is 02/22/2019. The 'Joint Prog Appr.' is unchecked. The 'Admissions' section shows 'From Application' unchecked, 'Application Nbr' empty, and 'Application Program Nbr' 0. The 'Campus' is NEWRK (Newark). The 'Academic Load' is Full-Time. The 'Last Updated On' is 02/22/2019 3:22:09PM. The 'By' field is 60647.

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"*

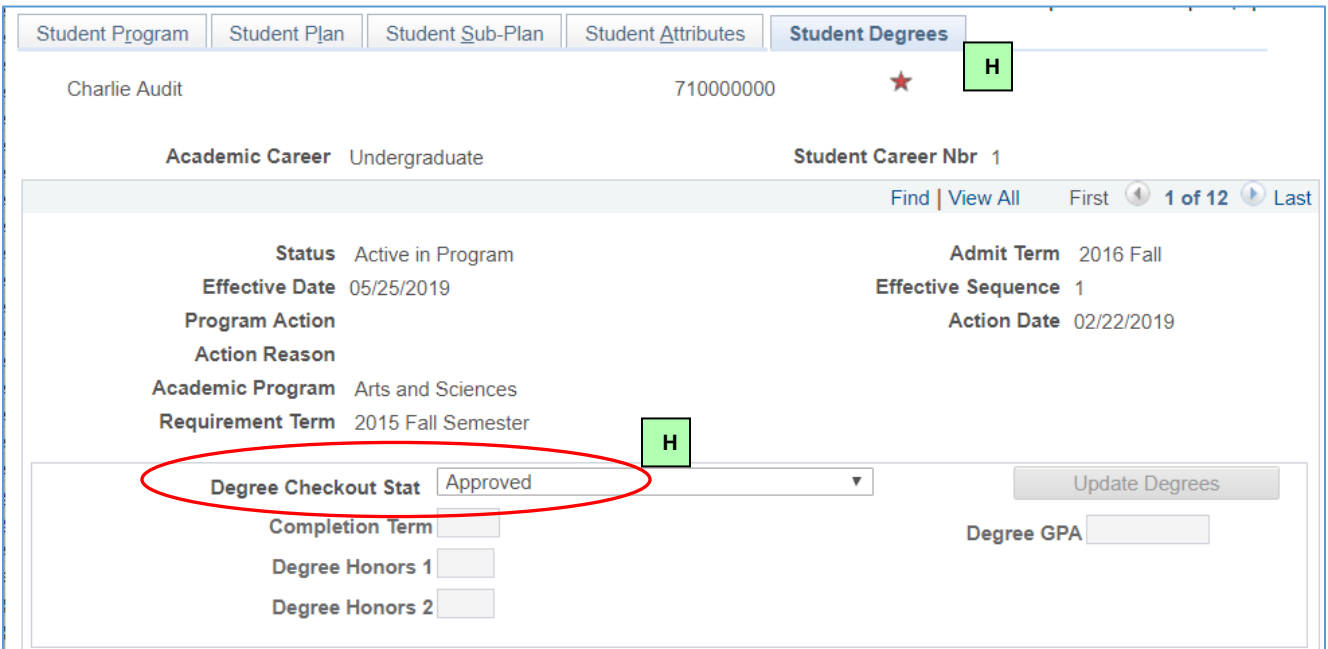
If you are updating Degree Checkout Status

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:

Approved – Student approved for graduation (AP)

In Review – Student NOT approved for graduation (IR)



Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees**

Charlie Audit 710000000 ★ **H**

Academic Career Undergraduate Student Career Nbr 1

Find | View All First 1 of 12 Last

Status Active in Program Admit Term 2016 Fall  
Effective Date 05/25/2019 Effective Sequence 1  
Program Action Action Date 02/22/2019  
Action Reason  
Academic Program Arts and Sciences  
Requirement Term 2015 Fall Semester **H**

**Degree Checkout Stat** Approved   
Completion Term   
Degree Honors 1   
Degree Honors 2   
Degree GPA