Viewing CWU Degrees

Business Process Guide

Updates

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<td>Updated navigation paths for MyCWU.</td>
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Viewing CWU Degrees Overview

The Degrees pages will be used to show receipt of degrees from CWU.
Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Viewing a Student’s Degree Information

Navigation:  Main Menu > Campus Solutions > Records and Enrollment > Graduation > Student Degrees

Follow the navigation path listed above to access a student’s Degrees pages.

Steps for Viewing the Student Degrees Pages:

1. On the search page for Student Degrees, enter the student’s CWU ID number into the ID field. Or, if the ID of the individual is not known, you may search using the student’s Last Name (or a portion of it). This search will display all students whose last name meets the criteria you entered into the search field.

   Another option is to carry out a search using both the Last Name and First Name fields (may enter just a portion of each). If you wish to use the First Name field to search, you must also enter at least a portion of the last name into the Last Name field.

2. Click the button.

3. To clear the information you entered into the fields on this page, click the button.

   If more than one Search Result appears at the bottom of the page, click on the student you wish to view. You may need to refer to Date of Birth, National ID, etc., to make sure you are choosing the correct student.
4. There are 4 pages of information associated with Student Degrees.
5. For information regarding the student’s Degrees, refer to section 1.1 below.
6. For information regarding the student’s Degree Honors, click on the Degree Honors tab at the top of the page or link at the bottom of the page. Refer to section 1.2 below.
7. For information regarding the student’s major/minor, click on the Degree Plan tab at the top of the page or link at the bottom of the page. Refer to section 1.3 below.
8. For information regarding the student’s specialization(s), click on the Degree Sub-Plan tab at the top of the page or link at the bottom of the page. Refer to section 1.4 below.
9. To search for another student’s Degree information, click the Return to Search button to return to the search page for Student Degrees. Return to the directions at the beginning of section 1.0 above.
1.1 Student Degrees: Degree

If you have not already accessed the Degree page, follow the directions in section 1.0 above to do so.

Tips for Viewing the Degree Page:

1. If the student has earned more than one degree at CWU, you may need to click on the View All link in the header to view all degrees vertically down the page, or you may choose to navigate to the other degrees earned one at a time by clicking the left and right arrows.

2. The student’s Degree and GPA, among other items, may be found on the Degree page.

3. To view the student’s Degree Honors information, click on the Degree Honors tab at the top of the page or link at the bottom of the page. Refer to section 1.2 below.

4. To view the student’s major and minor information, click on the Degree Plan tab at the top of the page or link at the bottom of the page. Refer to section 1.3 below.

5. To view the student’s specialization information, click on the Degree Sub-Plan tab at the top of the page or link at the bottom of the page. Refer to section 1.4 below.

6. To search for another student’s Degree information, click the Return to Search button to return to the search page for Student Degrees. Return to the directions in section 1.0 above.
### 1.2 Student Degrees: Degree Honors

If you have not already accessed the Degree Honors page, follow the directions in section 1.0 above to do so.

#### Tips for Viewing the Degree Honors Page:

1. Honors the student was awarded with the Degree may be found on the Degree Honors page. In the future, departmental honors at graduation time may be found on this page also.
2. If the student has earned more than one degree honor at CWU, you may need to click on the View All link in the header to view all degree honors vertically down the page, or you may choose to navigate to the other degree honors earned one at a time by clicking the left and right arrows.
3. To view the student’s Degree information, click on the Degree tab at the top of the page or link at the bottom of the page. Refer to section 1.1 above.
4. To view the student’s major and minor information, click on the Degree Plan tab at the top of the page or link at the bottom of the page. Refer to section 1.3 below.
5. To view the student’s specialization information, click on the Degree Sub-Plan tab at the top of the page or link at the bottom of the page. Refer to section 1.4 below.
6. To search for another student’s Degree information, click the Return to Search button to return to the search page for Student Degrees. Return to the directions in section 1.0 above.

### 1.3 Student Degrees: Degree Plan

#### Navigation:

Main Menu > Campus Solutions > Records and Enrollment > Graduation > Student Degrees > Degree Plan
If you have not already accessed the Degree Plan page, follow the directions in section 1.0 above to do so.

Tips for Viewing the Degree Plan Page:

1. The student’s major, minor, or certification may be found on the Degree Plan page.
2. If either of the View All links in the headers on this page is active, you may want to click on it to view additional information regarding the student's major/minor, or you may choose to navigate to the other plan information one at a time by clicking the left and right arrows.
3. To view the student’s Degree information, click on the [Degree] tab at the top of the page or link at the bottom of the page. Refer to section 1.1 above.
4. To view the student’s Degree Honors information, click on the [Degree Honors] tab at the top of the page or link at the bottom of the page. Refer to section 1.2 above.
5. To view the student’s specialization information, click on the [Degree Sub-Plan] tab at the top...
of the page or link at the bottom of the page. Refer to section 1.4 below.

6. To search for another student’s Degree information, click the button to return to the search page for Student Degrees. Return to the directions in section 1.0 above.

1.4 Student Degrees: Degree Sub-Plan

If you have not already accessed the Degree Sub-Plan page, follow the directions in section 1.0 above to do so.

Tips for Viewing the Degree Sub-Plan Page:

1. If the student has a sub-plan (specialization), that information may be found on the Degree Sub-Plan page.

2. If any of the View All links in the headers on this page are active, you may want to click on them to view additional information regarding the student’s specialization(s), or you may choose to navigate to the other specialization information one at a time by clicking the left and right arrows.

3. To view the student’s Degree information, click on the Degree tab at the top of the page or link at the bottom of the page. Refer to section 1.1 above.

4. To view the student’s Degree Honors information, click on the Degree Honors tab at the top
of the page or link at the bottom of the page. Refer to section 1.2 above.

5. To view the student's major and minor information, click on the [Degree Plan] tab at the top of the page or link at the bottom of the page. Refer to section 1.3 above.

6. To search for another student's Degree information, click the [Return to Search] button to return to the search page for Student Degrees. Return to the directions in section 1.0 above.