Viewing a Student’s Quarterly Honors

Business Process Guide

Updates

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Overview

Below is the University policy on Honor Roll:

Undergraduates who achieve a grade point average of 3.5 or higher will be named to the honor roll. To be eligible, a student must complete a minimum of 12 graded credits in the quarter earned. Post-baccalaureate students are not eligible for the honor roll.

Most common reasons why a student has not been awarded quarter honor roll:

- Grade change or removal of Incomplete after Quarterly Honors have been assigned
- Student is a post-baccalaureate student
- Student is not enrolled in 12 graded credits
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 Quarterly Honors

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Term Processing > End of Term Processing > Honors and Awards

Follow the navigation path listed above to access the Honors and Awards search page.

Steps for Viewing a Student’s Honors and Awards:

1. On the Honors and Awards search page, 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 search button.

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

If there happens to be more than one student by the name on which you searched, then you will need to click on the link (that will appear at the bottom of your search page under Search Results) for the student whose information you wish to view. If there is only one student by that name, or if you search by the student’s ID number rather than name, then your search will take you directly into the student’s information.
Tips for Viewing a Student’s Honors and Awards:

1. On the Honors and Awards page, the Quarterly Honor Roll notation shown in the Formal Description will appear on the student’s official transcript underneath the term in which it was earned.

2. If this page is blank, the student was not awarded quarterly honors.

3. If there is more than one quarter in which the student was awarded a quarterly honor, the View All link and the left and right arrows in the Honors/Awards Detail title bar will be active. Use the left and right arrows to navigate to other term honors, or click the View All link to see them vertically down the page.

4. Click the Return to Search button to search for another student’s Honors and Awards. Return to the directions at the beginning of section 1.0 above.