### Student Records

**Complete a Degree**

#### Overview

This process will show how to award a degree in SIS.

- Once the student has applied for the degree and it has been determined that he/she has completed the necessary degree requirements, the degree needs to be awarded.
- Degree awards are maintained in the Program/Plan Stack.
- A new row will need to be inserted in the *Student Program* page.
- The degree status will need to be changed to “Awarded” in the *Student Degrees* page.

**NOTE:** Be sure that your User Defaults are set for the *Institution* field. Within the *Program/Plan Stack* pages, if Institution is not defaulted, the program action/reason codes may not be available and/or your updates may not save properly.

#### Steps

**Complete a Degree**

1. **Navigate to:** *Records and Enrollment > Career and Program Information > Student Program/Plan*
2. **Enter** the ID or *Last Name* and *First Name*.
3. **Click** *Include History*.
4. **Click** [Search].

**NOTE:** Make sure you check the *Institution* on the stack prior to making any updates. You should only update stacks for your own institution.

5. **Click** [+] to add a new row to the *Student Program*.
6. **Enter** *Effective Date*. It defaults to the current date.
7. **Enter** “COMP” in *Program Action*.
8. **Enter** “DEGR” in *Action Reason*.
9. **Click** the *Student Degrees* tab.
10. **Enter** *Completion Term*.
11. **Click** [Update Degrees].
12. **Click** [Save].