**Advisor: Degree Application**

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| **Step** | **Action** |
|  | In SOAR, navigate to Compass > Menu > Worklist > My Worklist – Detail View  A screenshot of a cell phone  Description automatically generated |
|  | Your Worklist will display important details:   1. The student who submitted the item. 2. The date the item was submitted. 3. The item that was submitted.   Click the **USM\_APP\_DEG** link.  c.  b.  a.    Student  Name |
|  | 1. \*Enter the information into the prompted fields. 2. Comments: optional…unless you are denying. 3. Select **Approve or Deny**.   \*TIP: Use the “Generate DPR” button to explore the student.  A screenshot of a computer screen  Description automatically generatedA screenshot of a computer  Description automatically generated  c.  b.  a.  a. |
|  | You will see the Pending box change to Approved with green highlights and a check mark to confirm your processing.  A screenshot of a computer  Description automatically generated |