**Director: 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.  b.  a.  c.    Student Name |
|  | 1. Comments: optional…unless you are denying. 2. Select **Approve**.   \*TIP: Use the “Generate DPR” button to easily access the student DPR.  A screenshot of a document  Description automatically generatedA screenshot of a computer  Description automatically generated    a. |
|  | You will see the Pending box change to Approved with green highlights and a check mark to confirm your processing.  A close-up of a sign  Description automatically generated |