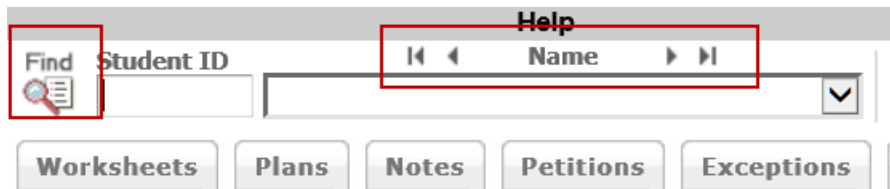


Find and Search for Students

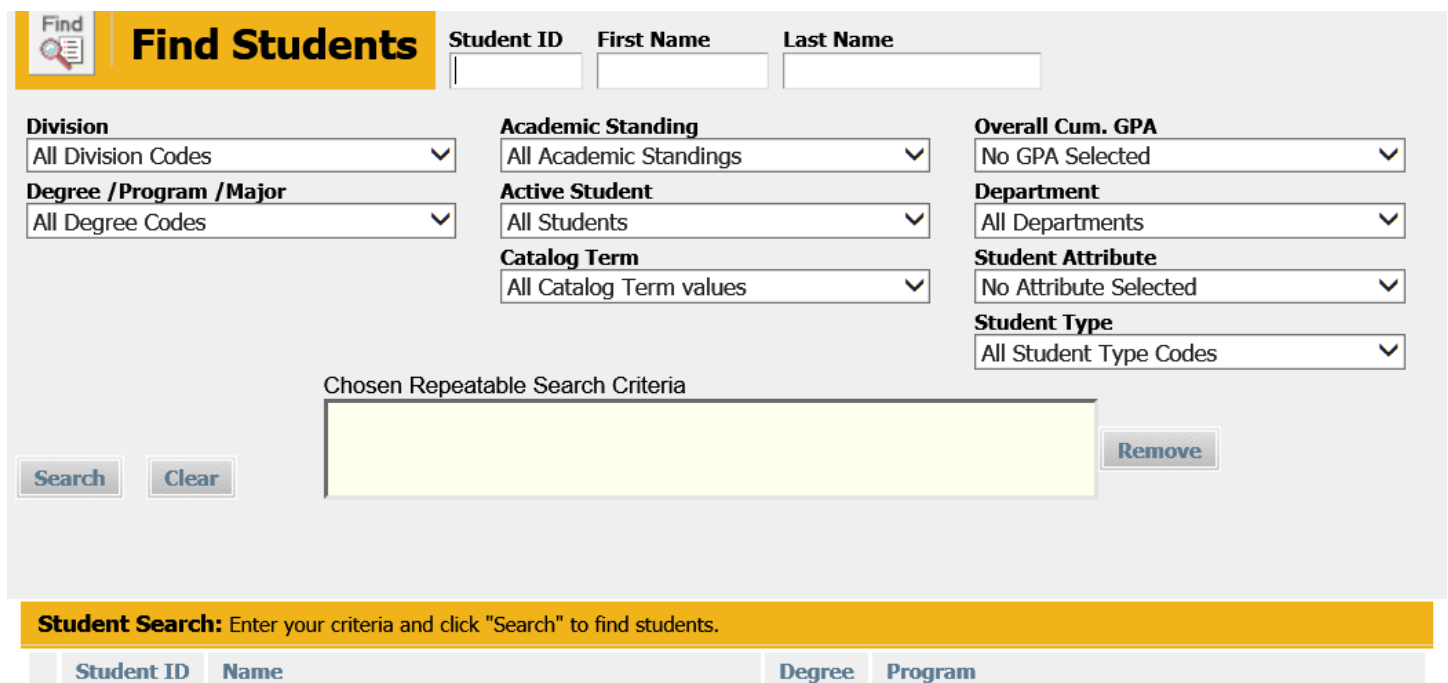
Students will only be able to view their own Degree Audit. On the Degree Works Home page you can pull up a student's Degree audit by entering the SUNY Broome's ID number in the Student ID box at the top.

For Staff and Academic Advisors there is also a find option you can use to search by name or obtain a list of students to view. This can be done by selecting the Find icon at the top of the page.



The screenshot shows the top navigation bar of the Degree Works system. On the left, there is a 'Find' icon (a magnifying glass over a document) which is highlighted with a red box. To its right is a 'Student ID' input field. Further right, there is a dropdown menu currently set to 'Name', also highlighted with a red box. Below these elements are several buttons: 'Worksheets', 'Plans', 'Notes', 'Petitions', and 'Exceptions'.

The Find Window will pop up that will give you further criteria to search for students.



The screenshot shows the 'Find Students' window. At the top left is a 'Find' icon. The title 'Find Students' is in a large yellow box. Below the title are three input fields: 'Student ID', 'First Name', and 'Last Name'. To the left of these fields are three dropdown menus: 'Division' (set to 'All Division Codes'), 'Degree /Program /Major' (set to 'All Degree Codes'), and 'Academic Standing' (set to 'All Academic Standings'). To the right of these are three more dropdown menus: 'Overall Cum. GPA' (set to 'No GPA Selected'), 'Department' (set to 'All Departments'), and 'Student Attribute' (set to 'No Attribute Selected'). Below these are two more dropdown menus: 'Active Student' (set to 'All Students') and 'Catalog Term' (set to 'All Catalog Term values'). To the right of these are two more dropdown menus: 'Student Type' (set to 'All Student Type Codes') and 'Student Attribute' (set to 'No Attribute Selected'). At the bottom left are 'Search' and 'Clear' buttons. At the bottom right is a 'Remove' button. Below the search criteria is a section titled 'Chosen Repeatable Search Criteria' with a large yellow box for listing criteria. At the very bottom is a yellow bar with the text 'Student Search: Enter your criteria and click "Search" to find students.'

Student ID	Name	Degree	Program
------------	------	--------	---------

OK Cancel

Check All Uncheck All

Division – Will select all students in an academic division regardless of the program they are in.

Degree/Program/Major – Will select only students in the specified program.

Academic Standing – Will select only students that were academically dismissed, or only students that were placed on Academic Probation and Fin Aid Warning

Active Student – Will select active students or de-matriculated students

Catalog Term – If you want all students that have a specific catalog term

Overall Cum. GPA – This could be used for selecting students for scholarships

Department – This will allow you to pull all students by academic department regardless of program. Some departments have more than one program.

Student Attribute – Will select students with a specific student attribute such as Binghamton Advantage Students

Student Type – Will select students with a specific student type such as New First Time Student or Fast Forward students.

Once the criteria is selected press the Search button. The students that meet that criteria will be listed under the Student Search Block. If you press the OK button on the bottom, this list of student will be brought over to the degree audit screen. You will be able to advance through the list by using the arrow button next to Name or use the drop down arrow next to the name box.

The screenshot shows a software interface for searching students. At the top is a grey bar with a 'Help' button. Below this is a search area with a 'Find' button (containing a magnifying glass icon) and a text input field labeled 'Student ID'. To the right of the input field is a navigation bar with the word 'Name' and four arrow buttons (two pointing left, two pointing right). Below the search area is a row of five buttons: 'Worksheets', 'Plans', 'Notes', 'Petitions', and 'Exceptions'. Two red rectangular boxes are overlaid on the image: one around the 'Find' button and another around the navigation arrows and 'Name' label.