**Advisor: Degree Application**

|  |  |
| --- | --- |
| **Step** | **Action** |
|  | In SOAR, navigate to Compass > Menu > Worklist > My Worklist – Detail ViewA 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 generatedc.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  |