**Director: Degree Application**

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| **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.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   |