There are two reports available that advisors can use to search for degree applicants and degree conferrals. These reports are:

1. Student – Degree Applications by Advisor
2. Degree Applicants

Student – Degree Applications by Advisor

This report is accessed through MAUI. Under to Home tab, look for the Registrar → View all Registrar reports:

Scroll down and click on Student – Degree Applications by Advisor

Student - Degree Applications By Advisor	Degree Application Final Evaluations Listed by Advisor and Advising Unit.

This report will query degree applicants by their assigned advisor. Advisors may search by:
- Name (FirstName LastName)
- University ID
- Legacy Advisor Code (e.g., 816)

You can search for advisees who have applied to graduate, had their final degree audits completed, and been notified by Graduation Analysis:

This report can be sorted by Final Degree Audit. The Final Audit Date field shows the day Graduation Analysis completed the final degree audit and contacted the student by email.

This report can also be used to check the status of degree conferrals. After degrees have been conferred, the Award Status field will display the students' status:

The Award Status field can be sorted A-Z (arrow pointing up):

or Z-A (arrow pointing down):

You can also export the report:
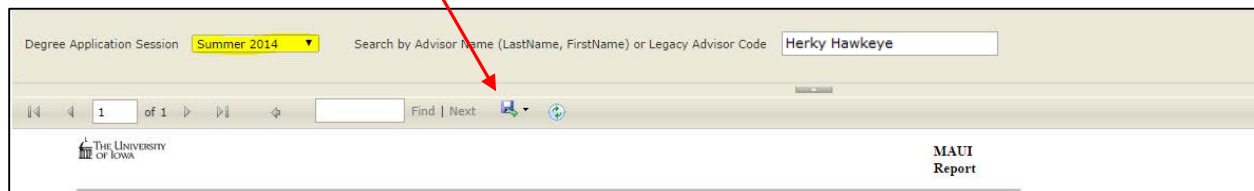
Click here for an explanation of Award Status reasons.

Degree Applicants

This report is accessed through MAUI. Under to Home tab, look for the Populations → Degree Applicants:

You can query by Session, College, Program, Award, and Award Status; you **cannot** query by advisor.

You can export the report.

Award Status has the following options. For each, it is important to select the session for which you want the student data:

- **Applied**: Student has submitted a degree application for that session.
- **Processing**: Graduation Analysis has conducted a final degree audit.
    - After the final analysis is conducted, students are sent an email encouraging them to request a new audit through ISIS and, if they have questions or concerns about meeting any degree requirements, to speak with their advisor. The green checkmark (✔) in this report indicates which students have had their final degree audits completed and have been sent an email from Graduation Analysis.

Program	Program Status	Honors in Major	Final Degree Audit
American Studies	ACTIVE		✔

- **Pending**: Students who have had their final grades entered and still have at least one requirement not satisfied.
    - For example, the student took Intermediate Spanish II at a community college and the Office of Admissions is still waiting for the transcript to arrive.
- **Completed**: Students have all requirements met after their final grades are entered.
    - These students will have their degrees conferred.
- **Conferred**: Students who had their degrees conferred.
- **Cancelled**: Students who had their degree applications cancelled. This may be initiated by the student (e.g., changing graduation date) or by Graduation Analysis.