

# 10 EASY STEPS TO...

## Check Graduation Status

1. Select "HR/Campus Solutions"
2. Select "Reporting Tools"
3. Select "Query"
4. Select "Query Viewer"
5. Enter the Query name: CU\_SR\_DEG\_CHKOUT\_STAT (not case sensitive)
6. Select "Search"
7. Select "Excel" under the "Run to Excel" column
8. In the new window enter the necessary information:
  - a. Institution – NYT01
  - b. Degree Checkout Status – select appropriate choice
  - c. Expected Grad Term – enter appropriate term
  - d. Acad Plan – enter appropriate data
9. Select "View Results"
10. In the new window choose to "Open" or "Save" the file