

Academic Advising

Add an Academic Honors Message to a Student's Transcript

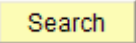
Overview

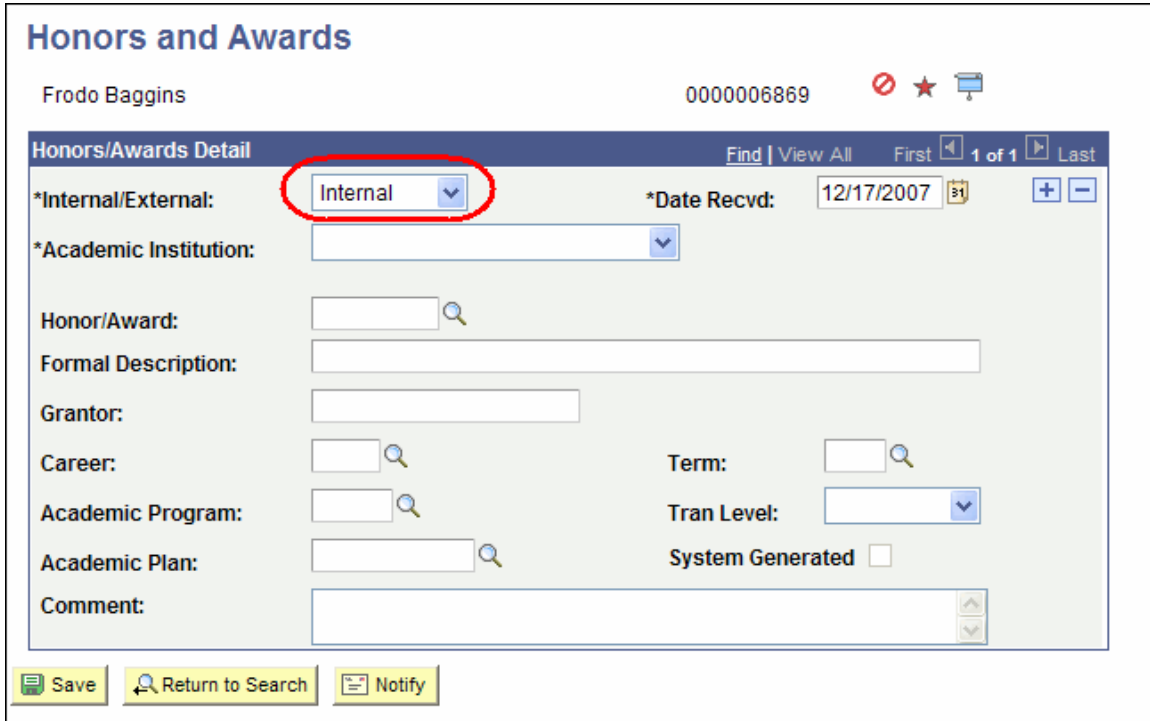
This procedure will show you how to add an academic honors message to a student's transcript.

- When academic honors have been awarded to a student, a message to that effect can be added to the student's transcript.

Steps

Academic Honors Message on Student's Transcript

1. Navigate to: **Records and Enrollment > Graduation > Honors and Awards.**
2. Enter the student's **ID** or **Last Name** and **First Name**.
3. Click .



Honors and Awards

Frodo Baggins 0000006869

Honors/Awards Detail Find | View All First 1 of 1 Last

*Internal/External: **Internal** *Date Recvd: 12/17/2007

*Academic Institution:

Honor/Award:

Formal Description:


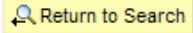
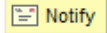
Grantor:


Career: Term:

Academic Program: Tran Level:

Academic Plan: System Generated



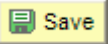
Comment:

4. In the **Internal/External** field, select **Internal**.
5. In the **Academic Institution** field, select the Institution in which the student is enrolled.
6. Enter or click  to select an **Honor/Award**. The **Formal Description** field will be automatically populated.
7. Enter the **Career**.

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8. Enter the appropriate **Term**.
9. Enter or click  to select an **Academic Program**.
10. Enter or click  to select an **Academic Plan**.
11. In the **Tran Level** field, select the Transcript Type form the drop-down list.
12. Click .