

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:

The image shows a screenshot of the MAUI (My Academic User Interface) dashboard. At the top, there is a navigation bar with tabs: Home, Admissions, Advising, Registrar (highlighted with a red circle), Billing, and Financial Aid. Below the navigation bar is a 'Quick Links' section with a search input field. The main content area displays 'Welcome to MAUI!' and a search box with a 'Search' button. Below the search box, there is a 'Filter By' section with the text 'Students, Any Name Type'. Two dashed arrows point from the 'Registrar' tab and the search box area to a list of reports. The list includes 'NCAA Degree Audit Dashboard', 'Review Edit List Results', 'Degrees & Awards' (with a sub-link 'Degree Applications and Awards'), and 'External Links'. On the right side, there is a 'Reports' section with three links: 'Academic Standing', 'Service Fees', and 'View all Registrar reports' (circled in red). Below the 'Reports' section is a 'Data Warehouse' section.

Scroll down and click on Student – Degree Applications by Advisor

The image shows a screenshot of the report title: [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:

Degree Application Session: **Fall 2014** Search by Advisor Name (FirstName LastName), University ID or Legacy Advisor Code: **Herky Hawkeye**

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The University of Iowa MAUI Report

University ID	Name :	Email	POS	Award Status	Application Date	Final Degree Audit	Final Audit Date	Advised by	Is Advising Center
			College: B Name: Finance Level: U Objective: BBA Is Primary:Y	applied	10/11/2014	NO		Herky Hawkeye	N
			College: B Name: Finance Level: U Objective: BBA Is Primary:Y	processing	10/2/2014	YES	10/3/2014	Herky Hawkeye	N
			College: B Name: Finance Level: U Objective: BBA Is Primary:Y	processing	9/30/2014	YES	10/1/2014	Herky Hawkeye	N

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.

Degree Application Session: **Fall 2014** Search by Advisor Name (FirstName LastName), University ID or Legacy Advisor Code: **Herky Hawkeye**

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The University of Iowa Hawkeye, Herky MAUI Report

University ID	Name :	Email	POS	Award Status	Application Date	Final Degree Audit	Final Audit Date	Advised by	Is Advising Center
			College: B Name: Finance Level: U Objective: BBA Is Primary:Y	applied	10/11/2014	NO		Herky Hawkeye	N
			College: B Name: Finance Level: U Objective: BBA Is Primary:Y	processing	10/2/2014	YES	10/3/2014	Herky Hawkeye	N
			College: B Name: Finance Level: U Objective: BBA Is Primary:Y	processing	9/30/2014	YES	10/1/2014	Herky Hawkeye	N

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:

Degree Application Session **Summer 2014** Search by Advisor Name (FirstName LastName), University ID or Legacy Advisor Code

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The University of Iowa MAUI Report

University ID	Name	Email	POS	Award Status	Application Date	Final Degree Audit	Final Audit Date	Advised by	Is Advising Center
			College: A Name: Political Science Level: U Objective: BA Is Primary:Y	conferred	8/14/2014	YES	8/14/2014	Herky Hawkeye	N
			College: A Name: Political Science Level: U Objective: BA Is Primary:Y	conferred	5/5/2014	YES	6/13/2014	Herky Hawkeye	N
			College: A Name: Ethics and Public Policy Level: U Objective: BA Is Primary:Y	cancelled	3/6/2014	YES	6/13/2014	Herky Hawkeye	N

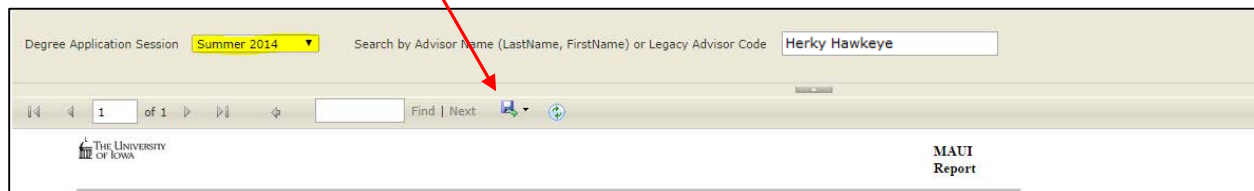
The Award Status field can be sorted A-Z (arrow pointing up):

University ID	Name	Email	POS	Award Status	Application Date	Final Degree Audit	Final Audit Date	Advised by	Is Advising Center
			College: A Name: Ethics and Public Policy Level: U Objective: BA Is Primary:Y	cancelled	3/7/2014	NO		Herky Hawkeye	N
			College: A Name: Ethics and Public Policy Level: U Objective: BA Is Primary:Y	cancelled	3/6/2014	YES	6/13/2014	Herky Hawkeye	N

or Z-A (arrow pointing down):

University ID	Name	Email	POS	Award Status	Application Date	Final Degree Audit	Final Audit Date	Advised by	Is Advising Center
			College: A Name: Political Science Level: U Objective: BA Is Primary:Y	conferred	8/14/2014	YES	8/14/2014	Herky Hawkeye	N
			College: A Name: Political Science Level: U Objective: BA Is Primary:Y	cancelled	5/5/2014	YES	6/13/2014	Herky Hawkeye	N

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:

The screenshot shows the MAUI dashboard interface. At the top, there is a navigation bar with tabs for Home, Admissions, Advising, Registrar, Billing, and Financial Aid. The 'Home' tab is circled in red. Below the navigation bar is a 'Quick Links' section with a search box. The main content area features a 'Welcome to MAUI!' message and a search box. Below the search box, there is a 'Filter By' section with the text 'Students, Any Name Type'. Two dashed arrows point from the search box area down to a 'Common Dashboards' and 'Your Applications' section. In the 'Your Applications' section, there is a 'Populations' sub-section with two items: 'Academic Standing' and 'Degree Applicants', both of which are circled in red.

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

[Dashboard](#) > Degree Applicants

The screenshot shows the 'Degree Applicants' report page. At the top right, it indicates the session is 'Summer 2014'. Below this, there is a search area with filters for College (Liberal Arts and Sciences), Program (American Studies), Award (BA), and Award Status (Applied). A 'Search' button is present. Below the search area, there is a 'Degree Applicants Help' link. The main part of the page is a table with the following columns: Student, Univid, College, Award, Award Status, Univ Honors Approval, Award Distinction, Program, Program Status, Honors in Major, and Final Degree Audit. The first row of data shows a student ID, 'CLAS', 'BA', 'APPLIED', 'American Studies', and 'ACTIVE'. At the bottom right, there is a link for 'Export options: CSV | Excel' with a red arrow pointing to it.

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:

Award: BA

Award Status:
 Applied
 Processing
 Pending
 Completed
 Conferred
 Cancelled

Award Distinction
 no degree applications.

- **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.