

# Updating Checklists in PeopleSoft for Degree Clearance

The Registrar's office will create a checklist in PeopleSoft for the undergraduate degree candidates. The department is responsible for making sure that the student meets all the requirements for the major/minor(s). To indicate that the student has met these requirements the department representative will mark the checklist item status complete in PeopleSoft.

The Checklist Code for the undergraduate degree candidate's major(s) and minor(s) is **8UGDEG**. This is the only code that you will be responsible for updating.

If the student applied for teacher certification, they will have a second checklist, with a code specific to the type of teacher certification. You do not have to change the status of this Checklist Code.

## **Navigation: Campus Community > Checklists > Person Checklists > Checklist Management - Person**

**Checklist Management - Person**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with 123456789  
Sequence Number: =  
Administrative Function: begins with  
Checklist Code: begins with  
National ID: begins with  
Campus ID: begins with  
Last Name: begins with  
First Name: begins with

Search Clear Basic Search Save Search Criteria

**Search Results**  
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of results. [View All](#)

ID	Sequence Number	Administrative Function	Checklist Code	National ID Country	NID Short Description	National ID	Date of Birth	Gender	Name
124000229 1	SPRG		8UGDEG	USA	SSN	*****9182	12/13	Male	Marion, Joseph
124000254 1 1	SPRG		8UGDEG	USA	SSN	*****8166	02/19	Female	Christina, J. Piro
124000540 2	SPRG		4GRDEG	USA	SSN	*****5295	10/19	Female	Christina, Michelle
124000917 1	SPRG		4GRDEG	USA	SSN	*****9651	05/26	Female	U. Garrett, Theresa H.
124000920 4	SPRG		4GRDEG	USA	SSN	*****6537	10/22	Female	U. Garrett, Heather W.

Enter the student's **Stony Brook ID** and click **Search**.

If you do not know the Stony Brook ID you can enter the **National ID (SS#)** or the **last and first name**.

If the student has more than one checklist, select the appropriate one.

Checklist Management 1 Checklist Management 2

Jacqueline Ross ID: 107003489

Checklist Date Time: 02/03/2006 3:49:52PM

\*Administrative Function: SPRG Student Program

\*Academic Institution: SUNY at Stony Brook

\*Checklist Code: 8UGDEG Undergraduate Degree Clearance

\*Status: Initiated Status Date: 02/03/2006

Due Date: 12/16/2007

Due Amount: 46.00 Currency Code

Comments: MAJ 1 WSTBA

Save Return to Search Previous in List Next in List

If needed, you can use the **Comments** box to enter departmental comments explaining the status of a checklist item. Skip a line under the major/minor entry made by the Registrar's Office, then enter the date, department, and comment.

For example, "12/13/01, WST: needs to complete.....".

Checklist Management 1 Checklist Management 2

Jacqueline Rosa ID: 101003400

Checklist Date Time: 02/03/2006 3:49:52PM

Administrative Function: Student Program Status: Initiated

Academic Institution: SUNY at Stony Brook Status Date: 02/03/2006

Checklist Code: Undergraduate Degree Clearance Due Date: 12/16/2007

*Sequence	*Item	*Status	*Status Date	*Due Date
100	8MAJ_1 Maj1 Clear	Completed	12/14/2007	12/16/2007

Responsible ID: [Field] Name: Colombini, J...

Buttons: Save, Return to Search, Previous

On the *Checklist Management 2* page there will be a **Checklist Item Sequence** listed for each major/minor (Academic Plan). Change the Status next to the Checklist Item that your department is responsible for.

All student Checklist Items are posted with the **Status of Initiated** which indicates that the checklist item has not been reviewed by the department.

When changing the **Status** select from the drop-down menu:

- **Completed** when the student has satisfied all departmental requirements
- **Active** when the student is pending completion of the departmental requirements but is not expected to take future classes
- **Cancelled** when the student has not met the departmental requirements and needs to take additional classes.

When the status is changed to **Active** or **Cancelled** it is helpful if you add a comment to the *Checklist Management 1* page so that the graduation department will be able to inform the student.

Enter your Stony Brook ID (the person updating the Checklist) in the **Responsible ID** field.

Click **Save**.

**NOTE:** If a student changes a major/minor (i.e., you sign a change of program/plan form), **DO NOT change the major/minor data in the checklist comments field**. This will be done when the program/plan change form is processed by the Registrar's Office.