

# Completing a Student's Degree



To complete a student's graduation:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, using the **Main Menu** navigation at the top of the page, navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
3. Enter the student's emplID in the **ID** field or enter the **Last Name** and **First Name** fields.
4. Select the **Include History** checkbox.
5. Click **Search**.
6. Click the **Add a New Row** icon (+).
7. In the **Program Action** field, enter COMP. Note that this action can only be performed by the Registrar's Office
8. Click the **Student Degrees** tab.
9. Verify that the **Degree Checkout Stat** field has a value of **Approved**.
10. Click **Update Degrees**.
11. Click **OK** on the message that appears.
12. Click **Save**.

**Student Program/Plan**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

ID: begins [3] [ ]  
Academic Career: = [ ]  
Student Career Nbr: = [ ]  
Campus ID: begins with [ ]  
Last Name: begins with [ ]  
First Name: begins with [ ]

Include History  Correct History

Search [5] | Basic Search | Save Search Criteria

Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees** [8]

Academic Career: Undergraduate | Career Requirement Term | Student Career Nbr: 0

Status: Completed Program

\*Effective Date: 04/07/2015 [6]

\*Program Action: COMP [7] | Completion of Program

Action Reason: [ ]

\*Academic Institution: MIAMI | University of Miami

\*Academic Program: UGBU | Undergraduate Business

\*Admit Term: 2138 | FA 2013

Requirement Term: 2148 | FA 2014

Expected Grad Term: 2151 | SP 2015

Last Updated On: 12/19/2014 10:42:36AM

By: aguerrero1

Effective Sequence: 1 | Action Date: 04/07/2015 | Joint Prog Appr: [ ]

Admissions: [ ] From Application Application Nbr: [ ] Application Program Nbr: 0

\*Campus: GABLE | Gables | \*Academic Load: Full-Time

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | **Student Degrees**

Academic Career: Undergraduate | Student Career Nbr: 0

Status: Completed Program | Admit Term: FA 2013

Effective Date: 04/07/2015 | Effective Sequence: 1

Program Action: Completion of Program | Action Date: 04/07/2015

Action Reason: [ ]

Academic Program: Undergraduate Business

Requirement Term: Fall 2014

Degree Checkout Stat: Approved [9]

Completion Term: 2151 | SP 2015 | Degree GPA: [ ]

Degree Honors 1: [ ]

Degree Honors 2: [ ]

Update Degrees [10]

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History