

How to Use the Advanced Search?

- 1. Log into Degree Works.
- 2. From the main screen, click the Advanced Search link.

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Workshe	ets		
Banner ID	Q		
Advanced search	n		

3. This feature allows you to search for students by name, program, level, class year, catalog year, minor, and/or college. It does allow for you to use multiple search criteria to narrow your search (e.g., psychology majors who are sophomores).

Student ID		First/middle name	Last name
Curriculum			
Degree	~	Level ~	Classification Sophomore
Catalog year	~	Major (1/360) Psychology	Minor (0/106)
College (0/11)	~	Concentration (0/487) 🗸	Program (0/353)
Student type (0/10)	~		
Custom			

Office of the Registrar East Carolina University revised 1/5/2023

4. Open the Custom search, to add more custom criteria such as Graduation term., Student attribute, Sport, or Academic Standing.

Custom			^
Sport (0/18)	~	Academic Standing (0/6)~	Student Attribute (0/42)~
Graduation Term (0	0/4) ~		

- 5. When you have chosen the appropriate criteria, select Search.
- 6. A list of students will appear based on your criteria.

Student ID	Firs	st/middle nam	le	Last name	
Curriculum					~
Custom					~
Students found: 87			Clea	CANCEL	SEARCH
✓ ID	Name 🛧	Degree	Major	Level	Classification

7. Use the check boxes to select or deselect the students you want to view then click Select. Click the checkbox in the header column to deselect or select all.

Students found: 8	7			
ID	Name 个	Degree Major	Level Classification	
			CANCEL SELECT	

- 8. Click Select to display the student audits.
- 9. Use the Select Student pull down menu to view an audit.

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10. To view another student's audit from the Worksheet, click Select Student.

Decess ID		Coloct Ctudoot		Dame	
Banner 1D	×	select student	~	Bachelor of Arts	
)		
dvanced search					
evel Undergraduate	Classification	Sophomore Maj	or Psychology		
evel Undergraduate	Classification	Sophomore Maj	or Psychology		
evel Undergraduate l inor Human Develop	Classification ment and Family	Sophomore Majo Science Program	or Psychology BA-Psychology	,	
evel Undergraduate	Classification	Sophomore Majo Science Program	or Psychology BA-Psychology	tanding Cood Standing	