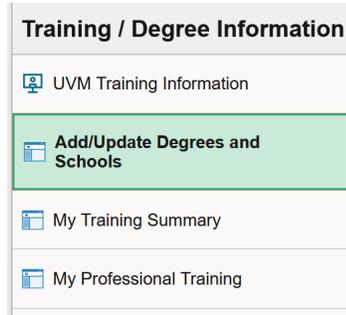


How to Enter Academic Degree Information in PeopleSoft (to populate the University Catalogue)

1. Login to PeopleSoft **Human Resources** here: <https://www.uvm.edu/~erp/portal/>
2. In PeopleSoft, select “UVM Learning + Degrees”
3. Select “Add/Update Degrees and Schools”



4. If some of all of your degree information is missing, select “Add New Degrees”

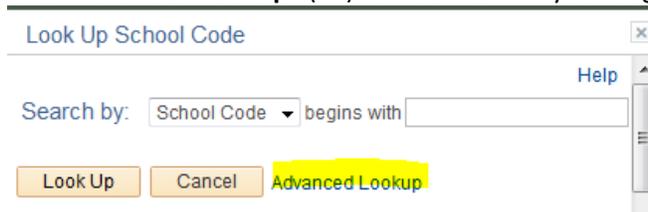


5. Enter degree information:

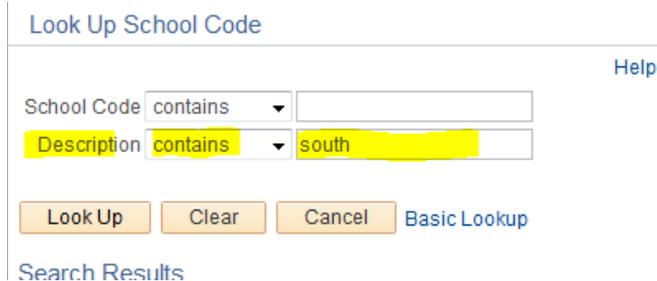
-Click the **magnifying glass** next to each field

*School Code 

-Choose the “**Advanced Lookup**” (AL) function to find your degree/school/major codes for each degree:



-In AL, change “**Description**” to “**Contains**”, and enter **one** search word (ex. “south”):



If you are unable to find a code, contact Kerry.Castano@uvm.edu

-Select your degree/school/major from the search results

6. When all degree information is entered, check your highest degree as your “**Terminal Degree**” (see image below)

View All |  First  1-3 of 3  Last

Year degree acquired	Terminal Degree	Edit	Delete
1986	<input type="checkbox"/>		
1990	<input type="checkbox"/>		
2007	<input checked="" type="checkbox"/>		

7. Click **Save**

 Add New Degrees



8. Exit PeopleSoft

7.24.2025