

## Receiving Your CHSC Honor Cord

- Send an email to Madi at [chsc.president@gmail.com](mailto:chsc.president@gmail.com) including the semester(s) you were an active member, and a screenshot of your degree application for Spring 2014 (see instructions below).
- We will reply after verifying your active membership to confirm that you are eligible to receive an honor cord.
- Come to the fourth CHSC general meeting on Thursday, April 17th at 7pm in Little Hall 109 to be recognized for your dedication to CHSC, and to be presented with your honor cord.
- If you cannot make it to the meeting, email Madi at [chsc.president@gmail.com](mailto:chsc.president@gmail.com) to set up a time to pick up your certificate and honor cord.

### To screenshot your degree application:



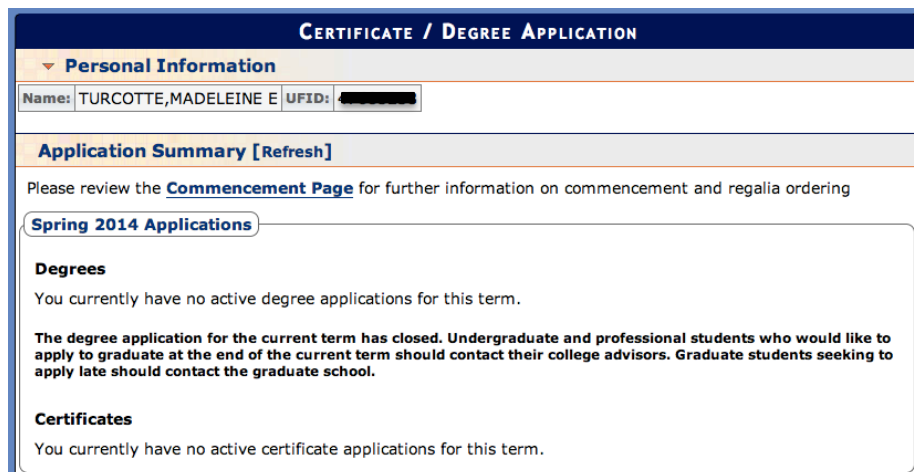
The image shows a vertical sidebar menu for the ISIS system. At the top is the ISIS logo. Below it is a header "My Online Services". The menu items are: Transcripts (with a dropdown arrow), My Record (with a dropdown arrow), Enrollment Verifications, Final Grades, Holds, Petition Status, Test Scores, and Update Emergency Contact Info. The "Certificate / Degree Application" item is highlighted in orange.

1. Log on to ISIS and click the “Certificate/Degree Application” link on the left side of the screen under “My Record”.

2. Take a screenshot that includes your name, UFID and Spring 2014 Application. (Yours should have an active application showing)

**PC:** Hit print screen key, usually near the top right of the keyboard (PrtScn)

**Mac:** Press Command+Shift+4 and drag the cursor over the part of the screen you want to save.



The image shows a screenshot of the ISIS "CERTIFICATE / DEGREE APPLICATION" page. The page has a blue header with the title. Below the header is a "Personal Information" section with a dropdown arrow and a form field for "Name: TURCOTTE,MADELEINE E" and "UFID: [REDACTED]". Below that is an "Application Summary [Refresh]" section. The main content area has a "Spring 2014 Applications" section with a "Degrees" sub-section. The text under "Degrees" states: "You currently have no active degree applications for this term." Below that is a "Certificates" sub-section with the text: "You currently have no active certificate applications for this term." A warning message is also visible: "The degree application for the current term has closed. Undergraduate and professional students who would like to apply to graduate at the end of the current term should contact their college advisors. Graduate students seeking to apply late should contact the graduate school."