

State Degree Process “How To”

** Your 2008-2009 roster must be posted before the state degree function will work for your chapter. If your 08-09 roster is not posted, nothing will appear when you select “State Degree Applicants.”**

1. Go to www.CalAgEd.org; select **Teachers** from the left side. From there select **Program Mgt.**, a drop down menu will appear, select **R2**. Select “**Online R-2 and FFA Roster Data Entry**” from the options listed.
2. Insert your chapter’s user name and password.
3. Go to **Maintain Roster**.
4. At the *bottom of the screen*, select **State Degree Applicants**.
5. A list of eligible students will automatically appear based on meeting the membership requirement of two previous years of membership in addition to the current year.
 - a. At the top of the screen, below your schools name and address, there will a sentence and place to click if you would like your entire roster to appear, rather than only eligible students. If you select that option students will appear in both black and red. Students marked in black are eligible for their state degree based on meeting the membership requirement. Students marked in red have not appeared on the roster for 3 years, and therefore are not automatically eligible. You may still select a student in red, if you believe they should be eligible. The FFA Center will go through to verify the students in red and will determine why they did not originally appear as eligible.
 - i. There are a variety of reasons why a student who has been a member for two preceding years plus the current year may not appear as eligible. If a student switched schools, goes by multiple names, or simply was not added to a previous year roster, they will not appear as eligible. These are all issue the FFA Center staff will look into to determine if a student is eligible for their state degree.
6. Click on the box on the left-side of the students name to select students who are applying for their state degrees.
7. Once you have selected all the students who you believe are eligible for their State Degree, enter your name as the advisor at the bottom of the screen and press the submit button.
8. Your list has been uploaded and stored in a place where your regional advisor can access it.

9. Print the page on the next screen that shows only the students who you have selected to receive their State Degree. Your regional advisor may request you bring a paper copy of your list of students who you have submitted.