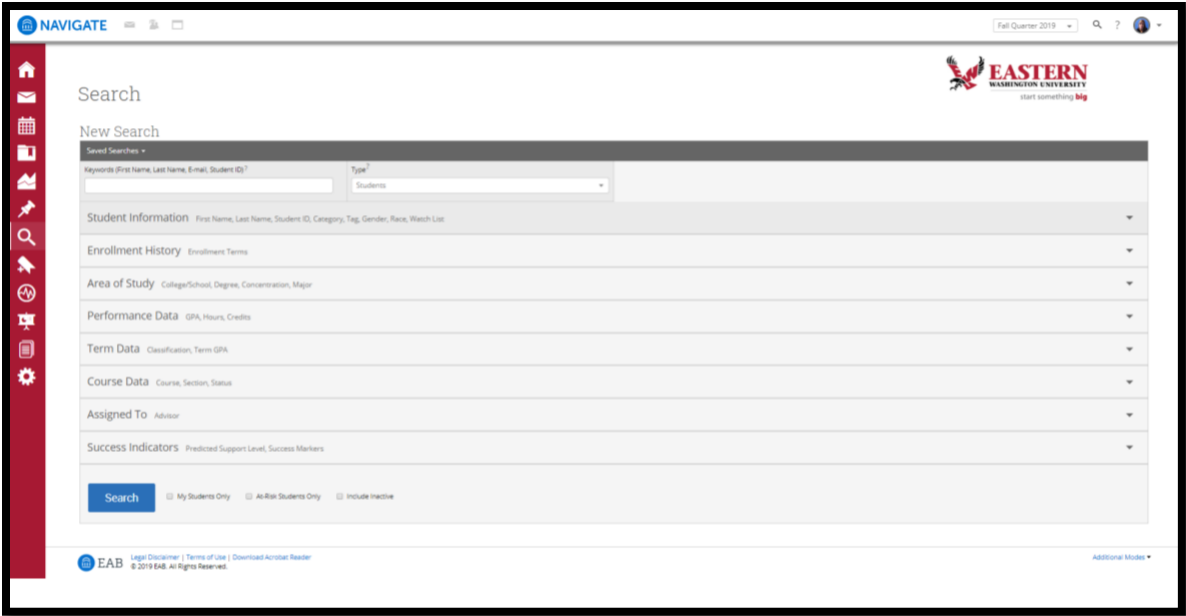


# How to Remove Students Who Have Graduated From Any Search in Advanced Search

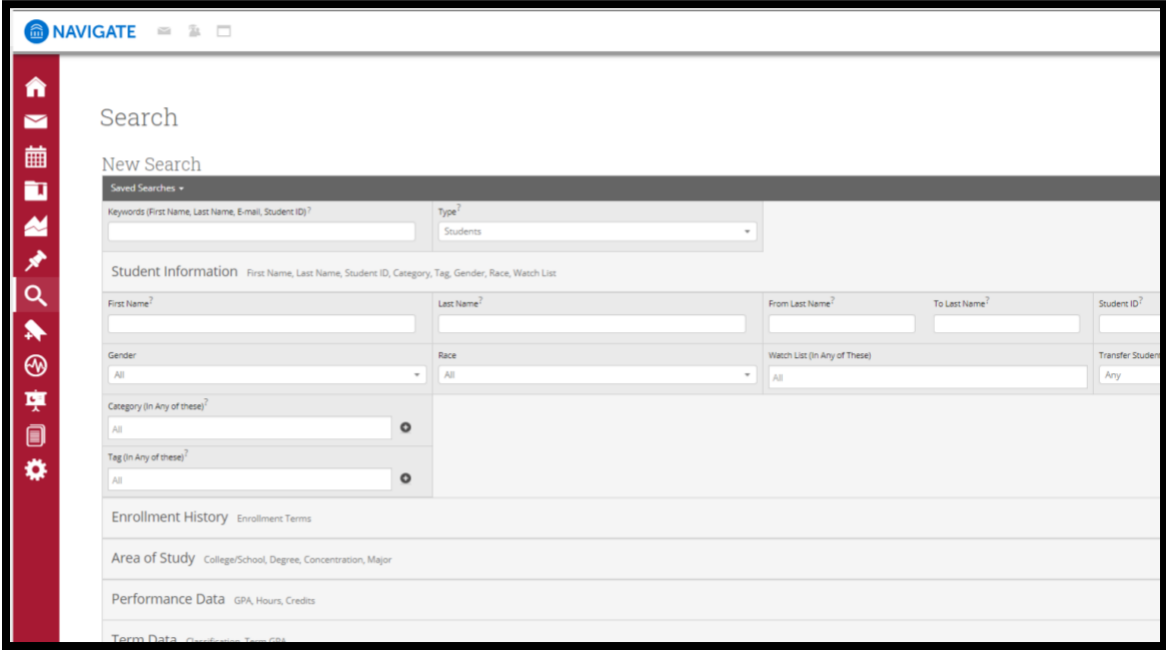


First, go to Advanced Search by clicking on the icon in the left hand side toolbar.

This is the page you will see:



Click on "Student Information" to expand this section. This is what you will see:





Next, click the black plus sign next to “Categories.” This will expand the “Categories” options.

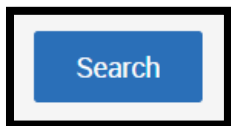
You want to go to “Category (In None of these)” since we are trying to remove a specific group of students from your search, in this case, those students who have graduated already. This is what the specific box looks like:

A screenshot of a dropdown menu. The title is "Category (In None of these)?" and the selected option is "All".

In this box, you will want to start typing “EWU Degree Earned” and the category will auto populate. This is the Banner name for the group of students who have officially graduated from EWU.

A screenshot of a dropdown menu. The title is "Category (In None of these)?". The input field contains "EWU|". A blue highlight is over the option "EWU Degree Earned (EWUDEGEARN)".

From here, you can continue adding your original search parameters and when done, then click



at the bottom of the page to see your results.