

DEGREE AUDIT INSTRUCTIONS

STUDENT INSTRUCTIONS	FACULTY INSTRUCTIONS
<ul style="list-style-type: none">*Log in with your NCC ID and PIN number* Click on <u>Student and Financial Aid</u>* Click on <u>Student Records</u>* Click on <u>Degree Evaluation</u>	<ul style="list-style-type: none">* Log in with your NCC ID and PIN number* In Main Menu Select <u>Faculty and Advisors</u>* In the Faculty and Advisor Menu click on <u>Student Information Menu</u>*In the Student Information Menu click <u>ID Selection</u>* In the Select Term screen choose current term and submit* In the Student and Advisee ID Selection screen type student's NCC ID number or Last name, First name and submit* In the Student and Advisee ID Selection screen, select student that you wish to process and submit* In the Student Information Menu click on <u>Degree Evaluation</u>

Note: The assumption is that the degree audit tutorial has also been accessed and used. This document is a supplement to the Tutorial.

*****From this point forward the Degree Evaluation process will be the same for both Faculty and Students*****

* In the Degree Evaluation page verify the correct program has been chosen

❖ **To run an evaluation on a student's current major click on Generate New Evaluation**

- In the Generate New Evaluation page, click the radio button next to program, select term and click on Generate Request (optionally the Use In-Progress Courses box maybe unchecked)
- In the Degree Evaluation Options page:
 - * Click on General Requirements to view Nassau Community College's requirements to graduate and a summary of courses completed for the program
 - In the first section there are three columns in the General Requirements page. The Required Column displays the total minimum credits required for the program. The Used Column displays the total credits completed by the student. The Met Column is flagged as "Yes" or "No" based on student's completion of the requirements.
 - The second section displays the components of program broken out in areas and a summary of the courses completed to satisfy each area.
 - * To return to the Degree Evaluation Options page Click the Back to Display Options at the bottom of the page or use the Back button
 - * Click on Detail Requirements to view a listing of the program requirements (left hand column) and courses the student has completed to satisfy those requirements (right hand column)
 - Every program is broken into areas or sub-sets. Each area is flagged as "Met" or "Not Met" based on the student's completion of required credits for that specific area

- A “Yes” or “No” comment displays under the Met column to alert if that portion of the requirement has been met
 - A “And” or “OR” comment displays under the condition column to alert if the student has to complete both requirements (And) or one from the list (Or)
 - Certain requirements are defined using rule functionality with a rule code. The requirement and a list of the course options are displayed with rule text.
 - The Subject column displays the course discipline and the Low column displays the subject course number
 - The Attribute column displays a course attribute representing a list of courses from which a requirement is met
 - The High column is used in combination with the low column and displays a range of low to high numbers to define a requirement (ex. Free Elective requirement)
 - The Required Credits / Required Courses columns will usually display value when a requirement is defined with an attribute, a subject code only, and/or a low-high range
 - Term= when coursework was completed (200110 where the 2001 represents the ‘01/02’ academic year or 200540 represents the ‘04/05 academic year, etc.
 - The Source Column to the far right indicates where the student’s completed coursework has come from: H = Academic History (institutional coursework completed; T= Transfer; R= Registration (in-progress courses with no grade displayed)
- * To return to the Degree Evaluation Options page Click the Back to Display Options link or use the Back button

- Click on Additional Information to view a list of courses not used in the evaluation
 - * The Additional Information page is divided in three sections:
 - Courses Not Used: displays an overall list of courses not used in the evaluation
 - Course Attributes Not Used: displays courses not used listed by attribute
 - Rejected Courses: displays courses not used by area and gives a reason why the course has not been used
 - * To return to the Degree Evaluation Options page Click the Back to Display Options link or use the Back button

❖ **To run an evaluation on any other program click on What-If Analysis**

- In the What-If Analysis page, select entry term and click on Continue
- Select the program you would like to evaluate. Click on Continue
- Ignore campus, select major and click on submit
- Select Evaluation Term = to Current Registration Term and click on Generate Request
- In the Degree Evaluation Options page:
 - * Click on General Requirements to view Nassau Community College's requirements to graduate and a summary of courses completed for program
 - * To return to the Degree Evaluation Options page Click the Back to Display Options link or use the Back button

* Click on Detail Requirements to view a listing of program requirements (left hand column) and the courses completed by the student to satisfy those requirements (right hand column)

- Click on Additional Information to view a list of courses not used in the evaluation and the reason why

* To return to the Degree Evaluation Options page Click the Back to Display Options link or use the Back button

❖ **To review existing audits, select previous evaluations**

* Prior evaluations may be deleted by checking the delete box, then Click on Delete Requests