



Student Degree Evaluation Manual



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What is a Degree Evaluation?

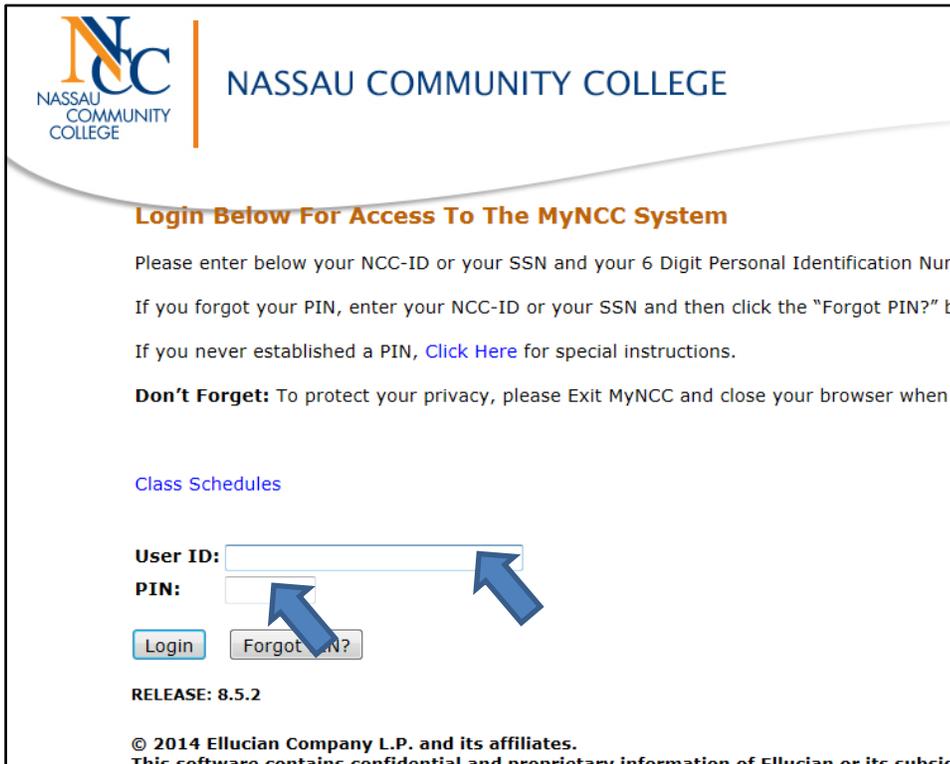
It is the process of tracking your progress toward the degree in which you are enrolled or determining what the requirements would be if you change programs or have an undecided/undeclared major. It is sometimes referred to as “CAPP” an acronym for Curriculum, Advising and Program Planning. The terms “CAPP” and “Degree Evaluation” are interchangeable.

At the bottom of each **Degree Evaluation** page, there are **two options** to choose from:

- **Generate New Evaluation**-view a new evaluation on your current major.
- **What-If Analysis**-view how the courses you have completed apply toward a degree in the event you want to switch majors or if your current major is a non-degree major. This option can also be used when generating an evaluation for a second major.

How to Generate a New Degree Evaluation

1. Launch Microsoft Office Internet Explorer.
 - For PCs, Internet Explorer is the supported web browser.
 - For Macs, use Safari or Mozilla Firefox web browsers.
2. Open the NCC Home Page. <http://www.ncc.edu/>
3. Open the NCC Home Page.
4. Click on  link.
5. Click on the following Link to enter Banner Self Service: **MyNCC Login** or the Quick Link:

A screenshot of the MyNCC login page. At the top left is the NCC Nassau Community College logo. To its right is the text "NASSAU COMMUNITY COLLEGE". Below this is a heading "Login Below For Access To The MyNCC System" in orange. The main text asks the user to enter their NCC-ID or SSN and a 6-digit PIN. It includes a "Forgot PIN?" link and a "Click Here" link for special instructions. A "Don't Forget" note advises exiting the browser. There is a "Class Schedules" link. The login form has fields for "User ID:" and "PIN:", a "Login" button, and a "Forgot PIN?" button. Two blue arrows point to the User ID and PIN fields. At the bottom, it says "RELEASE: 8.5.2" and a copyright notice for Ellucian Company L.P. and its affiliates.

6. Enter your NCC ID and PIN number.
7. Click on Login.

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Personal Information **Student**

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[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Student B Test, to the NCC Banner System! Last web access on Feb 28, 2014 at 09:38 am

[Personal Information](#)
Change security question, change your PIN and Update Emergency Alert Notification (NY-ALERT).

[Student and Financial Aid](#)
Register, View your academic records, Financial Aid and Health Center

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8. Click on the Student tab, or the Student and Financial Aid link.

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Student and Financial Aid

[View Academic Progress Messages](#)

[Registration](#)
Check your registration status, class schedule and add/drop classes or waitlist for a closed class

[Student Records](#)
Order Official Transcripts. View your holds, final grades and unofficial transcript. Run a Degree Evaluation. Obtain Enrollment Verification

[Student Account](#)
View your account summaries, statement/payment history and tax information

[Health Center](#)
Meningitis Immunization Survey

[Pay Online](#)
Pay Your Bill Online

[View Your Bill/Class Schedule](#)

[Mandatory Meningitis Survey](#)
Failure to complete this form may result in disenrollment.

9. In the Student and Financial Aid Screen, click on the Student Records link.

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RETURN TO MENU SITE MAP HELP EXIT

Student Records

To order Official Transcript **pop up blocker must be turned off**. Click **Order Official Transcript** below to order online, a minimal convenience fee is charged. Based on the delivery method and the time of day ordered, an official transcript could be picked up **same day** or **sent electronically within minutes**. In-Person requests at the Office of The Registrar are available and do not have a fee. In-Person requests take **three (3) business days** for pick-up or to be mailed.

- [View Holds](#)
- [Unofficial Academic Transcript](#)
- [Degree Evaluation](#)
- [View Student Information](#)
- [Course Catalog](#)
- [Class Schedule](#)
- [Final Grades](#)
- [Order Official Transcript](#)
- [Order Parking Permit](#)
- [Print Enrollment Verification](#)

10. In the Student Records Screen, click on the Degree Evaluation link.

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RETURN TO MENU SITE MAP HELP EXIT

Select Current Term

N00670970 Student B Test
Mar 07, 2014 11:17 am

Please select the current term.

Select a Term:

- Fall 2014
- Fall 2014
- Summer 2014
- Special May 2014
- Spring 2014
- Fall 2013

Submit

RELEASE: 8.4.

11. Select the current term from the drop down menu. (You only need to do this upon initial login.)

12. Click Submit.

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Degree Evaluation Record N00670970 Student B Test
Mar 07, 2014 11:19 am

HOW TO RUN AN EVALUATION: At the bottom of the page – click on Generate New Evaluation to run a degree evaluation on the Program listed below or select What-If Analysis to run an evaluation on any other program. If the current program listed is Previously Graduated or Non-Degree, select the What-If-Analysis option.

Curriculum Information

Primary Curriculum

Program: Lib Arts/Sci: Hum/SSci-AA
Catalog Term: Fall 2013
Level: Undergraduate
Campus:
College: Arts and Humanities
Degree: Associate in Arts

First Major: Liberal Arts/Sci-Hum/SocSci
Department: Multidisciplinary Studies

[[Generate New Evaluation](#) | [What-If Analysis](#) | [View Holds](#)]

13. Click on the Generate New Evaluation link at the bottom of the screen to run an evaluation on your current major.

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Generate New Evaluation N00670970 Student B Test
Mar 07, 2014 11:20 am

To generate a new evaluation: Select the program (click the radio button); Select Generate Request. Select the current term on the drop down menu or, if in between terms, the upcoming term. Click the Use In-Progress Courses box to include the courses in which you are currently registered.

Program: Lib Arts/Sci: Hum/SSci-AA
Degree: Associate in Arts
Major: Liberal Arts/Sci-Hum/SocSci

Term:

[[Current Enrollment](#) | [What-If Analysis](#)]

14. Select the program by clicking the radio button next to the curriculum information.

15. Select the current term *if necessary* from the drop down menu.

16. Leave the “Use In-Progress Courses” box checked.
17. Click on Generate Request.
18. The Degree Evaluation will be displayed. (*For instructions on How to Interpret a Degree Evaluation, see the next section.*)

How to Interpret a Degree Evaluation

Program Evaluation

1. The Program Evaluation section displays general information for the evaluation such as Program, Catalog Term (determines the specific requirements for the program), and overall GPA (Grade point average for all courses taken at NCC).

Degree Evaluation Report

Information for [Susie Q. Test](#)
ID : N00742298
UNOFFICIAL EVALUATION

Program Evaluation

Program:	Lib Arts/Sci: Hum/SSci-AA	(1)	(a)	(b)	(c)
Catalog Term:	Spring 2011	(2)	Met?	Credits Required	Credits Used
		(d)	Minimum Required:	No 66.00	0
		(e)	Required Institutional:	No 33.00	0
		(f)	Overall GPA:	No 2.00	0.00

Non Course Requirements

Minimum Required at NCC	Not Met
-------------------------	---------

1. **Program:** indicates the degree and major that is evaluated.
2. **Catalog Term:** determines which catalog requirements are used in generating the evaluation.

Term codes may appear in two formats in Banner:

- The term followed by the year (for example, Fall 2010)
- The four-digit year followed by a two-digit code for the term (for example Spring 2010 = 201040, the two digit code for the Spring

term is 40, Summer term is 80, Winter term is 20, and the Fall term is 10).

3. Under **Program Evaluation**, the **three columns** and **rows** located on the right side of the screen display the NCC requirements to graduate for this degree, a summary of credits required and used and your overall GPA.
 - a. **"Met"**: indicates if requirements are completed, (Yes or No).
 - b. **"Credits Required"**: summarizes the number of credits required for the degree.
 - c. **"Credits Used"**: summarizes the number of credits applied (used) toward the degree.
 - d. **Minimum Required**: indicates the total number of credit hours required for the Program.
 - e. **Required Institutional**: indicates NCC credit hours required to graduate for this degree.
 - f. **Overall GPA**: is your cumulative GPA.

The next sections of the Degree Evaluation report display the components of the program broken out in specific area requirements and a summary of the courses completed to satisfy each area. Each area is flagged as "Met" or "Not Met."

Required Courses for Program:

Displays a detailed listing of the program requirements, the courses you have completed to satisfy those requirements and if the requirements for each section have been “Met” or “Not Met”.

a Met?	b Requirement	c Term	d Satisfied By	e Title	f Credits	g Grade	h Source
No	LANG_ARTS			(Complete 1 course of Communication Arts from COM 101, 103, 123, 202 and 1 course from LIT)			
No	ENGLISH			(Complete ENG 101 and 102; or ENG 108 and 109)			
No	HUM			(Complete 9 credits from at least 2 different Humanities departments with at least 3 credits in Fine and Performing Arts [FAPA], and 6 credits in Humanities [HUM]. No more than 3 credits from English and 3 credits from Communications)			
No	MATH			(Complete 1 MATH course; and an additional course of MATH or CSC 104, 120, 130)			
No	PE_ACTV			(Complete 2 credits of PED activity courses)			
No	SCIENCE			(Complete a course of Lab Science; and an additional course of Lab Science or Natural Science)			
No	SOC_SCI1			(Complete 1 course of HIS)			

i Total Credits and GPA: 0 0.00

1. Scroll down to where the categories begin. Every program is broken into subject areas or sub-sets. Text that describes a requirement will continue to appear until you have “met” the requirement.
 - An "And" statement means you must complete the listed course requirement(s).
 - An "or" statement means you have a choice of the courses that are listed.
2. The other details display the following course information:
 - a. **Met:** "Yes" or "No" comment displays under the "Met" column to record if that requirement has been fulfilled.

- b. **Requirement:** indicates the subject area (Math, Science, English etc).
- c. **Term:** indicates the semester and year when the course was taken. FA=Fall, Sp=Spring, Su= Summer.
- d. **Satisfied by:** indicates the *CRN* (Course Reference Number)
- e. **Title:** indicates title of a course taken.
- f. **Credits:** indicates the number of credits earned for each course.
- g. **Grade:** indicates the grade earned for each course. (In-progress courses will have a blank in the grade column). Transferred grades will be listed as TR.
- h. **Source:** indicates whether the course is in progress (**Reg**), has been completed at NCC, (NCC), has been transferred from another institution (Tran) or has been waived(WVR). (Students who are 25 years plus and/or evening students can have their PED credits waived and recorded on their CAPP transcripts).
- i. **Total Credits and GPA:** indicates the total number of credits and the GPA (Grade Point Average) for the courses used to satisfy the requirements of this area.

Note: You may see other areas in the Degree Evaluation Report; depending on your major, and whether requirements have been “Met” or “Not Met” For example, you may see (culture and diversity, and/or electives).

Other Areas:

Culture and Diversity:

In certain situations, the same course may be listed under two subject areas or departments.

A course listed here, satisfies the cultural and diversity requirement and may also satisfy a literature, social and behavioral science or humanities requirement, if it has both attributes. Although the course may satisfy two requirements, it only earns credit once. A credit deficit must be made up with additional elective credits.

Note: Text that describes a requirement will continue to appear until you have “met” the requirement.

Culture and Diversity - Not Met							
A COURSE WHICH SATISFIES THIS REQUIREMENT MAY ALSO SATISFY A LITERATURE, SOCIAL AND BEHAVIORAL SCIENCE OR HUMANITIES REQUIREMENT ABOVE, IF IT HAS BOTH ATTRIBUTES. ALTHOUGH THE COURSE MAY SATISFY TWO REQUIREMENTS, IT ONLY EARNS CREDIT ONCE. THIS CREDIT DEFICIT MUST BE MADE UP WITH ADDITIONAL ELECTIVE CREDIT.							
Met?	Requirement	Term	Satisfied By	Title	Credits	Grade	Source
No	CLTR_DIV			(Complete 1 course from 2 of the following: Global Awareness and Non-Western [GLNW], Pluralism and Diversity [PLDI], Western Heritage [WESH])			
					Total Credits and GPA: 0		0.00

Electives:

Lists all courses that are not required for the program. The number of elective credits required will vary, depending on how you have fulfilled the requirements. Minimum credits required must always be fulfilled.

Electives - Not Met							
THE NUMBER OF ELECTIVE CREDITS REQUIRED WILL VARY, DEPENDING ON HOW THE STUDENT HAS FULFILLED THE REQUIREMENTS ABOVE. MINIMUM CREDITS REQUIRED LISTED ABOVE MUST ALWAYS BE FULFILLED.							
Met?	Requirement	Term	Satisfied By	Title	Credits	Grade	Source
No	ELECTIVES						
					Total Credits and GPA: 0 0.00		

Courses Not Used:

Displays a list of courses not used in the evaluation (i.e., F- failed grade, repeated course, minimum grade not met, W-withdrew, U-Unsatisfactory, transferred course, course did not match a specific degree requirement, course could not be used to fulfill a degree requirement.)

Note: If a student takes more courses than required to fulfill their degree, or the courses they are currently enrolled in are not applicable toward their degree, those course will not be used and are not aidable.

Courses Not Used					
Subject	Course	Title	Term	Credits	Grade
HIS	101	Hist of Western Civilization I	FA-2009	3.00	W
MAT	102	INTRO STATISTICS	SP-2009	3.00	W

1. **Subject:** indicates the subject name of the course that was taken.
2. **Course:** indicates the number of the course that was taken.
3. **Title:** indicates the title of the course that was taken.
4. **Term:** Term in which the course was taken. Term codes may appear in two formats in Banner:
 - The term followed by the year (for example, FA-2010)

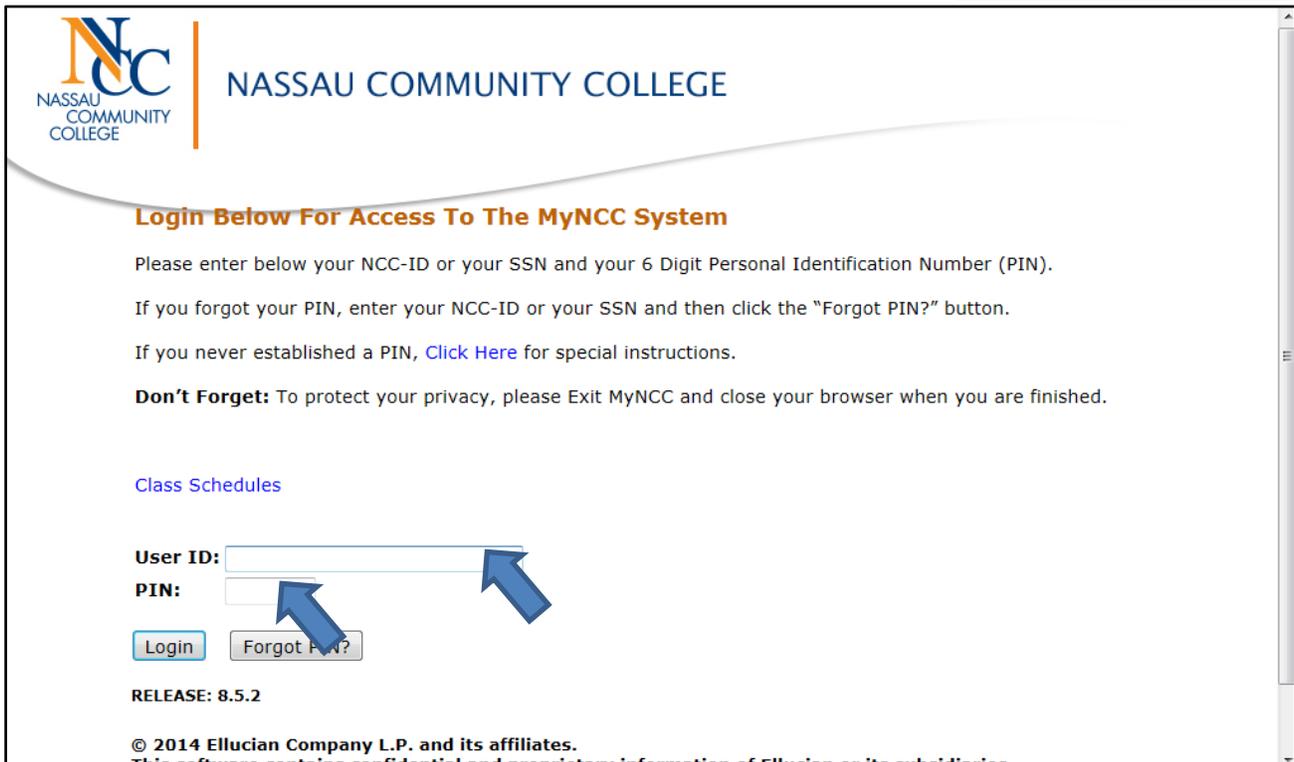
- The four-digit year followed by a two-digit code for the term (for example Spring 20010 = 201040) (the two digit code for the Spring term is 40, Summer term is 80, Winter term is 20, and the Fall term is 10).

5. **Credits:** indicates the number of credits earned for the course.
6. **Grade:** indicates the grade earned for each course. In-progress courses will not have a grade listed in this column. The letters “TR” indicate that the course was transferred from another institution.

How to Generate a What-If Analysis

1. Launch Microsoft Office Internet Explorer.
 - For PCs, Internet Explorer is the supported web browser.
 - For Macs, use Safari or Mozilla Firefox web browsers.
2. Open the NCC Home Page. <http://www.ncc.edu/>
3. Open the NCC Home Page.

4. Click on  link.
5. Click on the following Link to enter Banner Self Service: **MyNCC Login** or the Quick Link:

A screenshot of the MyNCC login page. At the top left is the NCC Nassau Community College logo. To its right is the text "NASSAU COMMUNITY COLLEGE". Below this is a heading "Login Below For Access To The MyNCC System". The page contains instructions for logging in, including a "Forgot PIN?" button. At the bottom, there are input fields for "User ID:" and "PIN:", a "Login" button, and a "Forgot PIN?" button. Two blue arrows point to the input fields. At the bottom of the page, there is a copyright notice: "© 2014 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or its subsidiaries." The text "RELEASE: 8.5.2" is also visible.

6. Enter your NCC ID and PIN number.
7. Click Login.

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Personal Information **Student**

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Student B Test, to the NCC Banner System! Last web access on Feb 28, 2014 at 09:38 am

[Personal Information](#)
Change security question, change your PIN and Update Emergency Alert Notification (NY-ALERT).

[Student and Financial Aid](#)
Register, View your academic records, Financial Aid and Health Center

RELEASE: 8.5.2

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8. Click on the Student tab, or the Student and Financial Aid link.

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Personal Information **Student**

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student and Financial Aid

[View Academic Progress Messages](#)

[Registration](#)
Check your registration status, class schedule and add/drop classes or waitlist for a closed class

[Student Records](#)
Order Official Transcripts. View your holds, final grades and unofficial transcript. Run a Degree Evaluation. Obtain Enrollment Verification

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[Health Center](#)
Meningitis Immunization Survey

[Pay Online](#)
Pay Your Bill Online

[View Your Bill/Class Schedule](#)

[Mandatory Meningitis Survey](#)
Failure to complete this form may result in disenrollment.

9. In the Student and Financial Aid Screen, click on the Student Records link.

Student Records

To order Official Transcript **pop up blocker must be turned off**. Click **Order Official Transcript** below to order online, a minimal convenience fee is charged. Based on the delivery method and the time of day ordered, an official transcript could be picked up **same day** or **sent electronically within minutes**. In-Person requests at the Office of The Registrar are available and do not have a fee. In-Person requests take **three (3) business days** for pick-up or to be mailed.

- [View Holds](#)
- [Unofficial Academic Transcript](#)
- [Degree Evaluation](#)
- [View Student Information](#)
- [Course Catalog](#)
- [Class Schedule](#)
- [Final Grades](#)
- [Order Official Transcript](#)
- [Order Parking Permit](#)
- [Print Enrollment Verification](#)

10. In the Student Records Screen, click on the Degree Evaluation link.

Select Current Term

N00670970 Student B Test
Mar 07, 2014 11:17 am

Please select the current term.

Select a Term:

- Fall 2014
- Fall 2014**
- Summer 2014
- Special May 2014
- Spring 2014
- Fall 2013

Submit

RELEASE: 8.4

11. Select the current term *if necessary* from the drop down menu. (You only need to do this upon initial login.)

12. Click Submit.

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 Personal Information Student

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Degree Evaluation Record N00670970 Student B Test
Mar 07, 2014 12:05 pm

HOW TO RUN AN EVALUATION: At the bottom of the page – click on Generate New Evaluation to run a degree evaluation on the Program listed below or select What-If Analysis to run an evaluation on any other program. If the current program listed is Previously Graduated or Non-Degree, select the What-If-Analysis option.

Curriculum Information
Primary Curriculum
Program: Lib Arts/Sci: Hum/SSci-AA
Catalog Term: Fall 2013
Level: Undergraduate
Campus:
College: Arts and Humanities
Degree: Associate in Arts

First Major: Liberal Arts/Sci-Hum/SocSci
Department: Multidisciplinary Studies

[[Generate New Evaluation](#) | [What-if Analysis](#) | [Degree Evaluation Record Links](#)]

13. Click on the What-If Analysis link at the bottom of the screen to view a degree evaluation on another major or if your current major is a non-degree major.

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What-if Analysis N00670970 Student B Test
Mar 07, 2014 12:07 pm

Step 1 : Select a term.

Entry Term:

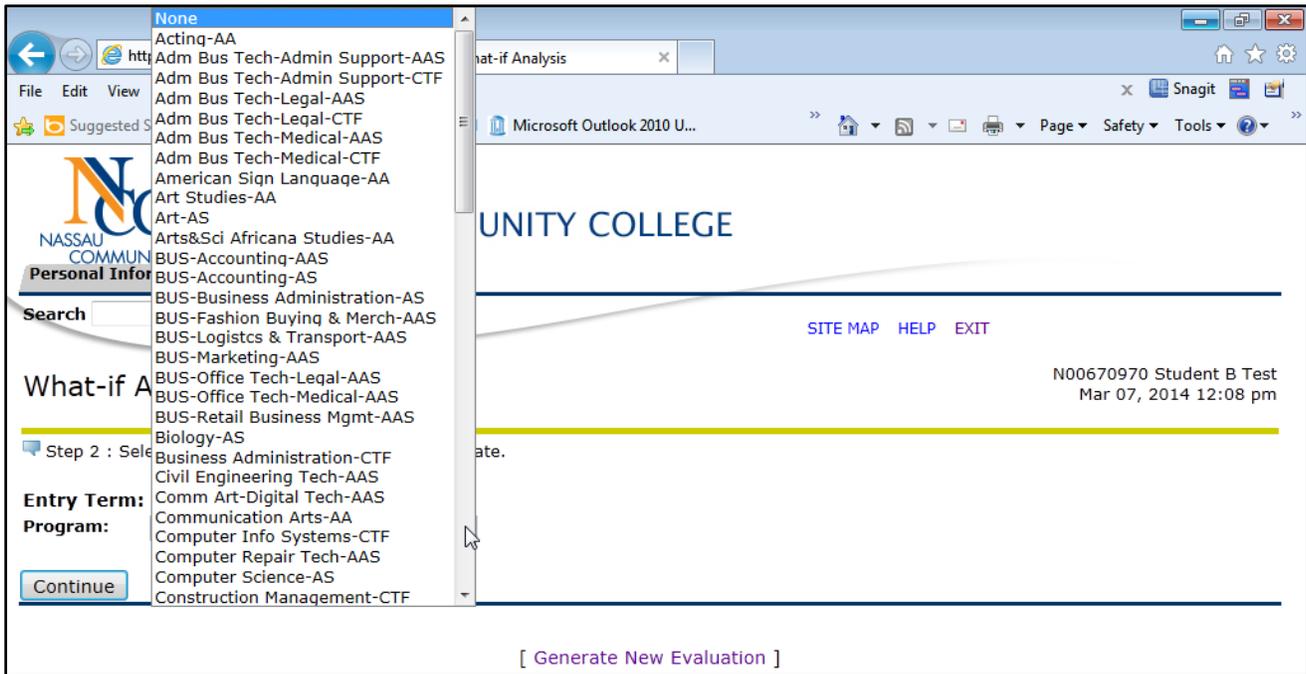
- None
- None
- Fall 2014
- Summer 2014
- Special May 2014
- Spring 2014
- Winterim 2014
- Fall 2013
- Summer 2013
- Special May 2013
- Spring 2013

[[Generate New Evaluation](#)]

RELEASE: 8

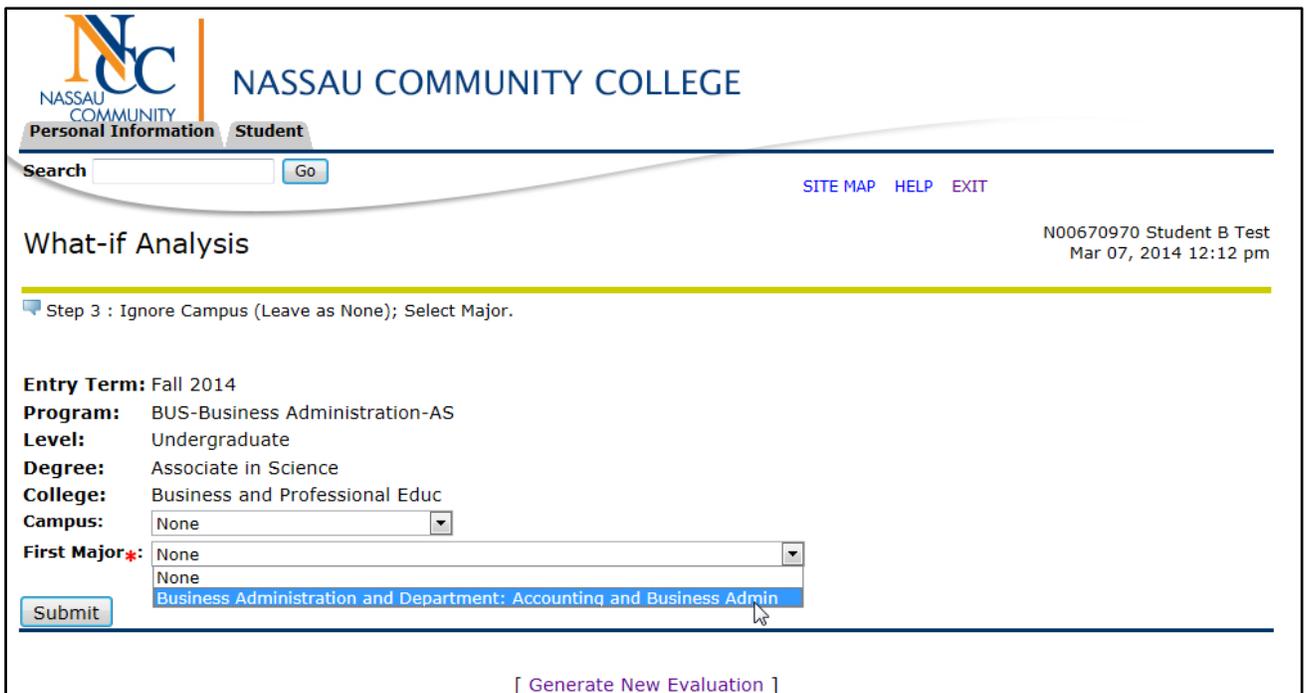
14. Select an entry term from the drop down menu.

15. Click Continue.



16. Select the program you would like to evaluate.

17. Click Continue.



18. Ignore Campus and select the major associated with the selected program.

19. Click Submit.

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SITE MAP HELP EXIT

What-if Analysis

N00670970 Student B Test
Mar 07, 2014 12:13 pm

Step 4 : Select an evaluation term. Select Generate Request.

Please note, processing may take a few minutes

Entry Term: Fall 2014
Program: BUS-Business Administration-AS
Level: Undergraduate
Degree: Associate in Science
College: Business and Professional Educ
Campus:

First Major: Business Administration
First Department: Accounting and Business Admin

Evaluation Term:

20. Verify the program and major you selected are correct.
21. Select the Evaluation Term *if necessary* which is your Current Registration Term.
22. Click on **Generate Request**.

The Degree Evaluation will be displayed. (For instructions on How to Interpret a Degree Evaluation, see **pg. 8** or click the following page number link (8).

Degree Evaluation FAQ's

1. How does a Degree Evaluation decide where to place the courses you have completed?

A Degree Evaluation processes courses chronologically, based on a "best-fit" approach and the way the requirements are defined. It will look through each of your courses, and then assign each course to the first requirement in the degree program that the course will fulfill.

2. Does the Degree Evaluation include in-progress courses?

Yes, a Degree Evaluation includes all courses in which a student is registered as long as this option is selected (note: it is set as a default).

3. What happens to a course when you receive an "I" (incomplete) grade?

Courses with incomplete grades do not appear on the evaluation until a final grade is recorded. Then, the course will be listed appropriately.

4. What do the letters in the source column mean?

Source refers to where the course is located in your record. The following are letters you may see:

NCC, the course was completed at NCC.

Tran= transfer, this requirements was completed elsewhere.

Reg= registration, student is currently registered for the course and has not yet completed it.

WVR=waived, requirement has been met by an exception.

5. Why are some courses listed as not used?

This is a list of all courses or credits which are not applicable toward the degree requirements. For example a course may not be used for the following reasons: (F- failed grade, repeated course, minimum grade not met, W-withdrew, U-Unsatisfactory, transferred course, course did not match a specific degree requirement, course could not be used to fulfill a degree requirement.)

6. Why is a course listed as not used, when it is a required course that is applicable toward your degree?

You need to take certain courses to fulfill your degree requirements. If you take more courses than required to fulfill your degree requirements; those courses will not be used.

7. What happens when you are currently enrolled in a course that is not applicable toward your degree?

**Any course that you are currently enrolled in and is not applicable toward your degree requirements is not aid-able.*

- You need to meet with an Advisor of the intended academic department to change your major. (within first 3 weeks of the semester) (or)
- You need to change your schedule (drop/add the course(s) that are not aid-able*. (first 5 days of the semester) (or)
- If you have received waivers and course substitutions as recommended by the Department and approved by the Registrar the information will be recorded on your Degree Evaluation transcripts.

8. If you have any questions, who should you contact?

Banner General Assistance – (Forgot Pin, Login Assistance, Banner error messages)

Banner Help Desk – (516) 572-0629

- **Hours: M-F (8:30am – 4:45pm).**