Procedure for Running a Degree Evaluation via MyNSCC

1) Login using your “A” Number and PIN number.
   - If you are a student, use your “A” Number and PIN.
   - If you are staff or faculty, log in using your “A” Number and PIN. There will be a place for you to enter the student ID information on another screen.

2) Once logged in, do one of the following:
   - If you are a student, follow these steps:
     A) Click on “Student”
     B) Click on “Student Records”
     C) Click on “Degree Evaluation”
   - If you are faculty or staff, follow these steps:
     A) Click on the “Faculty Services” Tab
     B) Click on “Student Information Menu”
     C) Click on “Degree Evaluation”

3) Select the current term from the drop down box and click submit.
   - If you are a student, look at what catalog term you are under. If you are under the **Fall Term 2008**, click on “Generate New Evaluation” at the bottom of the Degree Evaluation screen. If you are not under this catalog, you will need to run a “What-If Analysis”. Instructions for running this evaluation are included in the procedure.
If you are faculty or staff, you will enter the “A” Number of the student you are running the evaluation on and click submit. If you do not know the student’s “A” Number, you can enter their name in the search box and click submit. The name of the student will be displayed. If you have the correct student, click submit. If it is not the correct student, click on “ID Selection” at the bottom of the page and enter the correct “A” Number or name.

Look at what catalog term the student is under. If they are under the Fall Term 2008, click on “Generate New Evaluation” at the bottom of the Degree Evaluation screen. If they are not under this catalog, you will need to run a “What-If Analysis”. Instructions for running this evaluation are included in the procedures below.
Click on the circle beside the degree displayed and choose a term from the drop down box and then click on “Generate Request”.

5) There are three options with which to view the evaluation.
   - The “General Requirements” option will show all courses taken and/or transferred in. If all requirements have been met for an area, it will display “Met”. If not, it will display “Not Met”.
   - The “Detail Requirements” option will break down the degree within areas and show what courses are required to meet that area. It will also show the course the student took along with the term and grade. If an area has been met, it will display “Met”. If not, it will display “Not Met”.
Met”. If a course substitution has been awarded, the substituted course will be displayed. If a course has been waived, it will display that message in the corresponding area or group.

The “Additional Information” option will show courses taken and/or transferred in that were NOT used toward the current degree.

To go from one option to another, click on “Back to Display Options” at the bottom left of the page.
If the catalog term does not show “Fall Term 2008” (08-09 Catalog), you will need to run a “What-If Analysis” instead of “Generating a New Evaluation”. Steps 1-3 will be the same for running this evaluation.

1) From the Degree Evaluation screen, click on “What-If Analysis”.

2) Choose the current term from the drop down box and click continue.
3) Choose the correct program code from the drop down box and click continue.
4) Choose the program from the drop down box.

5) If the degree program has a concentration, click on “Add More” to choose a concentration. All AS and AA degrees are coded as University Parallel and the emphasis will be the concentration. If the degree does not have a concentration, click on submit.
6) Make sure the information displayed is correct and click on “Generate Request”.
7) The display options are the same as above.