Procedure for Running a Degree Evaluation via MyNSCC
(For Students)

1) Login using your “A” Number and PIN number.
2) Once logged in:
   A) Click on “Student”
   B) Click on “Student Records”
   C) Click on “Degree Evaluation”

3) Select the current term from the drop down box and click submit.
• You will need to look at what catalog term you are under. **If you are under the Fall Term 2008 catalog or a future catalog term**, click on “Generate New Evaluation” at the bottom of the Degree Evaluation screen. **If you are under a catalog prior to Fall 2008**, you will need to run a “What-If Analysis”. Instructions for running this evaluation are included later in the procedure.

• You will also need to look at the degree program that you are under as this is the program that the system will run the evaluation against. If the degree program listed is not correct, go to the Records Office and complete a Change of Major form.
4) Click on the radio button beside the degree displayed and choose the current term from the drop down box. Once you have chosen the term, 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”.

<table>
<thead>
<tr>
<th>Required</th>
<th>Used</th>
<th>Required</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Required :</td>
<td>No 60,000</td>
<td>31,000</td>
<td>10</td>
</tr>
<tr>
<td>Required Institutional :</td>
<td>Yes</td>
<td>15,000</td>
<td>31,000</td>
</tr>
<tr>
<td>Program GPA :</td>
<td>Yes</td>
<td>.00</td>
<td>3.25</td>
</tr>
<tr>
<td>Overall GPA :</td>
<td>Yes</td>
<td>2.00</td>
<td>3.225</td>
</tr>
</tbody>
</table>

Other Course Information
Transfer : 0.000 0
In Progress : 3.000 1
Unused : 21,000 7

This is NOT an official evaluation.

Area : AA & AS Literature Requirement (3.000 credits) - Not Met

Area : AS General Education (38.000 credits) - Not Met

Area : AS University Parallel (19.000 credits) - Met

3.000 A 200710 - ENGL 1010 ENGLISH COMPOSITION I
3.000 A 200710 - PSYC 1111 INTRO TO PSYCHOLOGY
3.000 B 200750 - MATH 1130 COLLEGE ALGEBRA
3.000 A 200760 - SPCH 1010 SPEECH

0.000 Credits .00 GPA

12,000 3.75 GPA

12,000 Credits
• 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”. 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. Please disregard the "Course Attributes Not Used" section. This section is for Records Office use.

To go from one option to another, click on “Back to Display Options” at the bottom left of the page.
Running an Evaluation Using the "What If" Analysis

If the catalog term does not show “Fall Term 2008” (08-09 Catalog) or a future term, you will need to run a “What-If Analysis” instead of “Generating a New Evaluation”. Steps 1-3 are the same for running both evaluations.

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.

NOTE: You will need to read the information in red and blue on this page. It is important information to help you to run the evaluation.
4) Choose the program from the "First Major" 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.
Another example of clicking on "Add More" and choosing a concentration:

6) Make sure the information displayed is correct and click on “Generate Request”.

7) The display options are the same as with the "Generate Evaluation" option.

NOTE: The "What If Analysis" can be used if you would like to see what courses would still be required if you were to change degree programs.