

How Advisors Perform Degree Evaluations – MyFGC

Log in to MyFGC.

Select the Faculty and Advisor menu item.

To perform a Degree Evaluation or What-if Analysis:

Degree evaluation on current curriculum:

1. From the Faculty and Advisor menu, choose Student Information Menu.
2. Choose Degree Evaluation
3. Select a term from the drop down and click submit
4. Enter the student's ID or search by name
5. The current curriculum for the student is shown. If the student has declared more than one major, the first two majors will show and be available for evaluation. Choose Generate New Evaluation to evaluate student based on current program. (To select a different program, see "What-if" below.)
6. Select the program and the term for which you want to evaluate the student. If you want to use in-progress courses to meet requirements, check the field next to "use in-progress courses." Click Generate Request.
7. Full text display is shown. To see a different display option, make your selection from the drop down box on the right side at the top of the evaluation. You may also select other options at the bottom of the page, such as previous evaluations, generate new evaluation, or what-if analysis.

What-if (Evaluate student based on another program not assigned to the student):

1. Complete the first 4 steps of degree evaluation above to get to the Degree Evaluation main window.
2. The current curriculum for the student is shown. Select the What-if Analysis link to choose another program.
3. Select the term and click continue.
4. Select the program from the drop down menu. For the AA program, choose the major General Studies. Click continue.
5. Select the major from the drop down menu. **For the AA degree, click Add More** and select the concentration from the drop down menu. Click submit.
6. Select the evaluation term, check or uncheck the "Use In-Progress Courses" option, and click Generate Request.
7. Full text display is shown. To see a different display option, make your selection from the drop down box on the right side at the top of the evaluation.

To view previous evaluations:

1. Complete first 4 steps of performing a degree evaluation.
2. Select Previous Evaluations.
3. Previous program evaluations are listed, along with dates and times the evaluations were generated. You can view the result for any evaluation by clicking on the program. Under the Delete column, a box will appear beside the evaluations that have been performed under your user id. You may check the box and click delete requests to delete the evaluation.
4. Degree evaluations will be intermittently purged from the system, especially just prior to Enrollment Services running batch degree evaluations for graduation.

Understanding the evaluation:

The top portion of the evaluation will show the program for which the evaluation was generated, the date of the evaluation, the student's name and student ID, if the overall program requirements are met or not met, the credit and GPA requirements, and whether these requirements are met or unmet.

The remainder of the evaluation is composed of Areas. These are the requirements for the various parts of a program. Areas may consist of a single requirement, such as Computer Skill Requirement for the Associate degrees, or a group of requirements, such as the General Education courses that are required for a program. Completion of an Area's requirements will be indicated by "Met" or "Not Met" next to the Area description.

If a course substitution or CAPP adjustment was entered to meet a requirement, there will be a code immediately to the right of the source for that particular requirement.

For every program, there will be a "Not Used Courses" area. This area should show any course with a grade of "D" or higher that does not meet the requirement of another area. This allows you to see courses that have not been used to meet a requirement and identify any errors to be corrected or possible course substitutions that may allow one of the courses to meet program requirements.

Within each area:

- The requirements are listed on the left and the courses or tests the student completed which satisfy the requirement are listed on the right.
- You can easily see if a requirement has been met by looking at the Met column, which will indicate a Yes or No.
- A requirement may be a specific course/test or several courses to choose from, such as 12 credits of AA transferrable electives. In order to easily build groups of courses in CAPP and also facilitate maintenance of requirements, attributes have been attached to our courses that may meet program requirements. For example, all AA transferrable electives in our catalog have an AATR attribute, which allows the course to meet any general AA elective requirement.

Use of Degree Evaluation:

Just a word of caution; the degree evaluation is a good tool for quickly seeing how a student's courses and tests apply toward a particular degree. However, it's always a good idea to look over each area to ensure that requirements were actually met, regardless of whether or not "met" is shown on the display.

Course Attributes:

- Courses completed in Banner will have the appropriate attributes.
- Institutional courses completed prior to Banner were programmatically assigned attributes after the conversion and there may be some without the necessary attributes.
- Transfer courses articulated prior to Banner do not currently have attributes attached. Courses transferred since the conversion to Banner will have attributes.
- Please notify Enrollment Services if any prior or transfer courses are not meeting program requirements and you believe they should be. We will investigate to determine if attributes should be added. In many cases, this results in proper application toward the program requirements.

Course Substitutions:

If there is a course that you think should fulfill a requirement, but the course is not an exact match to the requirement of the program, a course substitution will be necessary.

Substitutions are always entered on the Baseline Banner comment form SPACMNT, for easy reference. The substitution will also be entered within the CAPP module, so that the course will meet the requirement when performing a degree evaluation. Substitutions submitted prior to Banner, are only entered as comments and, therefore, will not be picked up by CAPP. Please notify Enrollment Services if a course substitution has been authorized, but is not being displayed. We will enter the appropriate substitution into Baseline Banner.

CAPP Limitations:

Sometimes the evaluations do not react as expected. Even after troubleshooting possible reasons, the results are still not displayed accurately. Also, there are some limitations to our ability to apply complex substitutions toward program requirements. Enrollment Services makes every attempt to correct any errors in the compliance areas. However, we will always process a graduation if the requirements are met, even if the displayed degree evaluation shows an error.