

Student Guide

Degree Evaluation – Are you on track?

How to Run your Degree Evaluation in MyCollege

- Log into MyCollege at mycollege.sunybroome.edu
- After you have logged in, you will be on the Welcome Page
 - Click on the “Student” tab at the top of the page
 - Click on “Student and Financial Aid” link
 - Click on “Student Records”
 - Click on the “Degree Evaluation” link

Follow the instructions below to view your Degree Evaluation:

- Select the “Current Term” from the drop-down menu and then click the “*SUBMIT*” button

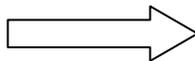
Note: On the next screen (Degree Evaluation Record), please look at your “Catalog Term” and “Program” and “First Major.” If you determine that it is incorrect, please contact your Advisor.

- Scroll down to the bottom of the page and click on the “*Generate New Evaluation*” link
- Select the “*Program*” by clicking on the button located to the left of the word “Program”
- Select the “*Use the Beginning of Time*”
- Then click the “*Generate Request*” button
- Then click the “*SUBMIT*” to view your Degree Evaluation.

If you have any questions interpreting your Degree Evaluation, please see your Advisor.

PLEASE NOTE:

It is highly recommended that you run your Degree Evaluation BEFORE and AFTER you register for your courses each semester. This will insure that you are taking courses you need for graduation. If you have any questions, please see your advisor.



Frequently Asked Questions for Students

What is a Degree Evaluation?

A Degree Evaluation is an unofficial report that shows a student's progress towards their degree or certificate program. The Degree Evaluation shows requirements for the program, pointing out which requirements have been met and which requirements still need to be met. Your Degree Evaluation is used for academic advising as well as for degree audit and graduation evaluation. Your Degree Evaluation compares your academic history to the program in which you are enrolled.

I took a course but it is not showing up as meeting a certain area. What should I do?

See your advisor about obtaining written approval for a substitution. The Chair of your Department approves all substitutions. All approved substitutions need to be reflected on your Degree Evaluation.

There is a course being used in an area where it doesn't belong. Why?

Degree Evaluation uses courses in a certain order. If the course could be used in more than one area, it will be used by the area that appears first.

Will my courses taken at another college show up on my Degree Evaluation?

If your transfer credit was evaluated and posted to your records, these courses will be used by the Degree Evaluation. You should use your Degree Evaluation to determine how your transferred courses are used in your program and which areas they met.

What is an Area?

An area is the connection between the program and the detail course requirement. Each major component of the program's requirements could form one area.

How often should I run my Degree Evaluation?

Your Degree Evaluation is really a "snapshot" in time. You should run your Degree Evaluation every semester before you meet with your advisor and also after you register for courses for the upcoming semester. By doing this, you can check to see if the registered courses apply to the program and how they are being used.

A course is not being used in my Degree Evaluation. What does that mean?

First, make sure you are enrolled in the correct program. However, occasionally, a situation arises where the Degree Evaluation program has nowhere to assign a course. If this is the case, it is put in an "unused" status. These courses are NOT included in the total credit hour summary at the top of the screen. You can know that this is happening if you notice that at the bottom of the summary, it tells you how many courses are "unused." You can get a list of these courses in "Additional Information." If you need assistance interpreting these results, please contact your advisor.

I am thinking about changing my program? Can I still use Degree Evaluation?

You can do a "What If Analysis" and select the new program. This report will show you how your previous coursework will apply to a new program. However, this does not officially change your program. You will need to complete a Change of Program form. Please see your advisor about changing your program.