"How to do a degree evaluation" UAOnline Unofficial Degree Evaluation

We recommend you read the following before beginning:

UAOnline allows you to view a previously generated degree evaluation, create a new degree evaluation based on your current program, or do "what if" scenarios changing the catalog term, program, major, concentration and/or minor. The Detail Requirements format shows you the individual requirements within each component of the program and which course(s) met the requirement.

To learn which undergraduate majors and degrees are available for this process, go to www.uaf.edu/reg; select Graduation Services; then select Unofficial web degree evaluations. This will provide you with a list of the majors and degrees that are available on UAOnline as well as a list of the majors and degrees that departments are currently reviewing.

It is <u>strongly recommended</u> that you have a degree requirement worksheet available when you go through the evaluation. This way you can check off courses you have taken and mark those in which you are enrolled, and thus have a quick reference when you talk with your advisor in future semesters. You can print a degree requirement worksheet from the Academic Advising website http://www.uaf.edu/advising/degree/ or get one from the department of your major.

NOTES: The Graduation Office is trying to keep on top of entering new petitions and memos into the computer system so they show in the Unofficial Degree Evaluation, however they cannot guarantee that all petitions and memos will be entered by any given time. Copies of petitions are sent to you and to your college/school (such as College of Liberal Arts or School of Management). Please do not panic if your petition or any memos from your advisor are not showing up in the evaluation.
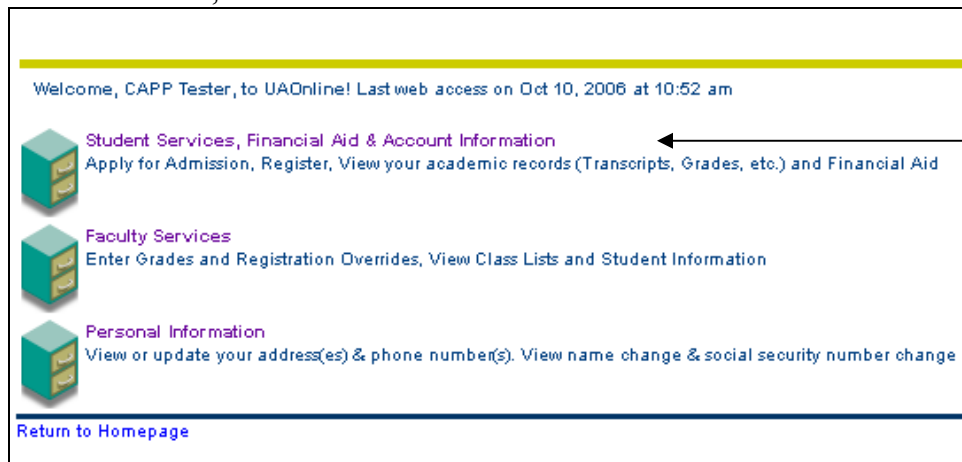
Also, the computer system does not reflect courses in which you may have an INCOMPLETE or DEFERRED GRADE. Nor will it show a course for which you are currently enrolled but have previously been graded. The older course will be displayed until the grade for the more recent course has been entered and overridden the old one.

As your advisor can explain to you, credit for ENGL 111X is not automatically granted upon completing ENGL 211X or 213X. There is a form which you will need to complete and submit it to the Admissions Office in order to get credit for ENGL 111X after passing ENGL 211X or 213X and with high enough SAT or ACT test scores. Please consult your advisor regarding this process and to get the "Credit for ENGL 111X" form.
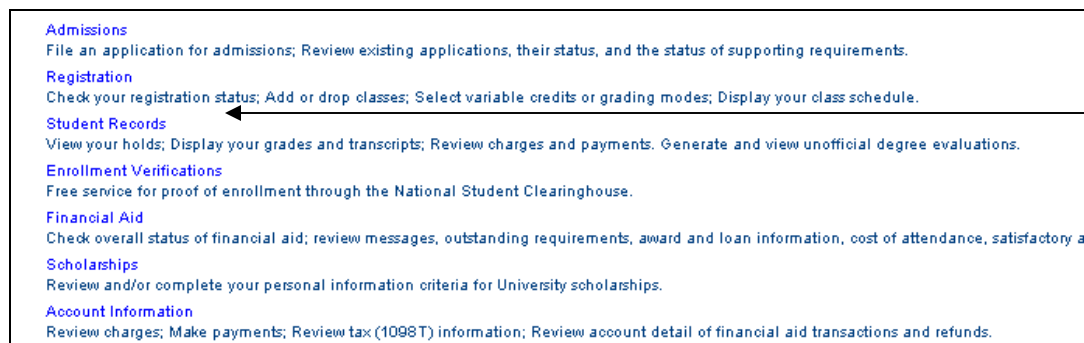
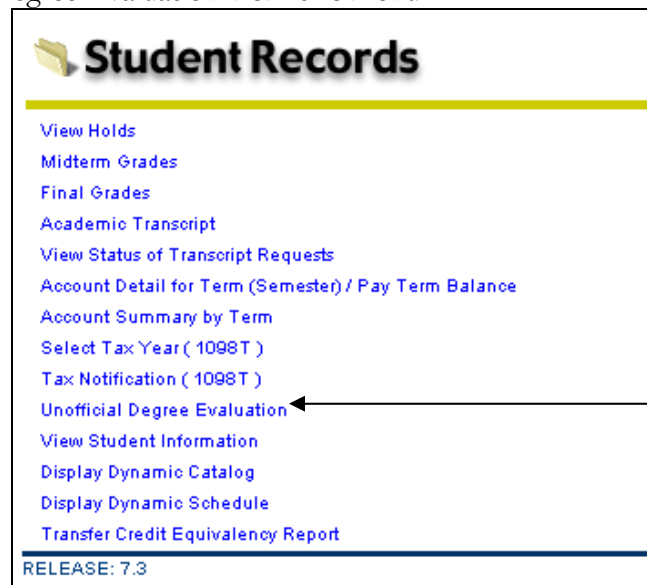# <u>*To begin the process…*</u>

. Sign on to UAOnline.

. Select Student Services, Financial Aid & Account Information from the main menu.

Welcome, CAPP Tester, to UAOnline! Last web access on Oct 10, 2006 at 10:52 am

Student Services, Financial Aid & Account Information
Apply for Admission, Register, View your academic records (Transcripts, Grades, etc.) and Financial Aid

Faculty Services
Enter Grades and Registration Overrides, View Class Lists and Student Information

Personal Information
View or update your address(es) & phone number(s). View name change & social security number change i

Return to Homepage

. Select Student Records from this menu.

Admissions
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.
Registration
Check your registration status; Add or drop classes; Select variable credits or grading modes; Display your class schedule.
Student Records
View your holds; Display your grades and transcripts; Review charges and payments. Generate and view unofficial degree evaluations.
Enrollment Verifications
Free service for proof of enrollment through the National Student Clearinghouse.
Financial Aid
Check overall status of financial aid; review messages, outstanding requirements, award and loan information, cost of attendance, satisfactory a
Scholarships
Review and/or complete your personal information criteria for University scholarships.
Account Information
Review charges; Make payments; Review tax (1098T) information; Review account detail of financial aid transactions and refunds.

. Select Unofficial Degree Evaluation from this menu.

Student Records

View Holds
Midterm Grades
Final Grades
Academic Transcript
View Status of Transcript Requests
Account Detail for Term (Semester) / Pay Term Balance
Account Summary by Term
Select Tax Year (1098T)
Tax Notification (1098T)
Unofficial Degree Evaluation
View Student Information
Display Dynamic Catalog
Display Dynamic Schedule
Transfer Credit Equivalency Report

RELEASE: 7.3

Unofficial Degree Evaluation –

The following page shows your current degree program, the catalog along with the major, concentration and/or minor. At this time, if you are in more than one program, only the first program will show. To view other programs you will need to do a "What-if Anaylsis" (see following comments).

Degree Evaluation

Information for CAPP Tester

Please be advised that students should still review all course work and satisfactory progress toward degree completion with their faculty advisor. If you find discrepancies in your record, please contact your campus graduation office. Students within one year of graduation should request an official degree evaluation from the campus Graduation office or Registrar's office.

NOTE: All Web degree evaluations are UNOFFICIAL.

*** Click one of the links at the bottom of the page to continue. ***

Listed below is your current program information.

Curriculum Information

Primary Curriculum

Program:	UAF Coll Lib Arts BA Deg
Catalog Term:	Spring Semester 2007
Level:	Undergraduate - UAF
Campus:	UAF - Main Campus
College:	UAF College of Liberal Arts
Degree:	Bachelor of Arts
First Major:	English
Department:	English
Minors:	Accounting

[View Previous Evaluations | Generate New Evaluation | What-if Analysis]

At the bottom of the page there are three links:
- **View Previous Evaluations**
- **Generate New Evaluation**
- **What-if Analysis**

You must select one to continue with your evaluation…

(Please scroll down to view the evaluation types)

View Previous Evaluations

Previous Evaluations shows you a history of all the evaluations done for/by you. It notes when the evaluations were done and lists the general degree information chosen. You can clink on the evaluations and see what had been displayed at the time. There are check boxes by the requests you did, so that you can delete them if you so choose.

Click on the View Previous Evaluations link at the bottom of the page.

Click on the desired evaluation. The following page will appear.

Click on the desired format. (Please scroll down)

Summary of Requirements provides the following detail information:

| Area : | 120 Credits Required (120.000 credits) - Met | Area : | Baccalaureate Residency Req (30.000 credits) - Met |

3.000 A 199301 - CS F205 PROGRAMMING IN C
3.000 A 199903 - ACCT F161 Accounting Concepts & Uses I
3.000 A 200001 - ACCT F262 Accounting Concepts & Uses II
1.000 A 200001 - ACCT F263 Accounting Processes
3.300 A T 200003 - ACCT F2 Intro Accounting
3.300 A T 200003 - ACCT F2 Intro Accounting
3.300 A T 200003 - ACCT F2 Intro Accounting
3.000 A 200003 - ACCT F361 Intermediate Accounting
4.000 A T 200003 - BIOL F1NLX Human Physiology
3.000 B T 200003 - BIOL F2NLX Anatomy
0.500 P T 200003 - CIOS F1 Apple Comp in Sml Buss
0.000 T T 200003 - CORE F1 Baccalaureate Core Waived
0.000 T T 200003 - CORE F1COM Communications
0.000 T T 200003 - CORE F1LS Library Skills
0.000 T T 200003 - CORE F1MAT Mathematics

3.000 A 199301 - CS F205 PROGRAMMING IN C
3.000 A 199903 - ACCT F161 Accounting Concepts & Uses I
3.000 A 200001 - ACCT F262 Accounting Concepts & Uses II
1.000 A 200001 - ACCT F263 Accounting Processes
3.000 A 200003 - ACCT F361 Intermediate Accounting
3.000 A 200101 - ACCT F362 Intermediate Accounting
3.000 A 200102 - AIS F310 Intro to Information Systems
3.000 A 200103 - ACCT F330 Income Tax
3.000 A 200201 - ACCT F414 Government & Nonprofit Acct
3.000 A 200301 - ACCT F342 Managerial Cost Accounting
4.000 A 200303 - BA F330 Legal Environment of Business
3.000 A 200403 - ACCT F452 Auditing
3.000 A 200501 - STAT F200 Elem Probability & Statistics
4.000 A 200503 - ECON F200 Principles of Economics
1.000 P 200601 - HMSV F340 Peer Advisor Training

Requirement Details (*RECOMMENDED*) provides the following detail information:

| Area : | Writing Intensive Requirement (2 courses) - Not Met |
| Description : | Must complete 2 writing intensive courses (designated with a "W" in the catalog) at the upper-division level. |

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No		2_CRS_REQ	Writing Intensive						200403	ACCT	F452	Auditing	FCWI	3.000	A	H
												Total Credits and GPA		3.000	4.00	

| Area : | Communications Requirement (3 courses) - Not Met |
| Description : | Must complete the following course: ENGL F111X. Must complete 1 course within each rule: ORAL; WRITE F200. |

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		ENGL_F111X	Intro to Academic Writing						200003	ENGL	F111X	Course Waived		0.000		P
Yes	AND	WRITE F200	Written Comm - F200 Level						200003	ENGL	F211X	Inter Expositn w/Modes of Lit		3.000	B T	T
No	AND	ORAL	Oral Communication													
			Complete 1 of the following courses: COMM F131X, COMM F141X.													

(Please scroll down to view "Generate New Evaluation")

Alaska's Land, Sea and Space Grant Institution

Generate New Evaluation

NOTE: Before choosing this option, verify that the program shown in the Curriculum Information is the program you wish to review requirements for. If it is not the correct catalog, degree, major, concentration and/or minor, then choose the "What-if Analysis" option at the bottom of the page.

Click on the radio button next to the desired program and then click on the Generate Request button.

Generate New Evaluation

Information for CAPP Tester

To generate a new unofficial evaluation,
1. Click on the radio button next to the desired program.
2. Select an anticipated graduation term (from dropdown box associated with Term.)
3. Click on the Generate Request button.

○ Program: UAF Coll Lib Arts BA Deg

   Degree: Bachelor of Arts

   Major: English

   Term: Spring Semester 2007 ▾

Generate Request

This may take about 35-45 seconds to complete and then the Degree Evaluation Display Options page will appear as described above.

Degree Evaluation Display Options

Information for CAPP Tester
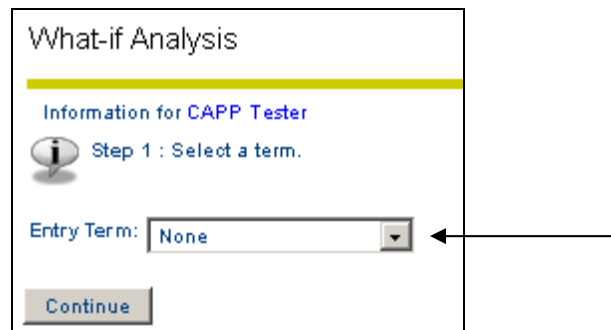
   Please select the desired display.

⦿ Summary of Requirements
○ Requirement Details

Submit

(Please scroll down for "What-If Analysis")
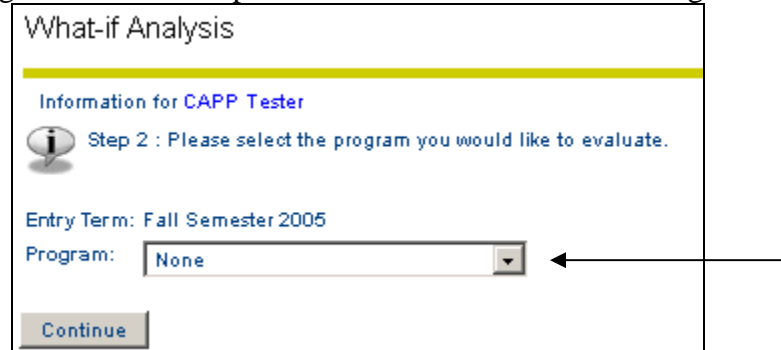
What-If Analysis

1. Click on the What-If Analysis link at the bottom of the page.

2. Choose a term from the drop down box associated with the Entry Term field. Generally this is the term in which you became a degree seeking student, however it does not have to be. **NOTE**: Baccalaureate students can use any catalog that is less then seven years old from the year they intend to graduate, starting since the semester they were admitted as degree-seeking. Associates and Certificate students can similarly use any catalog that is less than five years from the year they intend to graduate. Requirements can change from year to year in the catalog, please ask your advisor which catalog year would be best for you if you are unsure.

3. Click on the Continue button.

4. Choose a program from the drop down box associated with the Program field.

5. Click on the Continue button.

(Please scroll down…)

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6. Choose a major from the drop down box associated with the First Major field.

7. Click on the Add More button if you wish to select either a concentration and/or minor. Otherwise, click on the Submit button and skip to step 12.

8. Choose a concentration from the drop down box associated with the Concentration 1 field, if a concentration is desired and available for your major. If no concentrations are available for your major the concentration drop down menu will state this.

9. Click on the Add More button if you wish to select minor(s). Otherwise, click on the Submit button and skip to step 12.

10. Choose a minor from the drop down box associated with the First Minor field, if desired, and a minor from the drop down box associated with the Second Minor field, if desired. NOTE: If you wish to have a double minor, you must submit a petition to do so (ask your advisor or the Graduation Office if you have questions about this).

11. Click on the Submit button.

12. Choose an Evaluation Term from the drop down box associated with the Evaluation Term field. This is the anticipated term of graduation. **NOTE:** The term chosen is used to determine whether credits are still available for use if credits expire (can only used if taken within the last 10 years, for example). However, since we have no time limits on credits used for undergraduate programs, the term used is not important.

13. Click on Generate Request button. This will take about 35-45 seconds to complete and then the Degree Evaluation Display Options page will appear as described above.