

How Students Perform Degree Evaluations – MyFGC

A degree evaluation shows all course and non-course requirements for a degree. By running the degree evaluation, you will see the requirements for the degree, which ones you have met and those that have not been met. This should assist you when selecting courses for registration. You may also run a what-if analysis to see requirements for different degrees. (If your degree evaluation does not run correctly, try using the what-if analysis following the steps below.) If you have any questions, please contact your advisor.

Log in to MyFGC by going to www.fgc.edu, clicking on MyFGC and selecting Enter Secure Area. You will need to enter your student ID and PIN.

Select the Student menu item.

To perform a Degree Evaluation or What-if Analysis:

Degree evaluation on current curriculum:

1. From the Student menu, choose Student Records.
2. Choose Degree Evaluation
3. Select a term from the drop down and click submit
4. Your current curriculum is shown. If you have declared more than one major, the first two majors will show and be available for evaluation. Choose Generate New Evaluation to evaluate based on your current program. **(To select a different program, see “What-if” below.)**
5. Select the program and the term for which you want the evaluation. If you want to use in-progress courses to meet requirements, check the field next to “use in-progress courses.” Click Generate Request.
6. 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.
7. If your degree evaluation does not display for your program, try to use the “What-if” below

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

1. Complete the first 3 steps of degree evaluation above to get to the Degree Evaluation main window.
2. Your current curriculum 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 3 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, your 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.

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. If courses are displayed in this section that should meet a specific area, please contact Enrollment Services.

Within each area:

- The requirements are listed on the left and the courses or tests you have 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 the compliance program 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 your 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. Contact your advisor or Enrollment Services if you have any questions about the degree evaluation.

Course Attributes:

- Courses completed at FGC beginning with fall 2009 will have the appropriate attributes.
- Institutional courses completed prior to fall 2009 were programmatically assigned attributes and there may be some without the necessary attributes.

- Transfer courses articulated prior to fall 2009 do not currently have attributes attached. Courses transferred since fall 2009 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, contact your advisor about whether a course substitution may be appropriate. Substitutions are entered by Enrollment Services, so that the course will meet the requirement when performing a degree evaluation. Substitutions submitted prior to fall 2009 will not automatically be applied to the degree evaluation. Please notify Enrollment Services if a course substitution has been authorized, but is not being displayed. We will enter the appropriate substitution into the system.

Degree Evaluation 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.