DegreeCheck FRCC Student Training Manual

DegreeCheck

Front Range Community College utilizes DegreeCheck, an automated advising tool to assist students in selecting courses, monitoring degree progress, and considering other programs of study.

For advisors, DegreeCheck:
- Minimizes errors through consistent degree plans
- Assists with educational planning
- Reduces paperwork and manual program check sheets

For students, DegreeCheck:
- Provides intuitive web access to self-service capabilities
- Allows direct access to multiple services through hyperlinks to the FRCC Catalog, each semester's Class Schedule, course availability, and FAQs

In this document

The following topics are covered in this document:

Accessing DegreeCheck

1. You may access DegreeCheck via **eWOLF.** In eWolf, click on the **Student** tab and then click on the "DegreeCheck" link under the "**My Student Information**" box. Internet Explorer is the preferred browser (DegreeCheck is not compatible with Firefox).

2. The DegreeCheck audit for your officially declared program(s) will appear.

Interpreting DegreeCheck

The audit will include: Your name

Your Student ID number

Your program type (AA, AAS, AS, AGS, or Certificate) and program(s) of study (if you are pursuing more than one program, use the drop-down menu under "Program Type" to view the audit for your additional program).

Legend and Disclaimer:

Next, you will see a legend and disclaimer:

Legend		
☑ Complete	☒ Complete except for classes in-progress	(T) Transfer Class
☐ Not Complete	☒ Nearly complete - see advisor	◉ Any course number

Coursework and Course Substitutions:

Below this, you will see the degree audit for the program indicated. In this example, the graduation evaluator has applied a course substitution. Note that this student has met the core requirements for the program, and has coursework to be completed for the concentration:

■ ASSOCIATE OF APPLIED SCIENCE DEGREE					Academic Year: 2010-2011
☑ 2.0 GPA for Graduation Requirement Met					
☑ Course Requirements					

☑ AAS-Computer Information Systems					Academic Year: 2010-2011
☑ REQUIRED COURSES					
Campus: Boulder County, Larimer and Westminster					
☑ Introduction to Computer Information Systems	CNG 121	Computer Technician I: A+	A	4	Fall 2008
Exception By: Puder, Deborah J On: 04/11/2011	Substitution : Replace CIS 115 with CNG 121				
☑ Introduction to PC Applications	CIS 118	Intro PC Applications	A	3	Spring 2010
☑ CIS 128 or approved CIS, CNG, CSC or CWB elective	CNG 231	Fast Track CCNA 3 and 4	A	5	Fall 2009
☑ REQUIRED GENERAL EDUCATION COURSES					
☑ English Comp I or Technical Writing I	ENG 121	English Composition I : CO1	A	3	Fall 2010
☑ College Algebra	MAT 121	College Algebra : MA1	A	4	Spring 2010
☑ Arts & Humanities Elective	PHI 275	Spec Top: The Meaning of Life	A	3	Fall 2008
☑ Science Elective	AST 101	Astronomy I: SC1	A	3	Fall 2010
☑ Social & Behavioral Sciences Elective	PSY 101	General Psychology I: SS3	A	3	Spring 2011

■ CONCENTRATION: MICROSOFT NETWORK ADMINISTRATION		Academic Year: 2010-2011 Credits Required: 34
		GPA: 4.000 Credits Applied: 7
Unmet conditions for this set of requirements: 27 Credits needed		
☐ Required Credits for Concentration		
☐ Computer Technician I: A+	Still Needed: 4 Credits in CNG 121	
☐ Computer Technician II: A+	Still Needed: 4 Credits in CNG 122	
☐ Networking I: Network+	Still Needed: 3 Credits in CNG 124	

In-Progress Coursework:
Here is an example of "in-progress" coursework (highlighted in blue, below). The student is registered for a course in an upcoming term. The coursework and credits are considered "in-progress" and will still be applied toward the degree requirements in DegreeCheck:

✅ *Fundamentals of Accounting	ACC 101	FUNDAMENTALS ACCTNG	A	3	Spring 2005
✅ Accounting Principles I	ACC 121	ACCOUNTING PRIN I	A	4	Spring 2006
☑ Accounting Principles II	ACC 122	Accounting Principles II	IP	(4)	Fall 2011

Courses which do not apply/insufficient coursework:
Courses which do not apply to the program, and insufficient coursework, are listed at the bottom of the worksheet. Here you would also see a summary of in-progress courses and course substitutions. Note that all in-progress coursework is listed here, whether or not it applies to the current program.

Courses that do not apply to this program					
ART 121	Drawing I		A	3	Spring 2009
ASE 220	SPECIALIZED ELECTRON		B	2	Fall 2005
ASE 285	IS: Auto Transmission Srvc		A	1	Fall 2006
CHE 101	Intro to Chemistry I : SC1		IP	5	Fall 2011
GEY 111	Physical Geology: SC1		A	1	Summer 2010
HUM 122	Humanities: Medieval--Mod: AH2		A	3	Fall 2008
MAT 099	Intermediate Algebra		S/A	4	Fall 2010
MAT 121	College Algebra : MA1		IP	4	Fall 2011
PED 146	Martial Arts		A	1	Spring 2011
Insufficient					
ECO 201	PRIN MACROECONOMICS SS1		W	0	Spring 2006
In-progress				**Credits Applied: 9**	**Classes Applied: 2**
CHE 101	Intro to Chemistry I : SC1		IP	5	Fall 2011
MAT 121	College Algebra : MA1		IP	4	Fall 2011

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace CIS 115 with CNG 121	04/11/2011	Puder, Deborah J	RA000163	Yes

**Special Note regarding the Associate of General Studies (AGS) degree:**
For the Associate of General Studies (AGS) degree, FRCC requires that at least 15 credits of coursework are Guaranteed Transfer (GT). There is a separate section for this requirement in DegreeCheck. The coursework may appear twice in the audit, however, credit is not being counted twice.

✅ ASSOCIATE OF GENERAL STUDIES - MIN 15 CR GT			Academic Year: 2010-2011	Credits Required: 15
			GPA: 4.000	Credits Applied: 16

✅ ASSOCIATE OF GENERAL STUDIES GT REQUIREMENT:	ART 110	ART APPRECIATION	A	3	Spring 2003
	HUM 121	SURVEY OF HUMANITIES I	A	3	Spring 2002
	PHI 111	PHI 111-INTRO PHILOSOPHY	C*	3	Fall 2001
	Satisfied by	PHI 111 - Saint Michael's College			
	ENG 121	ENG 121-ENGLISH COMP I	C*	4	Fall 2001
	Satisfied by	ENG 121 - Saint Michael's College			
	HIS 111	The World: Antiquity-1500: HI1	A	3	Fall 2010

At least 15 credits applied toward this degree must be courses approved as part of the Colorado Guaranteed Transfer: Program (gtPATHWAYS). AGS degree. This section indicates your gtPathways coursework that applies to this requirement. These courses MAY apply to another area of your program.

✅ AGS-COMMUNICATION REQUIREMENT			Academic Year: 2010-2011	Credits Required: 3
			GPA: 0.000	Credits Applied: 3

✅ Communication					
✅ English Comp I or above or any COM course	ENG 121	ENG 121-ENGLISH COMP I	C*	3	Fall 2001
	Satisfied by	ENG 121 - Saint Michael'S College			

Using the "What If" Tool to Check Progress toward Other Programs of Study

You can also run a "What If" query to browse any current FRCC degree or certificate by selecting the What If option from the column of options on the left side of the DegreeCheck audit.

    1. **From the Worksheet page, Click What If:**
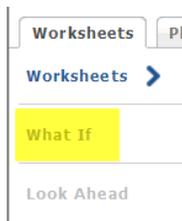
    2. **Select a Program Type:**
Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science or Certificate
(To run a CERTIFICATE, just select CERTIFICATE, not one of the other Certificate options)

    3. **Select Academic Year and Area of Study:**
Choose a catalog year and, if desired, Transfer Agreement (for Criminal Justice) or Concentration.

    4. Click the `Process What-If` button near the <u>top of the page.</u>

Create a Plan

The Planner tab takes you to a split screen where you may create an academic plan in consultation with your advisor, or on your own. To access this feature, click on the **Planner** tab. Academic history is located on the left and an area to build a plan is located on the right.

- There are two options for creating a new plan, Notes mode (which is the default) and Calendar mode. To switch, just select the other mode from the menu and then click on the **Load** button.
- **The Notes mode** lists upcoming terms from top to bottom, with an area for free-form notes next to each term.
- **The Calendar mode** lists upcoming terms side-by-side, with only one area for free-form notes at the bottom.

To create a plan, first choose Notes or Calendar mode. Then, add a **Description** for the plan. The Description is similar to a file name and will be visible in the drop-down menu under the tabs after you save the file.

Next, choose an **academic year** and then a **semester** from the drop-down menu (Fall 2011 is pictured below). Then, click and drag courses from the left column over to the boxes on the right column to create the plan. __To remove an item__, simply type over the incorrect subject and course number, or highlight the text and press the Delete key on your keyboard.

Save and View: Save the plan to DegreeCheck by clicking on **Save** button at the bottom of the page. **Note that this plan does not register you for or commit you to taking any courses; it also does not change your program of study**. View the plan by clicking the **View** bubble and then **Load** button:

Printing audits and Creating PDFs

You may print audits and What If results. There are two formats to choose from; one is a color-coded, "printer-friendly" option. The other format is predominantly black and white. Some users prefer the color-coded format for ease of reading. Others prefer black and white for ease of photocopying or scanning.

Printing Audits:
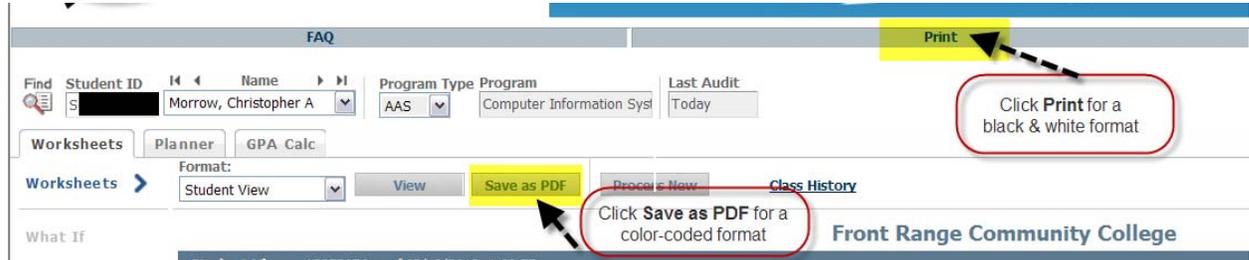
Note that "Save as PDF" only creates a pdf version of the audit; it does not "save" the audit to your DegreeCheck account or to your computer. However, you may save the pdf file to the computer you are using.

Printing What If Audits:
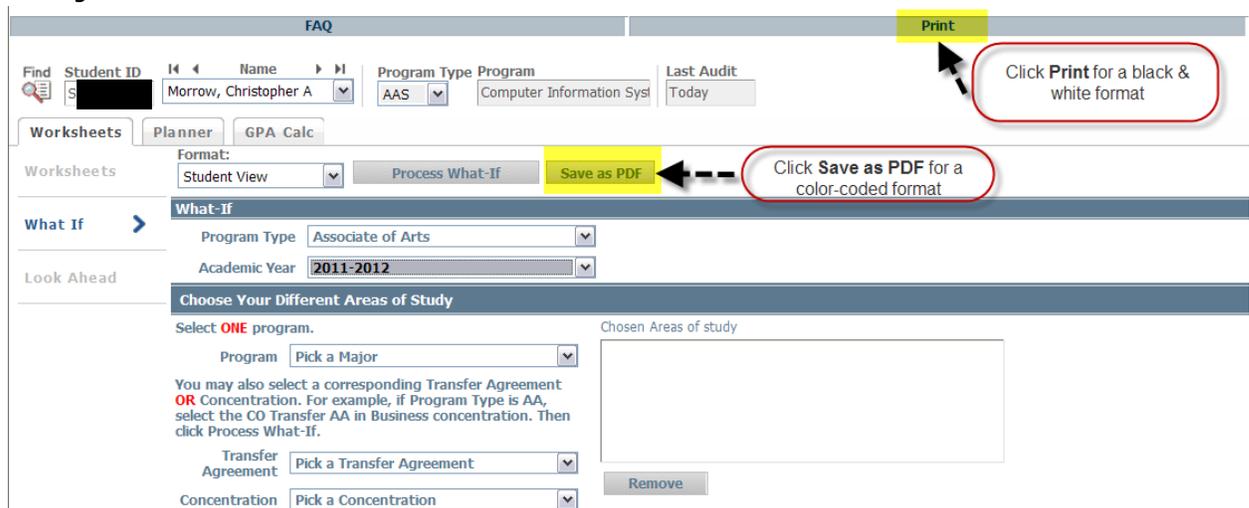
To create a color-coded version, simply enter What If criteria and then click "**Save as PDF**". Note that you do not need to click on Process What-If. As above, "Save as PDF" only creates a pdf version of the audit; it does not "save" the audit to your account or to your computer. After creating the pdf, you may save it to the computer you are using.

Other Notes

Insufficient Grades/Developmental coursework – These include F, U, W, U/D, U/F, S/A, S/B, S/C and are not counted toward program requirements.

Only students or current applicants will be able to access DegreeCheck – If you are a new student or have not attended FRCC in at least a year, you will not be able to access DegreeCheck until you apply for admission. Allow one calendar day for your information to show up in DegreeCheck.

Curriculum code changes – If you update your curriculum (program of study), the changes will be applied in DegreeCheck the next day.

Questions?

Please contact your campus advisor or graduation evaluator with any questions.

<u>Advising:</u>
Boulder County:
Phone: (303) 678-3628
E-mail Us

Brighton Center:
Phone: (303) 404-5099
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