

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
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In this document

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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).



My Account
Content Layout
Portal Admin

Welcome [redacted]
You are currently logged in.

Welcome Student Student Finance Campus Life

My Student Information

- Academic Standing
- DegreeCheck**
- DegreeCheck Student Instructions
- Enrollment Verification: National Student Clearinghouse
- Final Grades
- Holds
- Order Official Transcript
- Transfer Credits
- Unofficial Transcript
- Waitlist FAQs
- Waitlist Status

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).

The screenshot shows the DegreeCheck interface. At the top, there is a navigation bar with 'FAQ', 'Print', and 'Log Out'. Below this, there are input fields for Student ID, Name, Program Type, Program, and Last Audit. The student's name is 'Test, Abdo' and the program is 'Clean Energy Technology'. There are buttons for 'Worksheets', 'Planner', and 'GPA Calc.'. Below these are 'View', 'Save as PDF', and 'Class History' buttons. The main content area is titled 'TEST - Front Range Community College' and contains a table with student information and test scores.

Student View			
Student	Test, Abdo		
ID	[redacted]		
Overall GPA	0.000		
Advisor	[redacted]		
Catalog Year	2010-2011		
Hold(s)	[redacted]		
Program Type	Associate of Applied Science		
Programs	Clean Energy Technology Computer Information Systems		
Transfer Agreement	[redacted]		
Concentrations	EHM CISS		
Hold Reason	[redacted]		
Test Scores	PCEN	Prior College English	121
	ACTM	ACT Math	19
	ACTE	ACT English	18
	ACTR	ACT Reading	21
	ACTC	ACT Composite	20
	ACTS	ACT Science Reasoning	20
	EXEN	Exempt English	90
	EXRE	Exempt Reading	90
			21-JUN-10
			01-SEP-09
			16-APR-08
			16-APR-08

Legend and Disclaimer:

Next, you will see a legend and disclaimer:

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input type="checkbox"/> Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	<input type="checkbox"/> Any course number

Disclaimer

You are encouraged to use this degree check as a guide when planning your progress toward completion of requirements for the degree or certificate listed above. Your academic advisor may be contacted for assistance in interpreting this report. This degree check is not your academic transcript. It is not official notification of completion of degree or certificate requirements, nor does it serve as a Graduation Application. This degree check does not register you for any courses. If you would like an official degree audit, complete a Degree Audit Request form available online at www.frontrange.edu/graduation; for a paper form, visit your Admissions and Records Office.

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:

<input checked="" type="checkbox"/> ASSOCIATE OF APPLIED SCIENCE DEGREE						Academic Year: 2010-2011
<input checked="" type="checkbox"/> 2.0 GPA for Graduation Requirement Met						
<input checked="" type="checkbox"/> Course Requirements						
<input checked="" type="checkbox"/> AAS Computer Information Systems						Academic Year: 2010-2011
<input checked="" type="checkbox"/> REQUIRED COURSES						
Campus: Boulder County, Larimer and Westminster						
<input checked="" type="checkbox"/> Introduction to Computer Information Systems	CNG 121	Computer Technician I: A+	A	4	Fal 2008	
Exception By: Puder, Deborah J	On: 04/11/2011	Substitution: Replace CIS 115 with CNG 121				
<input checked="" type="checkbox"/> Introduction to PC Applications	CIS 118	Intro PC Applications	A	3	Spring 2010	
<input checked="" type="checkbox"/> CIS 12B or approved CIS, CNG, CSC or CWB elective	CNG 231	Fast Track CCNA 3 and 4	A	5	Fal 2009	
<input checked="" type="checkbox"/> REQUIRED GENERAL EDUCATION COURSES						
<input checked="" type="checkbox"/> English Comp I or Technical Writing I	ENG 121	English Composition I: CO1	A	3	Fal 2010	
<input checked="" type="checkbox"/> College Algebra	MAT 121	College Algebra : MA1	A	4	Spring 2010	
<input checked="" type="checkbox"/> Arts & Humanities Elective	PHI 275	Spec Top: The Meaning of Life	A	3	Fal 2008	
<input checked="" type="checkbox"/> Science Elective	AST 101	Astronomy I: SC1	A	3	Fal 2010	
<input checked="" type="checkbox"/> Social & Behavioral Sciences Elective	PSY 101	General Psychology I: SS3	A	3	Spring 2011	
<input checked="" type="checkbox"/> CONCENTRATION: MICROSOFT NETWORK ADMINISTRATION						Academic Year: 2010-2011 Credits Required: 34
Unmet conditions for this set of requirements: 27 Credits needed						GPA: 4.000 Credits Applied: 7
<input type="checkbox"/> Required Credits for Concentration						
<input type="checkbox"/> Computer Technician I: A+	Still Needed: 4 Credits in CNG 121					
<input type="checkbox"/> Computer Technician II: A+	Still Needed: 4 Credits in CNG 122					
<input type="checkbox"/> 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:

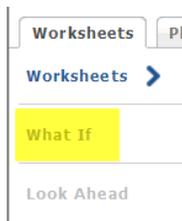
For the Associate of General Studies (AGS) degree, FRCC requires that at least 15 credits of coursework are Guaranteed Transfer (GT). There is a separate section for this requirement in DegreeCheck. The coursework may appear twice in the audit, however, credit is not being counted twice.

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: III	A	3	Fall 2010				
At least 15 credits applied toward this degree must be courses approved as part of the Colorado Guaranteed Transfer: Program (gPATHWAYS). AGS degree. This section indicates your gPathways 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	ENG 121	ENG 121-ENGLISH COMP I	C*	3	Fall 2001				
✓ English Comp I or above or any COM course	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  button near the top of the page.

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.

The screenshot shows the 'Planner' tab in a web application. On the left, there is a list of 'REQUIRED CORE COURSES' with checkboxes and credit requirements. On the right, the 'Student Educational Planner' is displayed for student 'Test, Abdow' in 'Summer 2011'. The 'Description' is 'Test 2011-12' and the 'Academic Year' is '2011-2012'. The 'Fall 2011' section shows a grid with courses 'ENT 110' and 'ELT 106' selected, each with 3 credits. A 'Total' of 6 is shown at the bottom right.

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:

This screenshot shows the 'View' and 'Load' buttons highlighted. Below them is a summary table for 'Spring 2012'.

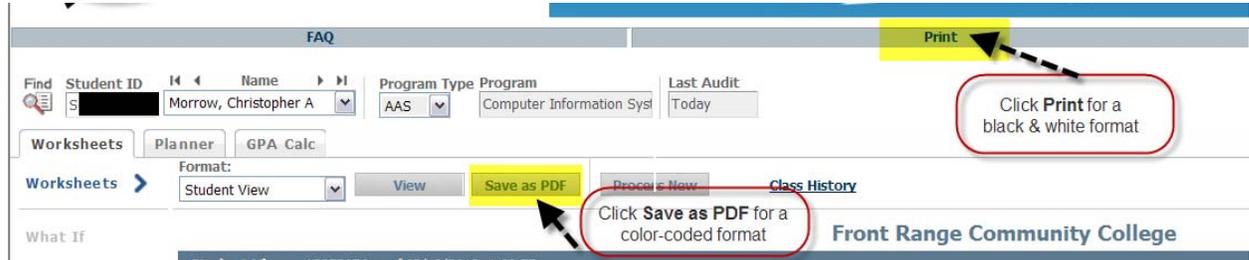
Spring 2012	
Course	Credits
HIS 101	3
ECO 101	3
	0
	0
	0
Total	6

Below the table is a 'Plan Total' box showing 6 credits.

Printing audits and Creating PDFs

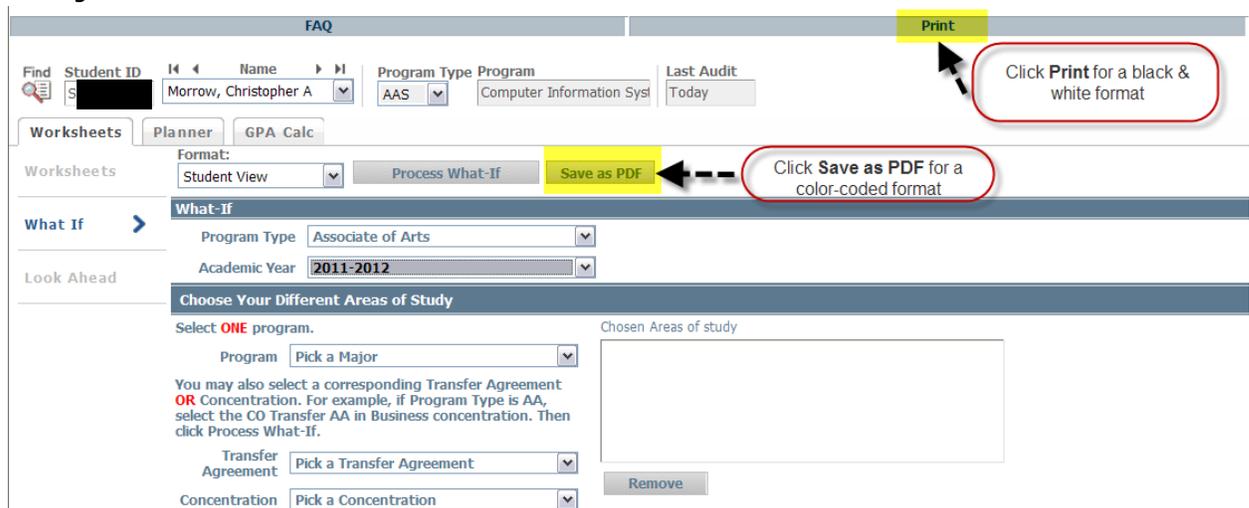
You may print audits and What If results. There are two formats to choose from; one is a color-coded, "printer-friendly" option. The other format is predominantly black and white. Some users prefer the color-coded format for ease of reading. Others prefer black and white for ease of photocopying or scanning.

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.

Advising:

Boulder County:

Phone: (303) 678-3628

[E-mail Us](#)

Brighton Center:

Phone: (303) 404-5099

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Larimer:

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