DEGREE EVALUATION

Faculty and Advisors

The first available catalog year for evaluation is 2006-2007. You will be able to run an evaluation for a student who has an earlier catalog year however the system will be using the 2006-2007 catalog requirements.

Please note, the system does not replace the University Catalog and evaluation reports are NOT official. The degree evaluation module is constantly being updated to correct any omissions or errors in the rules. Questions should be addressed to Taylor Johnston, Assistant Registrar, tjohnston@lander.edu, (864) 388-8801.

Running an Evaluation

An evaluation can be completed for a new student once the student has registered for classes.

Log in to MyLander from Lander's main web page, www.lander.edu
Choose the *Teach/Advise* tab
Go to *Bearcat Web Faculty Highlights* – three options will provided access

1. Primary Advisee Listing - you are the primary advisor
2. Advisee Listing - used mainly by college deans, department chairs and other designated staff members to view primary advisees in addition to other advisees.
3. Degree Evaluation - general option to view advisees

Primary Advisee Listing and *Advisee Listing* option

Click *View* under the column *Degree Evaluation* for the student. You will be provided with the student's *Curriculum Information* and will be able to choose one of the following:

▪ Generate Evaluation - create a new evaluation.

  First, choose the program by clicking on the radio button.
  Second, select term - this is not the catalog term for evaluation, the student's catalog term listed in the Curriculum Information will be used. Choose the current term which will review for course attributes and yearly requirements.
  Third, click Generate Request

▪ *What-if-Analysis* - This feature allows advisors to compare a student's current academic history to the requirements of different programs or the current program using the current or a future catalog year. This can be useful to students who are considering switching majors or who are "major shopping".

  First, select entry term which will review for course attributes and yearly requirements.
  Second, select catalog term you wish to evaluate
  Third, select desired program
   Fourth, select the First Major
       If you do not wish to add a minor, click Submit
       If you wish to add a minor, click Add More, then select Minor(s) and click Submit
   Fifth, click Generate Request

Degree Evaluation option

  Enter the student's University ID number and click Submit.
  Verify the selection of the correct student then click Submit.
  You will be provided with the student's Curriculum Information.
  You will be able to choose one of the following:
▪ *Generate Evaluation*
▪ *What-if-Analysis*

Reviewing an Evaluation

The first section of the degree evaluation report summarizes the student's curriculum information and provides an overall list of degree requirements.

The next section of the report is divided into program Areas. These areas may be displayed as *FALS, Major, General Education, University Requirements, Electives, Upper Level Requirements*, and additional degree requirement areas may be listed, Minor. The requirements appear on the left and the courses or credits that meet the requirements are located on the right of the report.

For each Area, the GPA calculation includes only the last attempt of a repeated course if the grade is acceptable.

FALS area only includes the FALS 101 requirement.

Major includes all courses necessary to complete the major. The major area will include the major courses taken and enforce the major GPA requirement for the program.

General Education is requirements that all undergraduate students must complete. It is composed of several categories with course choices per category. Specific courses are required per category for several major programs.

University Requirements are requirements that all undergraduate students must complete.

Electives include courses taken that do not apply toward any of the required degree Areas.

Upper Level Requirement lists courses to complete the university requirement of 30 hours of 300-level or above course work. The Area acts separately and chooses from all course work taken.

NOTE:
If a student has received a grade of Incomplete for a course, the course will appear in the Unused Courses Area.
If a student is repeating a course, the course will appear in the Unused Courses Area until the grade has been (1) posted, (2) moved into Academic History and (3) a new evaluation generated.