“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 strongly recommended 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.

To begin the process...
. Sign on to UAOnline.

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

. Select Student Records from this menu.

. Select Unofficial Degree Evaluation from this menu.
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 Analysis” (see following comments).

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 click 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Submission Date</th>
<th>Request Number</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF Coll Lib Arts BA Deg</td>
<td>Jul 31, 2006 02:32 pm</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>UAF Coll Lib Arts BA Deg</td>
<td>Jul 21, 2006 10:45 am</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>UAF Coll Lib Arts BA Deg</td>
<td>Jul 21, 2006 10:00 am</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>UAF Baccalaureate CORE Rooms</td>
<td>May 06, 2006 10:43 am</td>
<td>11</td>
<td></td>
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<tr>
<td>UAF Baccalaureate CORE Rooms</td>
<td>May 02, 2005 07:33 pm</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>UAF Coll Rural &amp; CDev AA - NYC</td>
<td>Feb 15, 2006 04:16 pm</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>UAF Coll Rural AK AA Deg - TVC</td>
<td>Jun 22, 2005 04:15 pm</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>UAF Sch Fisheries BS deg</td>
<td>Sep 15, 2003 11:50 am</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

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

Degree Evaluation Display Options

<table>
<thead>
<tr>
<th>Information for CAPP Tester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select the desired display.</td>
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</tbody>
</table>

- Summary of Requirements
- Requirement Details

Click on the desired format. (Please scroll down)
Summary of Requirements provides the following detail information:

Requirement Details (RECOMMENDED) provides the following detail information:

(Please scroll down to view “Generate New Evaluation”)
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.

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

(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 than 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…)
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.