

Question: Why should I use the degree evaluation for advising?

Answer: Your degree evaluation on PAWS can provide you with information on the progress you have made towards completing your degree according to several areas--Communication, Social Sciences Natural Sciences, Math, etc. When you apply for graduation, the University Registrar uses the degree evaluation to see if all requirements are met. Therefore it is important that you become familiar with your degree evaluation and monitor it regularly.

Question: There are three display choices shown for the degree evaluation...which should I choose?

Answer: There are three choices: *General Requirements*, *Detail Requirements*, and *Additional Information*. Both the *General Requirements* and the *Detail Requirements* reports give you information about how courses you have completed are used to satisfy your degree requirements. **HOWEVER**, the **Detail Requirements** selection is recommended because it gives better guidance for courses that must or can be used to satisfy some requirements. The *Additional Information* selection can be helpful...it shows your

- In-Progress courses (there could be two or three semesters of courses here—e.g. current Spring, Summer pre-registration, and Fall pre-registration),
- the list of courses you have taken that are not used,
- the list of rejected courses (may duplicate the previous list), and
- a list of restrictions to the program.

Question: How is the degree evaluation report organized?

Answer: The School of CIS degree evaluation report format is modeled after the paper check sheets found in the main office--you should see a direct relationship between the areas in PAWS and the course groupings on the paper check sheet. Some areas, not on the check sheet, have been added either for your convenience (PC component and Excess Courses) or for our convenience to check for University requirements (General Education Requirements, Writing, History/Literature sequence, and 32 hours of Upper Division). Each area is shown to be MET (when you have satisfied all of the course requirements) or NOT MET (when more courses are required). For areas that are NOT MET, the area text or the rule text provides guidance for course selection.

Question: How should I analyze your degree evaluation report?

Answer: First become familiar with the overall organization of the report. Then examine each area to see whether you've MET the area requirements. Note any surprises such as a course not accounted for. Many of these courses may be found in the Excess Courses area. During the first two years of the program, you should definitely focus on the PC Component area and the Core area. The PC Component courses are conveniently grouped for you (and me) so that all courses that are prerequisite for upper division computing courses can be seen at once. The Core area documents 100, 200, 300, 400 courses required.

Question: What should I do when I have completed the PC component area?

Answer: Bring it to my attention or to Ms. Thompson's attention so that we can turn on a Boolean that is used to check for PC component prerequisites. Turning on the Boolean will help when you go to register for courses that require PC component as a prerequisite.

Question: What about the other additional for General Education, Writing, History/Literature sequence, and 32 Hours of upper division courses?

Answer: These are University-required areas. As you complete courses in the areas that correspond to the check sheet, some of these courses will automatically be accounted for in the additional areas for General Education, Writing, History/Literature sequence, and 32 Hours of upper division courses.

Question: Are there any specific requirements that I need to be concerned about?

Answer: Yes...In Humanities and Fine Arts, only certain courses will be accepted for satisfying the state-required literature course...these are EH 215, EH 216, EH 225, EH 226, EH 235, or EH 236. In Social Sciences, only certain courses will be accepted for satisfying the state-required history course...these are HY 101, HY 102, HY 135, or HY 136. Finally, the state mandates that you complete either a history sequence or a literature sequence. If you choose the history sequence, then you should use the Social Science elective to complete the history sequence requirement, one of (HY 101 & HY 102) or (HY 135 & HY 136). If you choose the literature sequence, then you should use the Humanities and Fine Arts elective to complete the literature sequence requirement, one of (EH 215 & EH 216), (EH 225 & EH 226), or (EH 235 & EH 236).

Question: What is the purpose of the Excess Courses area in the degree evaluation report?

Answer: We have tried to account for every possibility but sometimes courses are not automatically accepted into an appropriate area! The Excess Courses area is used to "trap" courses that are not accepted into any of the preceding areas. We look at this area to see if any adjustments need to be made. Your review will be of great assistance to us.

Question: How can I be certain that a course will be accepted in a degree evaluation area and count towards my degree?

Answer: Ask your advisor; Ask your coordinator; Ask Ms. Thompson. OR...after you have registered for your courses (and before the last date to drop/add), you can immediately do a degree evaluation to see if a course in question is accepted into the expected degree evaluation area.

Question: How do I use my analysis and understanding of my degree evaluation report for advising?

Answer: After analyzing and understanding your degree evaluation report, you should now have an idea about what courses you need to take and, perhaps, some questions about your degree evaluation. For advising,

1. You need to think short range...for the next 1 or 2 semesters: What courses should I take? What elective concentration should I choose?

AND

2. You need to think long-range...for the future: When am I going to graduate? What do I want to do after graduation?

Follow the guidance on the advising web site,

<http://www.cis.usouthal.edu/advising.php> regarding preparation:

1. Draft a long range plan using the document at http://www.cis.usouthal.edu/advising_old/long.html;
2. Check the course rotation at <http://www.cis.usouthal.edu/Rotation.pdf> and
3. Prepare a trial schedule using the form at <http://www.cis.usouthal.edu/Images/schedule.png> and
4. Make an advising appointment with your advisor.