

How To Generate and Use a Degree Evaluation

Steps to Generate a Degree Evaluation

- Log in to PipelineMT
- Select the RaiderNet tab
- Select the Faculty Services tab
- Select the Advisor Menu link
- Select the Degree Evaluation (NOW available for faculty/advisors) link
- If no term has already been selected, then you will be prompted to select the current term or a term in which the student has priority registered.
- If no advisee has already been selected, then enter the Advisee ID or search for your advisee.
- The curriculum information will display. You can generate an evaluation using one of the following three methods:
 - Previous Evaluations = Shows every evaluation that has been generated for this student by the Graduation Coordinator, advisor, or student. You may delete any evaluation you generated, but not any that others have generated. Each previous evaluation shows the program, submission date, and request number. A previous evaluation is a “frozen in time” snapshot just like a printed copy. No additional credits earned or registered for will change or be reflected in a previous evaluation.
 - Generate New Evaluation = Request a new evaluation to be run using the student’s current program (major, concentration, and minors) that is listed below.
 - What-if Analysis = Allows you to request a new evaluation for what-if scenarios by select catalog, major, concentration, and/or minors.
- If selecting Generate New Evaluation, then you will select the radio button next to the curriculum. You also have the option to select “Use In-Progress Courses” if you want to use a student’s current and priority registration.
- If selecting What-if Analysis, then follow the steps listed to select a catalog, major, concentration, and minors. You will also have the option to select the “Use In-Progress Courses” if you want to use a student’s current and priority registration.
- With any evaluation method selected, once the evaluation is run you will have an option to select on the following:
 - General Requirements = This option displays a condensed version of the requirements and courses used to satisfy those requirements.
 - Detail Requirements = This option is the recommended option to use for specific degree information.
 - Additional Information = This option shows In-Progress Courses, Courses Not Used, Course Attributes Not Used, and Rejected Courses. The Courses Not Used and Course Attributes Not Used may repeat credits in both sections.

Tips on Using a Degree Evaluation

Degree Evaluation is now available for faculty and advisors; however, it is **NOT** accessible by students yet. Most of the over 240 programs are built and ready for review and verification, but some programs may be made temporarily inactive as the Graduation Coordinator makes adjustments to the requirements. As many of you know, some of your programs have very complex requirements and are very difficult to code. Also since each student brings a unique set of courses, grades, and combination of major, concentration, and minors it takes a great deal of review to be sure each program is perfected to work with every scenario. **Please note that no substitutions/waivers for any students that were entered in the old system (WebMT) or received after going live with Banner will be in CAPP.** All resources had to be focused on building the degree requirements and continuing to check students for graduation.

The evaluation displays in the order of major, minors, major auxiliary requirements, minor auxiliary requirements, major residency, minor residency, general education, upper-division hours, and senior college hours. Other requirements display as appropriate depending on the major and/or minors selected. The evaluation is built in this order to ensure the appropriate courses are used in the major first and then the minor to honor the rule that no course used in a major or minor can be used in another major or minor.

- The first section shows the program information such as major and minors, the catalog being used, the evaluation term, and the expected graduation date. Any informational text about the program will also display in this section.
- The next section displays a summary total box. The requirements show as Yes for Met or No for Not Met. Since requirements can be built with number of credits or number of courses, two sections display for each requirement. MTSU's requirements are based on credit hours. Under the Credits heading, you will see Required and Used sections. Disregard the Program GPA section as this is something not used at MTSU.
- The next section list areas required. The audit will typically display requirements in the order of major, minor, any major auxiliary, any minor auxiliary, major and minor residency, General Education, upper division hours, and senior college hours required. This may vary depending on each program and additional requirements in that program.
- Each area will display if MET or NOT MET and then every individual requirement under the area will display as MET or NOT MET. Some requirements are built with specific numbers, some use ranges of course numbers, some use rules, and some use attributes. Attributes are codes used on specific courses to link them to requirements. The general education requirements are built using attributes to assist with honoring the TBR general education program. Upper-division is built with a UD attribute and the senior college hours are built with a SRCR attribute.
- The key for the Source column is H=MTSU Academic History, T=Transfer Work, R=Registration.
- Every area will provide a summary of the hours and GPA even if a minimum is not required for that area.

Please report any problems you find with the degree evaluation via email to the appropriate Graduation Coordinator for the college in which the major or minor is offered. **Remember that substitutions/waivers are not entered yet and are not issues that need to be reported.**

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