

SECTION B:

Degree Evaluation Instructions for Students

1. Sign on to your **myCommnet** account by entering your NET ID and Password
2. Click On: Log In
3. Click on Banner Student & Faculty Self-Service
4. Select Registration/Schedule
5. Click on Student Degree Evaluation
6. Click on Generate New Degree Evaluation
7. Click on the current term for evaluation (Drop down menu)
8. Select the bubble next to your major
9. Click on Generate Request
10. **SELECT DETAIL REQUIREMENT**
11. Click on the submit button
12. Print out the entire Graduation Evaluation making sure all the areas appear on your print out.

Return to **What If Analysis** to Select Another Program to Evaluate (If needed)

Home > Generate New Degree Evaluation

To generate a new evaluation, select the circle next to the program name and term for anticipated graduation term.

Program: GENERAL STUDIES
Degree: Associate in Science
Major: GENERAL STUDIES

Term: Spring 2017

Generate Request

Current Enrollment ■ Current Enrollment ■ Previous Evaluations ■ **What-If Analysis**

Areas Designated as **MET** are completed

Areas **NOT MET** need to be completed. Please speak with your program advisor or counselor to determine your eligibility for graduation



For Phi Theta Kappa Use Only:

CUM GPA _____ YES _____

PROGRAM GPA _____ NO _____

By: _____
Phi Theta Kappa Advisor

FILL OUT THIS PAGE ONLY IF YOU ARE A PHI THETA KAPPA MEMBER.

NOTICE! SUBMIT THIS FORM ALONG WITH YOUR APPLICATION FOR GRADUATION!

Dear Phi Theta Kappa Member,

Please fill out this form and return it to the Records Office with your graduation packet when you apply for graduation. This is so we can honor you in the graduation program. Please print clearly. **You do not need the PTK advisor's signature.**

PTK gold seals, which you can affix to your diplomas, will be provided at Commencement.

Name: _____
FIRST MIDDLE INITIAL LAST

Address: _____

Student ID # @ _____

Phone Number: (Day) (_____) _____

Semester you joined Phi Theta Kappa: Fall _____ Spring _____ Year _____

Norwalk Community College encourages Phi Theta Kappa members to wear the gold monogrammed stole and gold tassel at Graduation, but **YOU ARE RESPONSIBLE FOR ORDERING THEM.** To order your Phi Theta Kappa stole and tassel, please go to www.ptk.org and click on "Recognitions."

COURSE SUBSTITUTION FORM

SECTION I

STUDENT INFORMATION with REQUEST FOR WAIVER / SUBSTITUTION

1. Completely fill out this section **in consultation with your advisor**.
2. Present this form with your Curriculum Check Sheet and Student Degree Evaluation to your Program Coordinator / Advisor.
3. This form must be signed by you, your program coordinator, and the Department Chairperson of the course to be waived.
4. Return the completed form to the Records Office - room E102 by the *Application for Graduation* deadline.

STUDENT ID: @ _____

STUDENT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: Home _____ Cell _____

CURRICULUM: _____

ANTICIPATED GRADUATION DATE: _____

COURSE REQUESTED TO BE WAIVED: _____

COURSE REQUESTED TO BE SUBSTITUTED: _____

LIST ANY PREVIOUS COURSES THAT WERE WAIVED: _____

STUDENT'S SIGNATURE: _____ Date: _____

SECTION II

PROGRAM COORDINATOR and DEPARTMENT CHAIRPERSON

1. Review the Curriculum Check Sheet / Degree Evaluation to verify the legitimacy of the course substitution.
2. Sign and date this form after indicating below either approval or disapproval of the above substitution.

As Coordinator of the _____ curriculum I have reviewed the student transcript and check sheet / degree evaluation.

I **APPROVE** THE ABOVE COURSE WAIVER / SUBSTITUTION _____

I **DISAPPROVE** THE ABOVE COURSE WAIVER / SUBSTITUTION _____

REASON FOR APPROVAL OR DISAPPROVAL:

Coordinator's Signature: _____ Date: _____

If Approved:

Signature / Concurrence of Department Chairperson of Course to be Waived:

_____ Date: _____