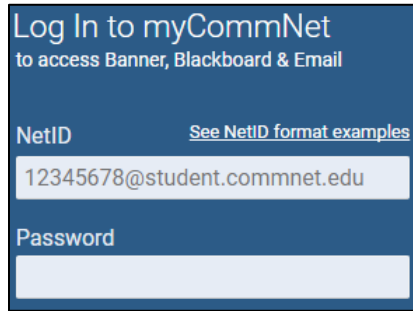




# How to do a Degree Works Evaluation?



1. Go to myCommNet (<http://my.commnet.edu>)

2. Login using your NetID & Password (ex:12345678@student.commnet.edu)



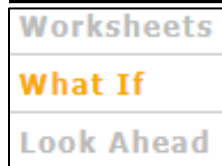
3. Go the Degree Works link (box at the bottom of the page).

4. Click on the Norwalk Community College link and you will be directed to a page that displays your current degree evaluation.

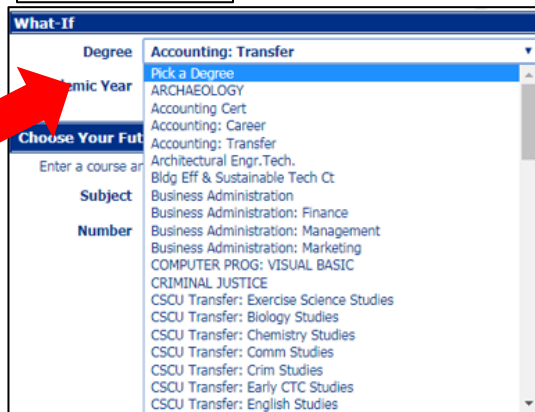


5. To print the evaluation, click the "Save as pdf" tab and then select print.

***What if my evaluation doesn't show?  
Or what if I want to see what classes I'd need if I want to change my major?\****



1. Click on the "What If" button in the upper-left side of the page.



2. Select "Degree" to choose the major you want.

3. Click the "Process what-if" tab to see your evaluation.

4. To print the evaluation, click the "Process as pdf" tab and then select print.



***\*Note: To officially change your major, you will need to complete a change of major form, which is available at the Records Office.***



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](http://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 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 \_\_\_\_\_

MAJOR: \_\_\_\_\_

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: \_\_\_\_\_

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

**GRADUATION IS NOT AUTOMATIC!**

In order to meet degree requirements, students must:

- Complete the minimum number of semester hours of credit in the degree program being pursued with a minimum Grade Point Average of 2.0.
- Complete at least 25% of the semester hours of credit in programs at Norwalk Community College.
- Submit a formal Application for Graduation to the Records Office E102. See deadlines posted on application, online and throughout the college.
- Fulfill all financial obligations to the College.

**Frequently Asked Questions:**

1. **How do I know if I am approved to graduate?** Submit an application to the Records Office E102. If there are any deficiencies, the Records Office will contact you via your student email.
2. **When will I be awarded?** You will have to login to your My CommNet to view your award status. Degrees are awarded to candidates for:
  - a. May (Final audit completed by the end of June)
  - b. August (Final audit completed by the end of September)
  - c. December (Final audit completed by the end of January)
3. **What should I do if I am taking courses at another college that are required for my degree/certificate for graduation?** Please submit your official transcript of completed course(s) to the Records Office electronically (Parchment) or by mail. You must submit a Transcript Evaluation form to the Counseling Office E104 for credits to be applied to your NCC transcript. PLEASE indicate on the form **NEEDED FOR GRADUATION!**

If you are a potential August graduate who will be completing degree or certificate requirements at the end of the summer and would like to participate in the May Commencement ceremony, the deadline to apply is the first Friday in April. You can attend the ceremony but your actual degree or certificate conferral will occur when you successfully complete all courses needed for your program.

**Note: All incomplete ("I") courses MUST be completed. Students may not graduate with Incomplete ("I") grades on their transcript. All CLEP, Credit by Exam and transfer credits are the student's responsibility and MUST appear on your NCC transcript by the end of the semester.**

**\*\*\*\*\*PHYSICAL DIPLOMAS WILL BE MAILED TO THE HOME ADDRESS ON FILE UP TO 8 WEEKS AFTER THE GRADUATION DATE\*\*\*\*\***