How to Generate and Read a UTSA Undergraduate Degree Evaluation

Introduction

The purpose of this document is to show you, a UTSA undergraduate student,

1. How to access and run the degree evaluation on your declared major or, if undeclared, how to access and run an evaluation for a desired major
2. How to run a “what-if” degree evaluation on a different major so you can see how your courses fit before you officially change to that major
3. How to understand the generated degree evaluation

The web-generated degree evaluations are considered unofficial documents since the only official degree plans are the ones contained in the undergraduate catalog of your entry year. However, the web-generated evaluations are modeled after the ones contained in the undergraduate catalogs and can be used as planning tools.

It is always wise to consult an academic advisor of your major, as it is the advising center that performs the final degree check for graduation.

A. Accessing the Degree Evaluation system

1. Sign onto your ASAP account
2. Select “Student Services”
3. Select “Student Records”
4. Select “Degree Evaluation (Unofficial – Undergraduates Only)”
5. Select the current term from the drop down menu
   ○ Note: If you are a new admit to UTSA, use the term of admittance.
6. Click Submit
B. Degree Evaluation Record

Depending upon whether you are a declared major within a college or are undeclared, you will see one of these two displays.

Yours will say “Student Services” whenever you see “Faculty” on this document.

Declared majors will see the program and major from the official student record.

Undeclared majors will see no curriculum on their student record.
C. **Generating the Degree Evaluation for Declared Majors**

If you are undeclared or would like to use a different major, **go to section D.**

1. From the Degree Evaluation screen, select the link at the bottom of the screen called “Generate New Evaluation”.

2. The degree evaluation record will reappear with the program and a term selection field.

3. Click the radio button (circle) beside Program before you Generate Request.

4. Click Generate Request button.

5. Go to **section E**.
D. Generating the Degree Evaluation for Undeclared Majors

The system has a function called “What-if Analysis”. It allows the user to select the degree program from a list rather than from the student record.

Undeclared majors have a degree evaluation record that shows no curriculum and will have to select the “What-if Analysis” link at the bottom of the screen.

Click on the “What-if Analysis” link.

Note: The “What-if Analysis” option can be used by declared majors who want to see how their courses fit in a different major.
E. Generating a What-If Analysis/Degree Evaluation:

Step 1: Selecting the catalog/entry term
Typically, your catalog will be the one at the time you entered UTSA.
Use the displayed list to select the catalog entry term from the drop-down menu.

Sometimes students change catalogs under certain conditions. It’s okay for you to select a more recent catalog to see how a degree program might have changed from an earlier catalog. It’s not okay to follow the plan, unless you have been approved to change the catalog. (See your academic advisor about changing a catalog.)

What-if Analysis

Information for

Step 1: Use the student's catalog term in the entry term field.
The active catalog terms are the following:
- Fall 2000 for 00-02
- Fall 2002 for 02-04
- Fall 2004 for 04-06
- Fall 2006 for 06-08
- Fall 2008 for 08-10

Entry Term: [None]

Continue

Select the entry term from the drop-down menu and then click the “Continue” button.
Step 2: Selecting the program

Select the program from the drop-down menu. Only the programs that are available in the catalog of the entry term will be displayed.

Click the Continue button.
Step 3: Selecting the major

What-if Analysis

In our system, each program includes the major. Here it’s the BA (program) in Criminal Justice (major).

Ignore “Campus” and “Department”, if listed.

You must click on the drop-down arrow and select the listed major.

Click the Submit button. 

Note: The “Add More” button is only used when the abbreviation “conc” or the word “option” appears in the program line. It is also used if you want to evaluate a minor (click the Add More button twice to get to the field for minors).

Step 4: Selecting the evaluation term

The display that appears now shows your selections of entry term, program, and major. The current evaluation term displays automatically.

What-if Analysis

The system automatically fills in the Evaluation Term, usually the current term. There is no need to change this term unless your first term at UTSA is later than the one showing.

Click the Generate Request button.
F. Degree Evaluation Display Options
Whether you generated the evaluation from your curriculum or from the “what-if analysis”, you will see this screen once the plan generates.

Click the Submit button.

Note: The “Detail Requirements” option displays all of the requirements for the degree program and the application of the completed credits. The information is displayed in the manner in which it was written for the programming logic (Boolean). It may take some practice to interpret. It is best when reading this display to follow along with the applicable major section of your catalog and the degree worksheet received from your advisor. The most current catalog is on ASAP. You can also access previous catalogs by clicking on the related, catalog year links on the Site Map (Index) of the current catalog.
G. Understanding the General Requirements Display

Following the program summary are the course requirements divided into AREAS:

- All degree plans have areas for the Major and the Core Curriculum.
- Some degree plans will have areas for Major Core, Support Work, Electives, and/or GPA. Plans typically will follow their layout in the catalog.
- Each area tells how many credits are required.
- When all of the required credits, and any required GPA, are completed, the Area title will reflect “Met” instead of “Not Met”.

The program summary shows 46 credit hours used toward the 120 required credit hours.

Expected Graduation Date – the system automatically assigns a date that may or may not be your actual date of graduation. Just ignore this.

These track residency requirements for the degree and for the last 30 hours of the degree.

“In Progress” tracks the credit hours either currently being taken and/or registered for a future term.
In this example, the four areas circled in red are the courses required for the degree.

<table>
<thead>
<tr>
<th>Area</th>
<th>BA-Criminal Justice Major Reqs (36.000 credits) - Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.000 Credits</td>
<td></td>
</tr>
<tr>
<td>Core Curriculum by Components (42.000 credits) - Not Met</td>
<td></td>
</tr>
<tr>
<td>0.000 Credits</td>
<td></td>
</tr>
<tr>
<td>BA-Criminal Justice Supt Work (15.000 credits) - Not Met</td>
<td></td>
</tr>
<tr>
<td>0.000 Credits</td>
<td></td>
</tr>
<tr>
<td>BA-Criminal Justice Electives (27.000 credits) - Not Met</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200910 - CRJ 1113 American Cim Justice System</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200910 - POL 1013 His 1053 Us His Civil War to Present</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - POL 3143 Intro to American Politics</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - PSC 2312 Introductory Microeconomics</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - HIS 1043 US His Pre Columbus-Civil War</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - WRC 1013 Freshman Composition I</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - ECO 2312 Introductory Microeconomics</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - HIS 1043 US His Pre Columbus-Civil War</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - MUS 2623 Fund Music-History: Non-Majors (H)</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - POL 1161 Tp Politics and Society (H)</td>
<td></td>
</tr>
<tr>
<td>3.000 A 200920 - WRC 1023 Freshman Composition II</td>
<td></td>
</tr>
<tr>
<td>4.000 * 201010 - BIO 1404 Bisciences I</td>
<td></td>
</tr>
<tr>
<td>3.000 * 201010 - CHE 1103 General Chemistry I</td>
<td></td>
</tr>
<tr>
<td>3.000 * 201010 - BNG 2013 Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td>3.000 * 201010 - MAT 1003 Pre Calculus</td>
<td></td>
</tr>
</tbody>
</table>

In this area, only 3 credits remain to be completed.

Credit hrs. of course

Grade or registered or in progress.

Semester of the course taken, in progress, or registered:
Academic year plus semester code of 10 – fall; 20 – spring; or 30 – summer. In this example, 200910 was Fall 2008 and 201010 is Fall 2009.

Extra Electives will contain any courses not applying to the degree program areas. This area will show “Met” even though there are no courses listed.

If you have courses appearing here, you might want to visit with an advisor about any that might be substituted for a required course.

The remaining three areas are sometimes referred to as “housekeeping” areas. They check for these specific graduation requirements or restrictions:
- 39 upper division hours minimum with 18 taken at UTSA
- 66 hours max. transferred from a community college
- Certain subjects that are restricted in the number of credit hours that can be used in a program

If you have more questions, contact your advisor or cappwizard@utsa.edu.

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