



**Explore.
Plan.
Learn.
Graduate.**

STUDENT HELP MANUAL

GRCC *Works*

GRCC *Works*

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What is MyDegreePath?

MyDegreePath is a software application that:

- Applies your earned college credits to a specific GRCC program
- Shows your progress towards degree completion
- Identifies your completed and unfinished:
 - ✓ General Education and MACRAO requirements
 - ✓ Program requirements
- Provides your Counselor/Academic Advisor with tools for advising and monitoring your progress more easily



MyDegreePath allows you to:

- Determine which courses you need to take to complete your current program
- See how your credits would transfer into a new/different program
- Identify courses that meet specific program and GRCC requirements



What information is available on MyDegreePath?

On the top header row (A), you'll find all of your student information.

Notice the Help/FAQ, Print, and Log Out buttons along the top.

Help/FAQ: contains a link to a list of frequently asked questions and this document

Print: click this button to print any page from My Degree Path

Log Out: exit the My Degree Path program

Three tabs (B) contain all of the *MyDegreePath* information:

- Worksheets
- Planner
- GPA Calc

From the main *Worksheets* tab you can locate your:

1. Name
2. ID
3. Advisor
4. Degree
5. Program
6. Cumulative GPA
7. Program requirements, including completed and unfinished requirements

Student Information:

Student ID	Name	Degree	Program	Last Audit	Last Refresh
AA147969	[Redacted]	AAw/M	Tch Elem Ed, Trf-804	08/27/2012	Today at 4:53 am

My Degree Path Summary:

1 Student	[Redacted]	4 Degree	ASSOCIATE IN ARTS W/MACRAO
2 ID	[Redacted]	5 Program	Tch Elem Ed, Trf-804
3 Advisor	[Redacted]	6 Cum. GPA	2.795

Course Progress:

In Progress		Credits Applied: 3	Classes Applied: 2
CO 101	Intro to Computer Applications	2	2012 Winter
WE 132	Golf	1	2012 Winter

Additional Courses Not Used for this Program:

CI 111	Criminology	B	3	2011 Summer
CO 101	Intro to Computer Applications		2	2012 Winter
EN 250	Children's Literature	B+	4	2010 Winter
PS 110	Survey of American Government	C	3	2011 Fall
SO 260	Race & Ethnicity	B-	3	2011 Summer
WE 132	Golf		1	2012 Winter

How do I find...what courses I need to graduate?

On the *Worksheets* tab, scroll down to find:

- A list of program requirements you need to complete
 - **Courses are grouped by type** (Degree Requirements, *General Education Requirements: Communication Skills, Humanities, Social Science, Natural Science and Mathematics*, Program Requirements, In Progress, Additional Courses Not Used for this Program, Courses Not Counted Towards Graduation)
 - Use the **Legend** to determine which courses are Complete, Not Complete, In Progress, Nearly complete.

If you were enrolled in a GRCC program before fall 2011, this function **may not** provide accurate information. The audit function builds from the current catalog requirements, and your program requirements are based on the year you were first enrolled in the program.

Degree Associate AAAS	
Unmet conditions for this set of requirements:	You must complete you still need a mini
<input checked="" type="checkbox"/> Communication Skills Requirements	
<input type="checkbox"/> Humanities Requirements	Still Needed: See
<input type="checkbox"/> Social Science Requirements	Still Needed: See
<input checked="" type="checkbox"/> Natural Science & Mathematics Requirements	
<input checked="" type="checkbox"/> Wellness Elective	WE 152
Maximum of 2 WE credits can be used towards degree completion.	
<input type="checkbox"/> Program Requirements	Still Needed: See
In order to graduate with an associate's degree, ALL program specific requirements must be met and a mini	
Communication Skills Requirements	
<input checked="" type="checkbox"/> Communication Skills Requirements	
<input checked="" type="checkbox"/> College Writing or English Comp. 1	EN 101
<input checked="" type="checkbox"/> English Composition 2	EN 102
Humanities for AAAS	
<input type="checkbox"/> Humanities Requirements	Still Needed: Cho
Social Science for AAAS	
<input type="checkbox"/> Social Science Requirements	Still Needed: Choose
<input checked="" type="checkbox"/> Survey of American Government	PS 110
<input type="checkbox"/> Principles of Economics 1	(:
<input type="checkbox"/> Principles of Economics 2	(:
Natural Science & Mathematics for AAAS	
<input checked="" type="checkbox"/> Natural Science & Math Requirements	
<input checked="" type="checkbox"/> Lab Science Elective	BI 104
<input checked="" type="checkbox"/> Math & Science Requirement	MA 131
Program- CIS- Application Software 146	
<input type="checkbox"/> Intro to Computer Apps	Still Needed: 1 Class

In Progress	
BI 104	Animal Biology
COM 135	Interpersonal Communication
EN 102	English Composition-2
MA 133	Calculus 1
MA 138	Intro Computer Algebra
WE 152	Bowling
Additional Courses Not Used for this Program	
COM 135	Interpersonal Communication
MA 133	Calculus 1
MA 138	Intro Computer Algebra
PL 202	Introduction to Logic
Courses Not Counted Towards Graduation	
EN 102	English Composition-2
EN 102	English Composition-2
MA 107	Intermediate Algebra
MA 107	Intermediate Algebra

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> In Progress Classes	<input checked="" type="checkbox"/> (T) Transfer Class	<input checked="" type="checkbox"/> IP In Progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<input checked="" type="checkbox"/> @ Any course number	

The "@" sign is a wild card, meaning these are elective courses. If there is an "@@" that means you can take any class at the 100 - 200 level. If it is "PY@" that means you can take any PY class at the 100 - 200 level. If it states "@ 200" that means you can take any course that is a 200 level or higher. Talk to your counselor/advisor if you have any questions.

How do I use the Planner function?

- The **Planner** (the 2nd tab) allows you to create a semester-by-semester plan for completing your course requirements
- When you open the Planner, you'll see your audit on the left (A) and a planning grid on the right (B).

The screenshot shows the 'Planner' interface. On the left, labeled 'A', is the 'Planner Worksheet' for student AA155462. It displays student information (Student ID, Degree: ASSOCIATE IN ARTS W/MACRAO, Program: Transfer, Other-007 AA, Cum. GPA: 4.000) and 'Degree Progress' for 'DEGREE=AA with MACRAO'. Under 'Unmet conditions', it lists requirements for General Education/MACRAO, Communication Skills, Humanities, and Social Sciences, with 'Needed' links for each. On the right, labeled 'B', is the 'Student Course Planner' for the 2012 Fall semester. It shows a plan title of '20120823' and a grid with courses ARA 101 (4 credits) and PS 110 (3 credits), totaling 7 credits. The 'Active Plan' checkbox is checked.

To build a new plan:

1. From the planner (B), select a term from the drop-down menu. To make the term “active,” check the checkbox next to the term name.
2. From your audit (A), click on the names of your remaining courses
3. Then Drag the courses into one of the semesters in the planner. Continue with this process until you've added all of your “remaining” requirements into your plan.
4. When you've completed your plan, give it a name (in the Plan Title field)
5. Use the buttons below your plan to save a copy. This plan will now appear in your dropdown list of available plans. (Note: You can also use these buttons to Reload a blank form, etc.)

This annotated screenshot shows the same interface as above. Callout 'A' points to the 'Unmet conditions' section in the audit. Callout 'B' points to the 'Student Course Planner' header. Callout '1' points to the '2012 Fall' term selection dropdown. Callout '2' points to the 'General Education/MACRAO Requirements' checkbox. Callout '3' points to an empty row in the course grid. Callout '4' points to the 'Plan Title' field containing '20120823'. Callout '5' points to the 'Save Plan' button.

How do I use the GPA calculator?

The GPA calculator (the 3rd tab) allows you to:

- Determine your Semester GPA:
 - > What will your semester GPA be if you earn the grades that you estimate?
- Determine your Cumulative GPA:
 - >What will your overall GRCC GPA be if you earn the grades you estimate?

Note: The GPA calculator includes only the grades you've earned at GRCC. Transfer credits are not included.

To calculate your Semester GPA:

1. Your current GPA and the courses you are enrolled in will appear automatically
2. Enter your estimated grade for each of your courses
3. Click the "Calculate" button
4. Your projected GPA will appear

The screenshot shows the GPA Calculator interface with the following elements:

- Navigation tabs: Worksheets, Planner, GPA Calculator (selected).
- Left sidebar: Semester Calculator (with a right arrow), Cum. GPA (with a horizontal line).
- Top right: Current GPA (2.795) and Credits Earned So Far (13).
- Course list table:

Class	Credits	Grade
CO 101	2	A [4.000]
WE 132	1	A [4.000]
Class 3		A [4.000]
Class 4		A [4.000]
Class 5		A [4.000]
Class 6		A [4.000]
Class 7		A [4.000]
Class 8		A [4.000]
Class 9		A [4.000]
Class 10		A [4.000]
Class 11		A [4.000]
Class 12		A [4.000]
- Bottom right: Calculate button.

The screenshot shows the GPA Calculator interface after calculation, with the following elements:

- Navigation tabs: Worksheets, Planner, GPA Calculator (selected).
- Left sidebar: Semester Calculator (with a right arrow), Cum. GPA (with a horizontal line).
- Top right: Current GPA (2.795) and Credits Earned So Far (13).
- Calculated GPA: 3.020.
- Summary table:

Class	Credits	Grade	
CO 101	2	A	4.000
WE 132	1	A	4.000
- Bottom right: Recalculate button.

How do I use the GPA calculator? *Continued...*

To calculate your Cumulative GPA:

1. Your current GPA and the number of credits you have earned will appear automatically
2. Enter your desired GPA
3. Click on the "Calculate" button
4. Number of credits and grades you need to earn to reach your desired GPA will appear

The screenshot shows the 'GPA Calculator' tab selected in a navigation bar. On the left, there is a 'Semester Calculator' section with a 'Cum. GPA' field and a right-pointing arrow. On the right, there are three input fields: 'Current GPA' with the value 2.795, 'Credits Earned' with the value 13, and 'Desired GPA' which is empty. A 'Calculate' button is located below these fields. Yellow numbered callouts (1, 2, 3) point to the 'Current GPA', 'Desired GPA', and 'Calculate' button respectively.

The screenshot shows the results of the calculation. The 'Cum. GPA' field now has a right-pointing arrow. The 'Current GPA' is 2.795, 'Credits Earned' is 13, and 'Desired GPA' is 3.0. A yellow callout (4) points to the 'Desired GPA' field. Below the input fields, the text reads: 'To achieve your desired GPA, you need one of the following:' followed by three options: '3 Credits at 4.000 (A) grade average', '4 Credits at 3.667 (A-) grade average', and '8 Credits at 3.333 (B+) grade average'. A note states: 'Note: Results that would require you to take more than 150 Credits have been omitted.' A 'Recalculate' button is located at the bottom right.

What if... I want to change my program or start a new GRCC degree program?

The “What if” mode allows you to run a “test audit” for new / different program

1. Click the *What if* link (on the left, under the *Worksheets* link)
2. From the drop-down menu, select the degree (A.A., A.A.A.S. Certificate, etc.)
3. From the drop-down menu, select the Academic Year, and Program you are interested in
4. Your selection will appear in the “Chosen Areas of Study” box [Note: you can change your selections by clicking the “Remove” button below this box.]
5. Click the “Process What if” button (right above the What-If strip)
6. Your audit — based on these selections — will appear

Worksheets | Planner | GPA Calculator

Selected What-If Items:

My Degree Path

Student View	WA001101 as of 08/30/2012 at 10:41	What If Audit
Student	[REDACTED]	Degree
ID	[REDACTED]	Program
Advisor		Cum. GPA
		ASSOCIATE IN APPLIED ARTS & SCIENCES
		Fashion Merchandising-121
		2.795

Degree Associate AAAS Cum. GPA: 2.794 Academic Year: 2011-2012

Unmet conditions for this set of requirements: You must complete ALL requirements outlined in this audit and earn a minimum of 62 credits for completion of this degree- right now you still need a minimum of 46 credits earned which should include the completion of all identified degree requirements.

Communication Skills Requirements Still Needed: See **Communication Skills Requirements** section

Humanities not required

Social Science Requirements

Natural Science & Math not required

Wellness Elective Still Needed: 1 Class in WE 102 or 104 or 105 or 124 or 125 or 126 or 127 or 128 or 129 or 130 or 131 or 312 or 133 or 134 or 135 or 140 or 141 or 142 or 143 or 144 or 145 or 146 or 152 or 155 or 156 or 157 or 165 or 166 or 192 or TH 114 or 115 or 116 or 214 or 215

Maximum of 2 WE credits can be used towards degree completion.

Program Requirements Still Needed: See **Program- Fashion Merchandising 121** section

In order to graduate with an associate's degree, ALL program specific requirements must be met and a minimum of 62 credits earned.

Communication Skills Requirements Cum. GPA: 0.000 Academic Year: 2011-2012