

MyDegreePath Frequently Asked Questions

- **What is MyDegreePath?**

MyDegreePath is a web-based electronic degree audit program designed to help students track their degree completion progress, identify courses needed for registration and develop a semester by semester course plan for graduation. MyDegreePath is designed to assist students, but does not replace face-to-face advising. MyDegreePath encompasses both a degree audit as well as providing an educational planner tool.

- **How will MyDegreePath help students?**

MyDegreePath will help students:

- ✓ Identify the program and degree requirements for a declared program and degree
- ✓ Identify which courses are still needed in order to graduate from the declared program
- ✓ Identify which courses students have taken that count as electives
- ✓ Identify which courses students have completed in their program and degree
- ✓ Discover how the courses students have already taken will fit into potential programs and degrees (the “what if” function)
- ✓ Identify potential courses for students to take each semester
- ✓ Identify courses that fulfill MACRAO and general education requirements
- ✓ Explore grades needed to achieve a specific cumulative GPA (the GPA calculator)
- ✓ Build a semester by semester plan of what courses to take to reach graduation

- **How is MyDegreePath different from the information in the Student Online Center (SOC)?**

MyDegreePath will produce a user-friendly degree audit along with providing GPA, planner and what if tools. MyDegreePath will give students and Counselors/Academic Advisors/Faculty Advisors more clearly defined information for selecting coursework, understanding degree requirements, and developing an educational plan.

- **Who can use MyDegreePath?**

All GRCC degree seeking students can access MyDegreePath, as well as those who are responsible for advising students at GRCC. Those students admitted prior to fall 2011 will not have an automatic audit when they log in. But they can still check their degree progress against fall 2011 degree requirements and obtain an audit through the “what if” feature. They can also use the GPA, notes and planner features as well.

- **Are there certain requirements that MyDegreePath may not check?**

Yes. MyDegreePath will not check certain program-specific requirements such as criminal background checks or licensure requirements. It also does not identify if pre-requisites have been met for classes that students plan to take. MyDegreePath pulls information about transfer credit from the Student Online Center (SOC), so if transfer credits have not yet been brought into GRCC, they will not show up on MyDegreePath.

- **Can students access MyDegreePath on any computer?**

Yes. Access to MyDegreePath is available through the Student Online Center (SOC).

- **How do students and faculty log into MyDegreePath?**

Students and faculty will access MyDegreePath through their Online Center.

- **Is the student information confidential?**

Yes. Like other processes used in the Student Online Center, MyDegreePath is accessed through a secure login. Counselors/Academic Advisors, Faculty, and selected staff will be able to view the student information contained in MyDegreePath. Students will only have access to their own information.

- **How current is the information in MyDegreePath?**

The information in MyDegreePath will be refreshed each night and the time and date of the last refresh is shown in the upper right corner of the main audit page. Any changes made during the day (i.e. grade changes, change of major, classes added/dropped) need to move through the system for approval and will be visible in MyDegreePath the following day. If a student fills out a change of major form, this will take a couple of days to come over to MyDegreePath as it must first be processed, changed in the Student Online Center (SOC) and then it will come into MyDegreePath overnight.

- **Can students register for classes in MyDegreePath?**

No. MyDegreePath is a snapshot of courses in-progress, courses registered for, or courses in which a successful grade was earned. Registration will continue through the Student Online Center (SOC).

- **Can students see how many classes are left to fulfill their requirements?**

Yes. MyDegreeWorks is laid out in a block format displaying program, degree, and other requirements. Unchecked boxes identify requirements that still need to be completed.

- **Will students be able to plan for future courses?**

Yes. The planner tab allows students to create a semester by semester plan for graduation. Students can then check that plan each registration period to make sure that the courses they

take will fulfill their program and degree requirements. The planner helps students stay on track for graduation. Please note that creating a plan will NOT register a student in courses.

- **Are grades visible in MyDegreePath?**

Yes. Final grades for a current semester are viewable in MyDegreePath within one business day after they are available on a student's unofficial transcript. Grade changes made during a semester for past semesters are viewable in MyDegreePath within one business day after they are available on a student's unofficial transcript. Courses in-progress are marked with a  and are not assigned a letter grade, though it will identify what requirement that course will fulfill.

- **When will the audit change if the student completed a change of major form?**

If a student fills out a change of major form, this will take a couple of days to come over to MyDegreePath as it must first be processed and changed in the Student Online Center (SOC). Once the change is made in the Student Online Center (SOC) the change will appear in MyDegreePath within one business day after it is available in the Student Online Center (SOC).

- **What if the student has been told that a substitution has been approved?**

Exceptions and transfer credit will not be entered into MyDegreePath until Fall 2012 and forward. If the student feels that they have an approved substitution or waiver that is not reflected in their audit, they should contact the Student Records Office at (616) 234-4121 or registrars@grcc.edu

- **Is MyDegreePath the same as a student transcript?**

No. MyDegreePath is an unofficial audit of the student's coursework, as well as an outline of requirements still needed to complete a program. Through the Student Online Center (SOC), students may view an unofficial transcript or request official transcripts.

- **Is MyDegreePath an official graduation audit?**

No. MyDegreePath is a tool for students and Counselors/Advisors.

- **Will MyDegreePath show all student credits even if they were completed elsewhere?**

Yes. MyDegreePath will show all earned credits students have been awarded by GRCC and appear in the Student Online Center (SOC). These credits could be from a university, another community college, military, CLEP, Advanced Placement, etc. These credits will show as transfer credit in compliance with GRCC's policy. If the student has earned credits that are not reflected on the audit, they should contact the Student Records Office.

- **What if the information in MyDegreePath does not show as up-to-date?**

There may be three reasons. First is that MyDegreePath may not have refreshed since a change was made (the information is refreshed nightly) so check the date of the last refresh in the upper right corner of the audit. Second, there may be some paperwork that needs to be completed. For example, if students have completed transfer courses, then it is possible that GRCC has not received an official transcript or the coursework is pending review. Students should check with the Student Records Office if their transcript or audit does not reflect transfer work completed. Third, a substitution/exception may need to be applied. Please verify with a Counselor/Academic Advisor that the appropriate exception has been forwarded to the Student Records Office to be changed on the student's audit.

- **Once all coursework is checked off, do students automatically graduate?**

No. Students must fill out a Graduation Application online through the Student Records Office at <http://cms.grcc.edu/sites/default/files/attachments/Graduation%20Audit.pdf>

- **Does the “what if” feature automatically change the student’s program?**

When a “what if” audit is run, it is just to see how changing to a different program would impact the student based on the classes taken. It is not official and does not officially change anything.

- **Can the student change their Counselor/ Advisor through MyDegreePath?**

If the student wants to change their Counselor/ Advisor, they need to contact the Counseling and Career Center at (616) 234-3900 or counseling@grcc.edu to do so officially.

- **Should the student still see a Counselor/ Advisor?**

Yes. Students are always better off to check in with a Counselor/ Advisor at a minimum of once a year to make sure everything is correct and on track for graduation. They should also see a Counselor/ Advisor before officially changing a program or when they are one semester out from graduation. Students are welcome to see Counselor/ Advisors any time they have a question about their audit or any graduation requirements.

- **The wrong program or degree is listed for the student, what should be done?**

If the wrong program is listed (thus bringing up the wrong audit information) that means the student needs to complete a change of major form located at <http://cms.grcc.edu/student-records/change-major>

- **The “@” character is used in the audits, what does it mean?**

The “@” character denotes a wildcard. So if in the audit students see @ @, that means they can take any course that GRCC offers at any level. If students see @ 100:200, that means they can take any course that is either a 100 level or 200 level (for example EC 252 or CLS 100 or BA 183).

- **Can an audit be saved or printed?**

Yes. Audits can be printed, but there really is no reason to ever save or print an audit. Each time a student logs in and runs an audit, they get the most up to date information.

- **What do students do if they think their academic information is incorrect?**

Students should consult with a Counselor/Academic Advisor for a review of their audit. Any exception to program or degree requirements should also be discussed with a Counselor/Academic Advisor through the Counseling & Career Center on the 3rd floor of the Student Center.

- **If an error message is received, who should students contact?**

Students should contact GRCC Customer Support via e-mail at ithelp@grcc.edu . Please include a screen shot of the error in your message.

To take a screen shot:

PC Users

1. Open the screen that has the error of which you want to take a screenshot. Locate the "Print Screen" key on your keyboard. It may be abbreviated to "Prt Scn" or something similar.
2. Press the "Print Screen" key to take the screen shot. Open a program such as Microsoft, Word, Paint, or any other program capable of accepting images.
3. Press the "Ctrl" and "V" keys at the same time to paste the image into your program. Save the file.
4. Attach the file to the e-mail and send to ithelp@grcc.edu

MAC Users

1. Make sure your screen displays exactly what you want to show in your screenshot image. Ensure all the relevant windows are visible.
2. Press *Command+Shift+3*. Depending on your operating system, it will either be saved as "Picture #" (with # representing a number—for example, if it's the 5th screenshot on your desktop it will be labeled "Picture 5") or as "screenshot" labeled with the date and time.
3. This method will save your screenshot to the desktop. Your screenshot image can then be pasted straight into any compatible application with the usual paste command (*CMD+V*).
4. Attach the file to the e-mail and send to ithelp@grcc.edu

- **The student is unclear on how to use the planner, “what if” or GPA calculator, who should they contact?**

First, students should click on the Help tab located on the top of the worksheets view to view step by step help manuals.

If the student still has questions, they should contact the Counseling and Career Center at (616) 234-3900 or counseling@grcc.edu or seek help from a faculty advisor.