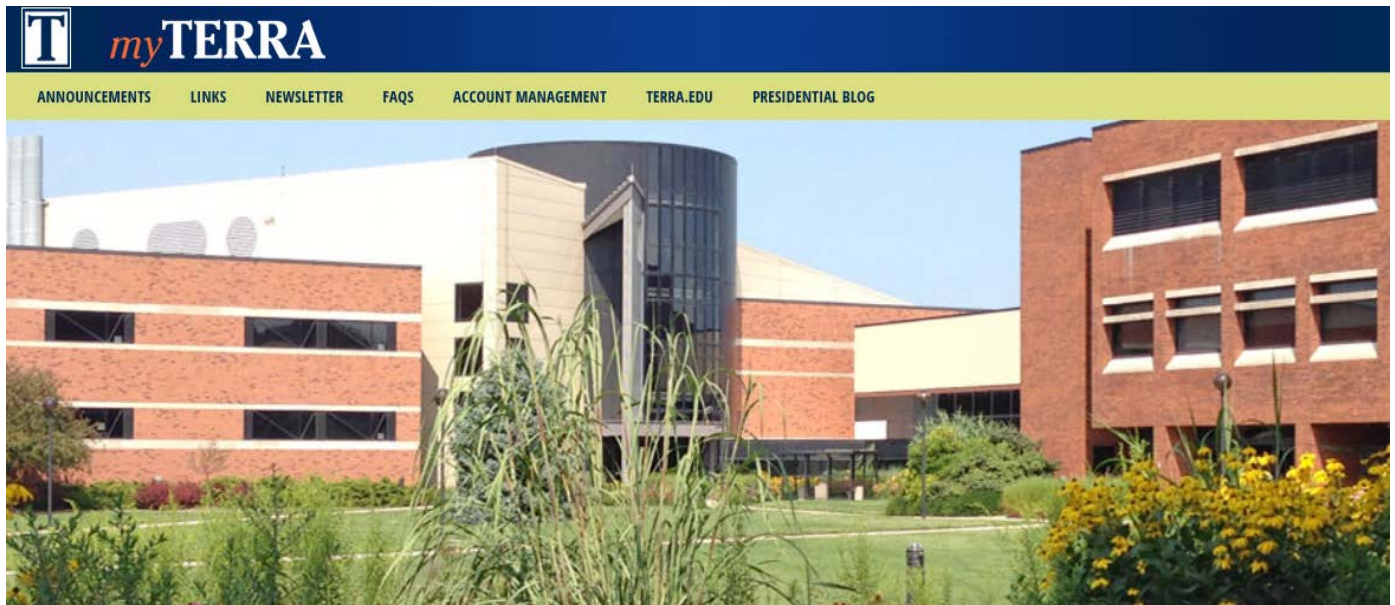


STUDENT DEGREE EVALUATION PROCEDURE

Student Records Office

1. Go to (my.terra.edu)



New Announcements

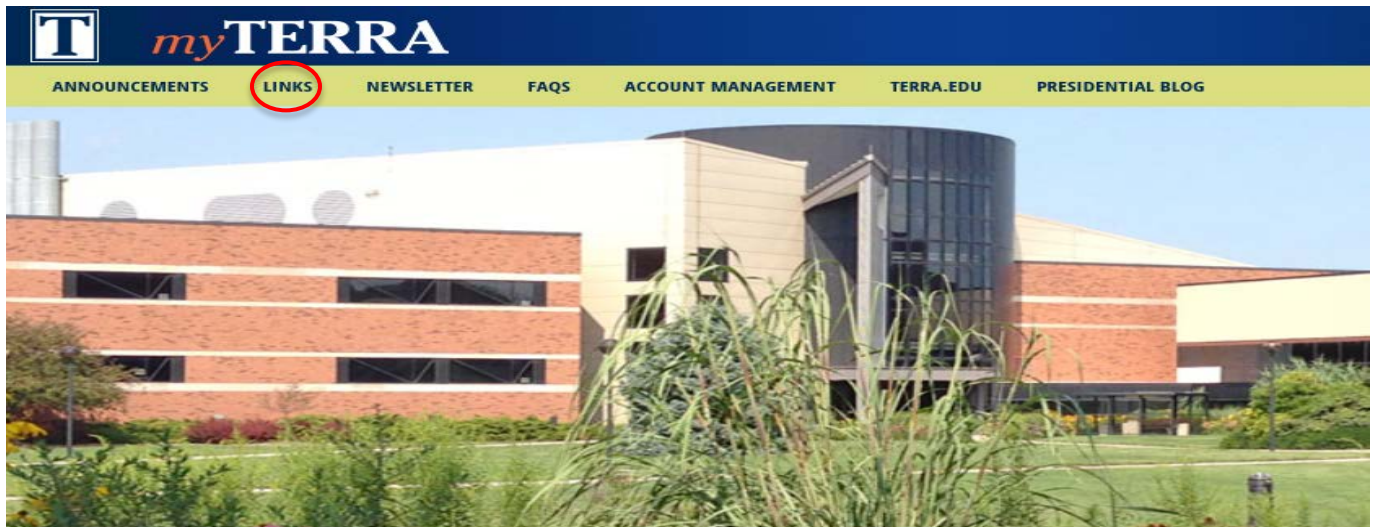
TERRA.EDU

We are aware that the terra.edu website is experiencing loading issues. Students can still register by visiting Banner Self-Service. Those seeking to submit an application can still do so by visiting apply.terra.edu. We will let you know when this issue is resolved.

2016-2017 ACADEMIC CALENDAR

For a printable PDF of the 2016–2017 Academic Calendar, [click here](#).

2. Select *Links* and *Banner Self-Service*



EXTERNAL LINKS

[Banner Self-Service](#)

[Canvas Learning Management System](#)

[Office 365 Webmail](#)

[Personal Spam Quarantine](#)

[Terra State IT Help Desk](#)

[Library](#)

Terra State Social Media: [Facebook](#) [Instagram](#) [Twitter](#) [YouTube](#) [Snapchat](#) [Pinterest](#) [Google+](#) [LinkedIn](#) [Flickr](#)

3. Select the *Student Tab* and then *Student Records*

The screenshot shows a navigation menu with two tabs: "Personal Information" and "Student". The "Student" tab is selected and circled in red. Below the tabs is a search bar with the text "Search" and a "Go" button. The main heading "Student" is displayed. A yellow horizontal line separates the heading from the menu items. The menu items are: "Admissions" (Apply for Admission or Review Existing Applications), "Registration" (Check your registration status, class schedule and add or drop classes), "Student Records" (View your holds, grades and transcripts), and "Student Account" (View your account summaries, statement/payment history and tax information). The "Student Records" item is circled in red. A blue horizontal line is at the bottom, with the text "RELEASE: 8.7" below it.

Personal Information **Student**

Search Go

Student

- [Admissions](#)
Apply for Admission or Review Existing Applications
- [Registration](#)
Check your registration status, class schedule and add or drop classes
- [Student Records](#)
View your holds, grades and transcripts
- [Student Account](#)
View your account summaries, statement/payment history and tax information

RELEASE: 8.7

4. Select *Degree Evaluation*

The screenshot shows a navigation menu with two tabs: "Personal Information" and "Student". The "Student" tab is selected. Below the tabs is a search bar with the text "Search" and a "Go" button. The main heading "Student Records" is displayed. A yellow horizontal line separates the heading from the menu items. The menu items are: "View Holds", "Midterm Grades", "Final Grades", "Grade Detail", "Academic Transcript", "Degree Evaluation", "Course Catalog", "View Student Information", "Class Schedule", and "Enrollment Verifications". The "Degree Evaluation" item is circled in red. A blue horizontal line is at the bottom, with the text "RELEASE: 8.7" below it.

Personal Information **Student**

Search Go

Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Academic Transcript](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Enrollment Verifications](#)

RELEASE: 8.7

5. See corresponding number below for brief description

The screenshot shows a web interface for a 'Degree Evaluation Record'. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Degree Evaluation Record'. Below this is a yellow bar with a message: 'Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.' The 'Curriculum Information' section is circled in red and labeled with a '1' in a red box. It contains the following details: 'Primary Curriculum', 'Program: Associate of Arts', 'Catalog Term: Spring 2017', 'Level: Undergraduate', 'Campus:', 'College: Terra State Community College', 'Degree: Associate of Arts', and 'First Major: Associate of Arts'. Below this section is a horizontal line, and below that is a navigation bar with links: '[Previous Evaluations | Generate New Evaluation | What-if Analysis | View Holds]', which is also circled in red and labeled with a '2' in a red box. At the bottom left, it says 'RELEASE: 8.7.1'.

- 1 - **Curriculum Information** lists your current major and the catalog term of when you began this major.
- 2 - This area provides a number of options for degree evaluation:
 - a. **Previous Evaluations** allows you to view previous degree evaluations that have been generated.
NOTE: Previous evaluations may not reflect newly updated information (grade change, course repeats, etc).
 - b. **Generate New Evaluation** allows you to generate a new degree evaluation with the information provided under curriculum information.
 - c. **What-if Analysis** allows you to compare your degree evaluation to a different major that is offered at Terra.
NOTE: This does not allow you to change your major. You must change your major by completing the Records Revision form through the Records Office.
 - d. **View Holds** allows you to view any active holds that you may have.

6. Select *Generate New Evaluation*

Personal Information Student

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Degree Evaluation Record

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

Curriculum Information

Primary Curriculum

Program: Associate of Arts

Catalog Term: Spring 2017

Level: Undergraduate

Campus:

College: Terra State Community College

Degree: Associate of Arts

First Major: Associate of Arts

[\[Previous Evaluations \]](#) [Generate New Evaluation](#) [What-if Analysis](#) | [View Holds](#)]

RELEASE: 8.7.1

7. Select the bullet point and then *Generate Request*

Personal Information Student

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Generate New Evaluation

To generate a new evaluation, select a program, degree, major and anticipated graduation term and then select Generate Request.

Program: Associate of Arts

Degree: Associate of Arts

Major: Associate of Arts

Term: Fall 2016 ▾

[\[Current Enrollment \]](#) | [Current Enrollment](#) | [Previous Evaluations](#) | [What-If Analysis](#)]

RELEASE: 8.7.1

8. Once you have generated your degree evaluation, you will find information that pertains to your degree. Please see the image and corresponding numbers for a brief description.

1 - Your **current major**.

2 - **Catalog term** of when you began your major.

Note: If the catalog year is incorrect, please email recordsdept@terra.edu for correct catalog year.

3 - This area lists your total required credits to graduate, required institutional credits to be taken at Terra, and your cumulative GPA.

Note: The “Used” column represents the number of credits or courses you have completed.

4 - **Concentrations** are specific pathways that may be used for an Associate of Science or Associate of Arts.

Note: You will only be awarded an **Associate of Arts** or **Associate of Science** degree if you choose a pathway. If you have a specific degree (*ex: Nursing, Welding*) disregard the concentration field.

Degree Evaluation Report

Information for

Program Description

Program : Associate of Science 1

Campus :

College :

Degree: Associate of Science 1

Level :

Majors :

Departments :

Catalog Term : 2 Fall 2016

Evaluation Term : Fall 2016

Expected Graduation Date :

Request Number : 2

Results as of : Nov 10, 2016

Minors :

Concentrations : General Pathway 4

Program Evaluation

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes	60.00	62.00	23	23
Required Institutional:	Yes	20.00	62.00	23	23
Overall GPA :	Yes	2.00	2.51		

3

Program Description

Graduation Requirements: Minimum cumulative 2.00 GPA in the major and minimum cumulative 2.00 GPA overall. At least one third of the total credit hours required in the major with courses taken at Terra and at least one third of the total credit hours required for an associate degree with courses taken at Terra. For students who are Servicemembers under SOC or the Ohio GI Bill, minimum 25% of the total overall and in the major must be earned at Terra.

9. Degree evaluation continued

- 1 - **Met** means if you have completed the required course or area (**Y = Yes or N = No**).
- 2 - This area displays the **required course(s)** that must be completed for the required area.
- 3 - This area shows the **term, subject, course, title, credits** and **grade** of each course that you have completed.
Note: If you have not completed the required course, the area will appear blank.
- 4 - The **source** column is broken down into three parts:
R = Registered (includes all courses you are currently registered for)
H = Completed (history)
T = Transfer

Area Requirements																
Area :ASC Arts & Humanities Elective																
Required																
Used																
Required																
Used																
Detail Requirements																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		ART/HUMN	6 hours of Art/Humn Electives						201730	HUM	1010	Critical Thinking	TMAH	3.00		R
									201540	PHL	1010	Introduction to Ethics	TMAH	3.00	A	H
Total Credits and GPA :													6.00	4.00		

Area Requirements																
Area :ASC Assoc of Sci Core Courses																
Required																
Used																
Required																
Used																
Detail Requirements																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		ENG		1060					201710	ENG	1060	College Composition II		3.00		R
Yes	AND		GEN	1000					201610	GEN	1000	First-Year Seminar		1.00	S	H
Yes	AND		HUM	2900					201730	HUM	2900	Leading by the Humanities		3.00		R
Yes	AND		SPE	2010					201730	SPE	2010	Effective Speaking		3.00		R
Total Credits and GPA :													10.00	0.00		

Area Requirements																
Area :ASC Math Elective																
Required																
Used																
Required																
Used																
Detail Requirements																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		MATH	Math Course						201630	MTH	2010	Statistics		4.00	C	H
Total Credits and GPA :													4.00	2.00		

10. Degree evaluation continued

1 - This area provides a description if you have not met a specific course requirement.

Area Requirements

Area :ASC Social Science Elective	Required	Used	Required	Used
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Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No			SOCIALSCI	Social Sciences					201710	HIS	1020	Western Civilization II	TMSS	3.00	R
									201710	HIS	1060	American History II	TMSS	3.00	R

1

Course Attribute Attachment Description
 Select 6 semester hours from OTM Social Sciences electives from at least 2 areas. Electives to be used are listed under the Ohio Transfer Module (OTM) in the college catalog. See your advisor for appropriate course selection.

Total Credits and GPA : 6.00 0.00

Area Requirements

Area :ASC Natural Science Electives	Required	Used	Required	Used
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Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			NATRLSCI	Natural Sciences					201630	BIO	1230	Anatomy and Physiology I	TMSL	3.00	C	H
									201630	BIO	1235	Anat and Physiology I Lab	TMSL	1.00	C	H
									201640	BIO	1240	Anat and Physiology II	TMSL	3.00		R
									201640	BIO	1245	Anat and Physiology II Lab	TMSL	1.00		R
									201610	CHM	1010	Intro to General Chemistry	TMSL	3.00	C	H
Total Credits and GPA :													11.00	2.00		

Area Requirements

Area :ASC OTM Elective	Required	Used	Required	Used
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Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No			OTM ELECT	5 hrs OTM Electives					201610	PSY	1210	General Psychology	TMSS	3.00	C H

Course Attribute Attachment Description
 Choose 5 credit hours of OTM Mathematics, Social Science, or Natural Science electives. Electives to be used are listed under the OTM section of the college catalog. See your advisor for appropriate course selection.

Total Credits and GPA : 3.00 2.00

11. Degree Evaluation Continued

- 1 - **Courses Not Used** provides a list of courses that were not applied towards your degree or certificate.
- 2 - **In Progress Courses** are courses that you are currently registered for in all terms.

Area Requirements

Area :AS Pathway Additional Elective	Required	Used	Required	Used
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Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No			ADDLELECT	Additional Electives					201610	CHM	1015	Intro to General Chemistry Lab		1.00	A	H
									201640	DLS	1090	Digital Literacy/Applications		3.00		R
									201540	ENG	1050	College Composition I		3.00	B	H
									201640	HPE	1020	First Aid and Safety		2.00		R
									201540	MED	2400	Medical Terminology		3.00	B	H
									201640	PSY	1360	Life Span Development		3.00		R
									201610	SPE	2200	Interpersonal Communication		3.00	C	H

Course Attribute Attachment Description

Additional 20-25 elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 65 semester hours. No mathematics course below 200-level may be used as an elective.

Total Credits and GPA : 18.00 2.80

Area Requirements

Area :Courses Not Used	Required	Used	Required	Used
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Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes					0	ZZZZZ	0		201610	MTH	1310	Intermediate Algebra		4.00	B	H

Total Credits and GPA : 4.00 3.00

In Progress Courses

Area	Subject	Course	Title	Credits
ASC Arts & Humanities Elective	HUM	1010	Critical Thinking	3.00
AS Pathway Additional Elective	DLS	1090	Digital Literacy/Applications	3.00
AS Pathway Additional Elective	HPE	1020	First Aid and Safety	2.00
AS Pathway Additional Elective	PSY	1360	Life Span Development	3.00
ASC Natural Science Electives	BIO	1240	Anat and Physiology II	3.00
ASC Natural Science Electives	BIO	1245	Anat and Physiology II Lab	1.00
ASC Social Science Elective	HIS	1020	Western Civilization II	3.00
ASC Social Science Elective	HTS	1060	American History II	3.00
ASC Assoc of Sci Core Courses	ENG	1060	College Composition II	3.00
ASC Assoc of Sci Core Courses	HUM	2900	Leading by the Humanities	3.00
ASC Assoc of Sci Core Courses	SPE	2010	Effective Speaking	3.00