

YOUR DEGREE EVALUATION

Over the course of Summer 2004, the Registrar's Office revamped, revised, and is now pleased to present Degree Evaluation on RAIL, as an aid to students and advisors. This automated report will compare your courses taken, transferred, and in-progress to the catalog rules for your specific program (major and/or minor).

EDUCATION MAJORS, PLEASE NOTE: YOUR REPORTS ARE STILL UNDER CONSTRUCTION.

****You should always talk with your advisor about any of the information in the degree evaluation report. These reports are unofficial and are intended to be an aid to you and your advisor. They are not intended to take the place of the advising session. After consultation with an academic advisor, it is ultimately the student's responsibility to choose and implement his/her academic program and to see that all specific requirements for that program and all general requirements for graduation have been met.****

ACCESSING YOUR DEGREE EVALUATION ON RAIL

- θ Login to RAIL.
- θ Click on [Student Services and Financial Aid](#).
- θ Click on [Student Records](#).
- θ Select [Degree Evaluation](#). RAIL will show you the general information for your program.
- θ From the links on the bottom of the page, click on [View Previous Evaluations](#), [Generate New Evaluation](#), or [*What-If Analysis](#).
- θ You can choose to view "General Requirements" (a summary of areas, and whether they are met or unmet), or "Detail Requirements" (a requirement-by-requirement listing in each area).

*A very useful feature in the RAIL degree evaluation is the ability to generate a "What If?" report. *What if* I use a more recent catalog? A different minor? A different concentration within the major, or even a different major entirely? In a matter of seconds, you have a new report that shows how your courses will apply under the new scenario.

REPORT LAYOUT

The degree evaluation will show you some basic information at the top. After that, you will see:

- θ AREA: Major/Concentration
- θ AREA: Minor (baccalaureate only, if applicable)
- θ AREA: General Studies (baccalaureate only)
- θ AREA: Non-Program Electives (courses that have not been used in any of the three previous areas)
- θ AREA: Upper Division (baccalaureate students)
- θ AREA: Shepherd Courses

READING THE REPORT

Each area has been programmed to show whether requirements from the catalog in use have been met, or not.

A “Y” in the far left column means, “Yes, you have met this requirement.” You will also see the course you used to meet the requirement, the term taken, and the grade earned.

A RED “N” in the far left column means, “No, you have not yet met this requirement.” You will see the specific requirement listed, and a blank line on the right side of the report. If the requirement is a grouping of electives rather than a single course, you will also see the catalog description of the elective requirements.

Substitutions or waivers will be reflected in the far left column. Finally, a GPA is calculated on the courses meeting the program requirements.

NON-PROGRAM ELECTIVES

This area collects all other coursework taken that is *not already being applied* to one of the program areas. This area may be particularly helpful in identifying courses for consideration as substitutes for unmet requirements.

UPPER DIVISION

Baccalaureate candidates must earn at least 45 credit hours in upper division (300- or 400-level) coursework. This area will gather them together and give a total.

SHEPHERD COURSES

The printed report will indicate only whether the Shepherd GPA is 2.0 or greater. The RAIL version will actually show all Shepherd work and calculate that GPA.

FREQUENTLY-ASKED QUESTIONS

1 . How are incompletes and courses in-progress counted? Most areas will assume successful completion of incompletes and courses in-progress. If you do not successfully complete these courses, the requirements will again show as NOT MET.

2 . My program requires that certain courses be completed with a minimum of C. Will the reports reflect this? Yes. You will see “Minimum Grade” specified in the report, and you will have to make the grade to meet the requirement.

3 . The report does not reflect a recent registration or substitution. Is there a problem? Hopefully not—if you are viewing a Previously-Generated Evaluation, any activity that happened after the generation date would not be reflected. Generating a new report through RAIL will show any recent changes. (If that’s not the problem, do call!)

4 . In the column next to Grade Earned, what do the codes “R”, “H”, or “T” mean? This column indicates the source of the course listed: **R**egistration (pre-registered for, or currently in-progress), **A**cademic **H**istory (Shepherd course with a grade posted), or **T**ransfer Work.

5 . I’m pursuing a double major/double degree. What’s the best way to see these? To allow the overlap of courses across double majors and double degrees, as the Catalog permits, you should run each major/degree separately.

6 . I took courses at Shepherd before the computer system existed, and have a “hard-copy” transcript. Will degree evaluation work in my situation? No, unfortunately. The Banner computer system needs to be able to “see” the courses in order to compare them to the program rules and generate a report.

7 . Why isn’t my transfer work getting picked up for requirements? In earlier years, transfer work was brought in with the original school’s numbers, which Degree Evaluation doesn’t recognize (because it’s looking for Shepherd course numbers). We can plug them in the right spots for your degree with a substitution process. Recent transfer students shouldn’t see any problem with this, because now we use Shepherd codes and numbers for transfer courses accepted as equivalent to our courses.

Other questions? Contact the Registrar at register@shepherd.edu