



MORaine PARK
TECHNICAL COLLEGE

Student Tutorial | Degree Evaluation

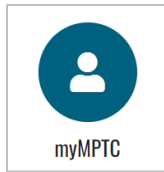
Use these instructions to view the progress you have made toward your degree and verify if you have met all course requirements for graduation. Contact your Academic Advisor if you need help determining your status.

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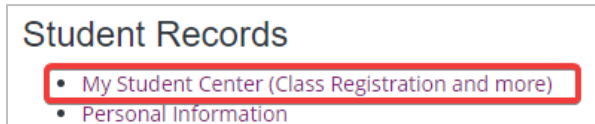
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Part 1 | Open Your Degree Evaluation

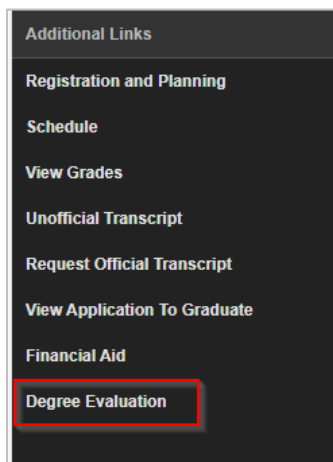
1. Log in to the [myMPTC Student Portal](#) with your MPTC email (username@student.morainepark.edu).
2. Click the **myMPTC** icon.



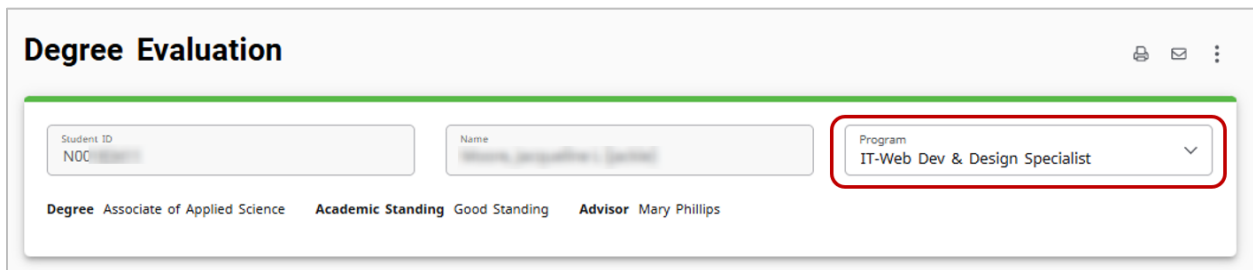
3. Click **My Student Center**.



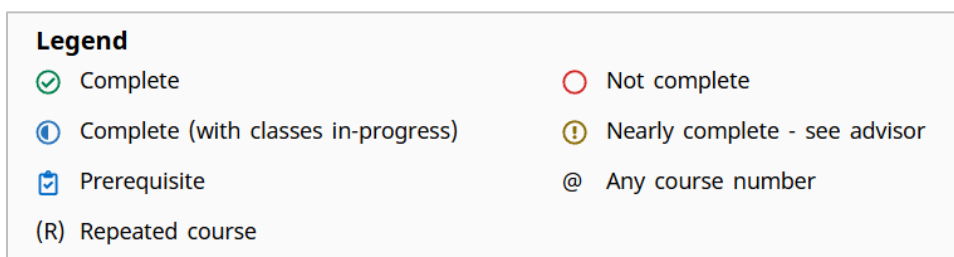
4. Below the Additional Links menu, click Degree Evaluation.



5. If you are in more than one program, select the program you want to evaluate.



6. As you view your degree evaluation in the next steps, refer to [Legend Descriptions](#) for explanations of each symbol.



Part 2 | Review a Summary of Your Academic Progress

1. Review a summary of your current academic progress.
 - a. Click the **PROCESS** button to refresh the page and provide the most up-to-date information.
 - b. **Degree Progress**
 - **Requirements:** This reflects the percentage of overall requirements you have completed at the time of this audit.
 - **Credits:** This reflects the percentage of courses/credits you have completed at the time of this audit.
 - c. **Cumulative GPA:** This is the grade point average calculated from **ALL** undergraduate credits you earned at MPTC. Students are recognized with honors and high honors based on this GPA. Credits transferred from another institution are not included in this calculation.

The screenshot displays the 'Academic' section of a student's dashboard. At the top right, there is a 'View historic audit' dropdown menu showing '09/26/2023 at 4:15 PM UG/10...'. Below this, the 'Degree progress' section is highlighted with a red box labeled 'B'. It contains two circular progress indicators: 'Requirements' at 39% and 'Credits' at 38%. To the right, the 'Cumulative GPA' is shown as 2.68, with a red box labeled 'C' around it. A 'PROCESS' button is highlighted with a red box labeled 'A'. There are also checkboxes for 'In-progress courses' and 'Preregistered courses', both of which are checked.

2. Review a summary of your **Program Requirements**.
 - a. **Catalog Year:** This shows the year you started the program. When conducting your evaluation, the system uses program requirements from the catalog year and compares them to your student record to determine which requirements you have met or not met. (In the example image, the student's catalog year is 2025-2026, meaning they started the program in Summer 2025, Fall 2025, or Spring 2026.)
 - b. **Program Requirements:** Each program has requirements that must be met, such as completion of all program courses, general education requirements, and institutional requirements.

The screenshot shows the 'Program Requirements' section. At the top, the title 'Program Requirements' is followed by an 'INCOMPLETE' status. Below this, there is a field for 'Catalog year: 2022-2023' highlighted with a red box labeled 'A'. Underneath, a note states 'A minimum grade of C or better is required in all courses.' Below the note, there is a table with a radio button, the text 'Program Requirements', and a 'Still needed:' status with a link to 'See Associate in IT Cybersecurity Specialist (AAS) section' highlighted with a red box labeled 'B'.

3. Review a summary of the **Degree** you are working toward.
 - a. **Credits Required:** Total number of credits required for earning your degree.
 - b. **Credits Applied:** Total number of credits you have earned toward your degree.
 - c. **Total Program Credits Required:** This summarizes how many credits you have earned and how many more credits are still needed to earn your degree.

Associate in IT Cybersecurity Specialist (AAS) INCOMPLETE

A Credits required: 66 Credits applied: 25 **B** year: 2022-2023

Your Program GPA is 3.06. This is calculated from the courses used toward your degree and may not include all courses taken.

C

<input type="radio"/> Total Program Credits Required	Still needed:	You currently have 25 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 41 additional credits and all graduation requirements.
<input checked="" type="checkbox"/> Program GPA		
<input type="checkbox"/> Required MPTC Credits		
<input type="checkbox"/> Area Requirements	Still needed:	See Area in IT-Cybersecurity Specialist section
<input type="checkbox"/> General Education Requirements	Still needed:	See General Education Requirements section
<input type="checkbox"/> Institutional Requirements	Still needed:	See Institutional Requirements section

Part 3 | Review Details of Your Academic Progress

1. Review details of courses required for your **Area of Study**.
 - a. **Minimum Area Credits Required:** This statement shows how many credits have been completed or in-progress, and how many credits remain to meet requirements within this Area of Study.
 - b. Example of a course that still needs to be taken – indicated by an open red circle.
 - c. Example of a course the student is currently enrolled in, but has not yet completed – indicated by a half-filled blue circle.
 - d. Example of a course the student has completed with a grade of C or higher – indicated by a green circle containing a checkmark.

Area in IT-Cybersecurity Specialist		INCOMPLETE				
Credits required: 45 Credits applied: 12 Catalog year: 2022-2023						
	Course	Title	Grade	Credits	Term	Repeated
A	<input type="radio"/> Minimum Area Credits Required	Still needed:	You currently have 12 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 33 additional credits and all graduation requirements.			
	<input type="radio"/> IT Fundamentals 1	Still needed:	3 Credits in 150 107			
	<input type="radio"/> IT Fundamentals 2	Still needed:	3 Credits in 150 108			
	<input type="radio"/> Principles Informatr Security	Still needed:	3 Credits in 150 191			
B	<input type="radio"/> Network Security Fundamentals	Still needed:	3 Credits in 150 192			
	<input type="radio"/> Cloud Computing	Still needed:	3 Credits in 150 110			
	<input type="radio"/> Network Attacks and Firewalls	Still needed:	3 Credits in 150 193			
	<input type="radio"/> Network Defense/Countermeasure	Still needed:	3 Credits in 150 194			
C	<input checked="" type="radio"/> Web Site Security	152 172	Web Site Security	REG	(3)	Fall 2023
	<input checked="" type="radio"/> Microsoft Servers	150 120	Microsoft Servers	A	3	Fall 2021
D	<input checked="" type="radio"/> Virtualization	150 122	Virtualization	C	3	Fall 2021
	<input type="radio"/> Ethical Hacking	Still needed:	3 Credits in 151 105			

2. Review details of courses required for **General Education**.

- a. **General Education Credits Required:** This statement shows how many credits have been completed or in-progress, and how many credits remain within the General Education courses required for your program.
- b. Example of a course showing transfer credits meet course requirements. (This student took a history class through UW Colleges and met 3 of the 6 credits required for the Social Science requirement of their program).

General Education Requirements INCOMPLETE

Credits required: 18 Credits applied: 12 Catalog year: 2022-2023

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	General Education Credits Required	Still needed:	You currently have 12 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 6 additional credits and all graduation requirements.			
<input checked="" type="checkbox"/>	MATHEMATICS					
<input checked="" type="checkbox"/>	Mathematics Options	804 107	College Mathematics	B	3	Spring 2022
<input type="radio"/>	COMMUNICATIONS					
<input checked="" type="checkbox"/>	English Composition 1	801 136	English Composition 1	B	3	Spring 2023
<input type="radio"/>	Technical Reporting	Still needed:	3 Credits in 801 197			
<input type="radio"/>	SOCIAL SCIENCE					
<input checked="" type="checkbox"/>	Social Science Options	803 991	History Elective I	TA	3	Fall 2023
	Satisfied by:	HIS101 - UW His to Civil War - University of Wisconsin Colleg				
	Exception by:	Registrar's Office	On: 09/26/2023	Also Allow:	Allow 803 991 to apply here.	

3. Review details of courses required for **Institutional Requirements**.

- a. **Institutional Credits Required:** This statement shows how many credits have been completed or in-progress, and how many credits remain to meet Institutional Requirements. (Courses listed in this section are required for all Moraine Park programs.)

Institutional Requirements INCOMPLETE

Credits required: 3 Credits applied: 1 Catalog year: 2022-2023

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Institutional Credits Required	Still needed:	You currently have 1 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 2 additional credits and all graduation requirements.			
<input type="radio"/>	INSTITUTIONAL REQUIREMENTS					
<input checked="" type="checkbox"/>	Computer Lit-Microsoft Office	103 159	Computer Lit-Microsoft Office	A	1	Fall 2023
<input type="radio"/>	College 101	Still needed:	2 Credits in 890 101			

4. If you have a section for **Courses Not Applied To Program**, it means you have completed undergraduate courses at MPTC that are not part of the program being evaluated. (In the example below, *Intro to Business* is not a required class for the *IT Cybersecurity Specialist* program, but the credits are still recorded as part of the education history. In addition, all of these credits are part of the cumulative GPA.)

Courses Not Applied To Program					
Credits applied: 5		Courses applied: 2			
Course	Title	Grade	Credits	Term	Repeated
102 110	Introduction to Business	A	3	Fall 2023	
103 180	Microsoft Excel	REG	(2)	Fall 2023	

5. If you have a section for **Courses Taken But Not Meeting Program Requirements**, it means you enrolled in an undergraduate course at MPTC and either:
- You did not earn a grade of “C” or higher – and you will need to repeat the class, or
 - You withdrew from the class – indicated by a grade of “W” that does not affect your GPA.

Courses Taken But Not Meeting Program Requirements					
Credits applied: 6		Courses applied: 2			
Course	Title	Grade	Credits	Term	Repeated
152 172	Web Site Security	D	3	Spring 2023	
809 198	Introduction to Psychology	D	3	Spring 2022	

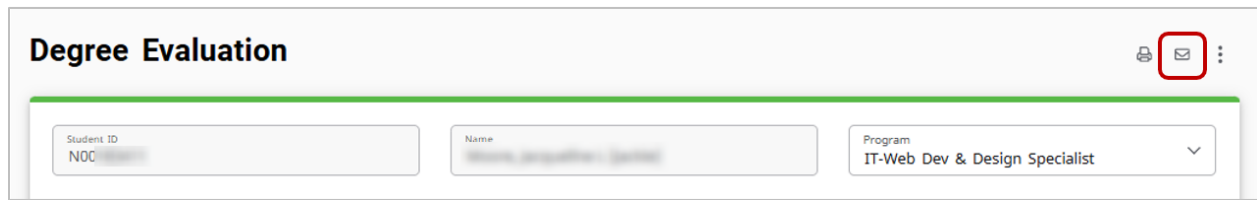
6. If you have a section for **In-Progress**, it means you are currently enrolled in an undergraduate course at MPTC which you have yet to complete. (In the example below, the student will earn 8 credits if they complete those classes with a grade of “C” or higher.)

In-progress					
Credits applied: 8		Courses applied: 3			
Course	Title	Grade	Credits	Term	Repeated
103 180	Microsoft Excel	REG	(2)	Fall 2023	
152 172	Web Site Security	REG	(3)	Fall 2023	
809 198	Introduction to Psychology	REG	(3)	Fall 2023	

Helpful Tips

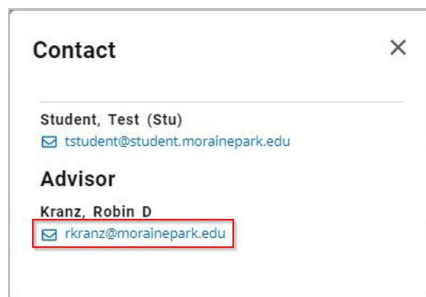
Academic Advisor Lookup

1. Click the envelope icon.



The screenshot shows a web form titled "Degree Evaluation". At the top right, there is a red square highlighting an envelope icon. Below the title bar, there are three input fields: "Student ID" with the value "NOC", "Name" with the value "Student, Test (Stu)", and "Program" with the value "IT-Web Dev & Design Specialist".

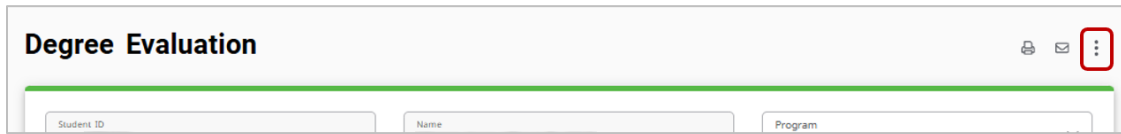
2. When the box appears, you can click your advisor's email address to send a message.



The screenshot shows a "Contact" modal box with a close button (X) in the top right corner. It contains two sections: "Student, Test (Stu)" with the email address "tstudent@student.morainepark.edu" and "Advisor" with the name "Kranz, Robin D" and the email address "rkranz@morainepark.edu". The email address "rkranz@morainepark.edu" is highlighted with a red box.

Course History

1. Click the **vertical ellipsis**, then select **Course History** from the menu.



2. On example below, the student completed a *Web Site Security* class with a grade of “D” which is insufficient to count toward program credits. They are registered to retake the class and must earn a grade of “C” or higher to earn credits toward their program.

Class History

Fall 2021				
Course	Title	Grade	Credits	Section
150 120	Microsoft Servers	A	3	
150 122	Virtualization	C	3	
Spring 2022				
Course	Title	Grade	Credits	Section
150 115	Emerging Innovation-Technology	B	3	
804 107	College Mathematics	B	3	
809 198	Introduction to Psychology	D	3	Insufficient
Spring 2023				
Course	Title	Grade	Credits	Section
152 172	Web Site Security	D	3	Insufficient
801 136	English Composition 1	B	3	
Fall 2023				
Course	Title	Grade	Credits	Section
102 110	Introduction to Business	A	3	Fall-through (excess)
103 159	Computer Lit-Microsoft Office	A	1	
103 180	Microsoft Excel	REG	2	Fall-through (excess)
152 172	Web Site Security	REG	3	
803 991	History Elective I	TA	3	

Course Information Lookup

- When reviewing courses in your degree evaluation, **HOVER** over the **blue course-subject number** to show the name of the class and the number of credits.



- CLICK** the **blue course-subject number** to show when the class will be taught in upcoming semesters.

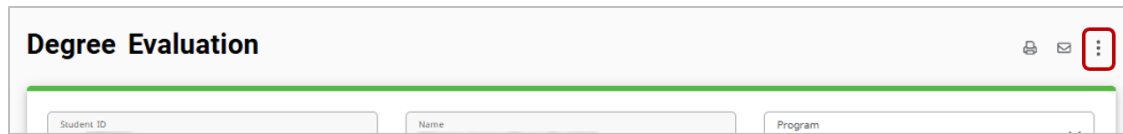
A screenshot of a 'Course Information' pop-up window. The window title is 'Course Information' with a close button 'X' in the top right. The course title is '150 108 - 3. Credits - IT Fundamentals 2'. Below the title is a description: 'Investigates and applies advanced concepts, terminology, software, hardware and theory expected of information technology learners. Focuses on gaining advanced concepts and terminology for the information technology field. (Prerequisite: Completion of or concurrent enrollment in 150-107 77 Fundamentals 1) Credit for Prior Learning Available'. Below the description is a table titled 'Sections:'.

Term	CRN	Section	Seats open	Meeting times
Spring 2 24	31025	0	20 (out of 20)	Th 12:30pm - 03:25pm
Spring 2024	31024	0	18 (out o 18)	Th 12:30pm - 03:25pm
Spring 2024	31022	0	20 (out o' 20)	Th 12:30pm - 03:25pm
Spring 2 24	30595	0	20 (out of 20)	To be announced
Fall 2024	21330	0	24 (out of 24)	To be announced
Fall 2024	20864	0	20 (out of 20)	Th 12:30pm - 03:25pm
Fall 2024	20858	0	20 (out o 20)	Th 12:30pm - 03:25pm
Fall 2024	20517	0	20 (out of 20)	Th 12:30pm - 03:25pm

GPA Calculator

Use these instructions if you want to figure out what credits/grades would be required to reach a desired GPA.

1. Click the **vertical ellipsis**, then select **GPA Calculator** from the menu.



2. On the **Graduation Calculator** tab, enter your **Desired GPA**, then click the **CALCULATE** button.

The screenshot shows the "Graduation Calculator" tab selected. The page has three tabs: "Graduation Calculator", "Term Calculator", and "Advice Calculator". Below the tabs is the instruction: "Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal." There are four input fields: "Current GPA *" with the value 2.68, "Credits remaining *" with the value 41, "Credits required *" with the value 66, and "Desired GPA *" which is highlighted with a red box. A blue "CALCULATE" button is located at the bottom right of the form.

3. On the **Term Calculator** tab, click the **Add Course** link, enter the grades you expect to earn at the end of the semester, then click **CALCULATE** to view your expected GPA.

The screenshot shows the "Term Calculator" tab selected. The page has three tabs: "Graduation Calculator", "Term Calculator", and "Advice Calculator". Below the tabs is the instruction: "Enter the grades you expect to earn for your in-progress courses to calculate your GPA at the end of this term." There are two input fields: "Current GPA *" with the value 2.68 and "Credits earned *" with the value 28.0. An "Add Course" link is highlighted with a red box. Below it is a table with three rows of course information, also highlighted with a red box. At the bottom right is a blue "CALCULATE" button.

Course *	Credits *	Grade *	
103 180	2	C	
152 172	3	C	
809 198	3	B	

3. The system will show what your GPA will be based on the grades entered.

Graduation Calculator
Term Calculator
Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.61

Current GPA	2.68	
Credits earned	28.0	

Course	Credits	Grade
103 180	2	C
152 172	3	C
809 198	3	B

RECALCULATE

4. On the **Advice Calculator** tab, view how many credits, and at what grade, is needed to achieve your desired GPA. You can run through several different scenarios to see how you can potentially raise or lower your GPA. (In the example below, the student desires to raise their GPA from 2.68 to 3.00. In order to do this, they need to take 9 credits and earn a grade of "A" in all 9 credits.)

GPA Calculator
×

Graduation Calculator
Term Calculator
Advice Calculator

To achieve your desired GPA, you need one of the following:

9 credits at 4 (A) grade average








Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	2.68	
Credits earned	28.0	
Desired GPA	3.00	

RECALCULATE

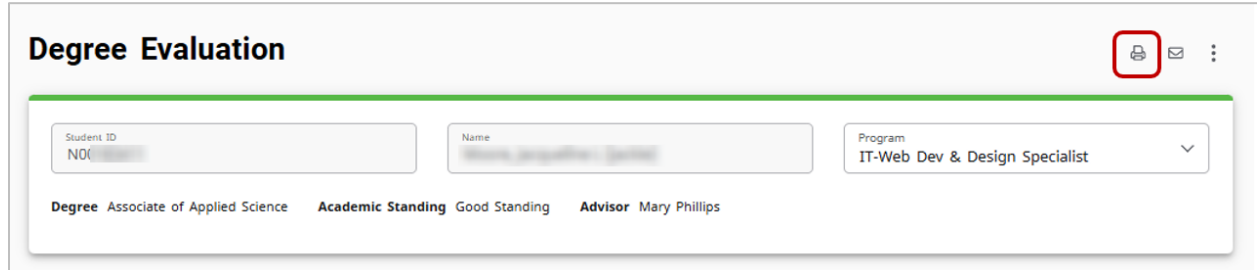
Legend Descriptions

The following symbols are used throughout the degree evaluation to show progress of each course.

Symbol	Description
 Green circle with checkmark inside.	The course is complete.
 Red circle, no filling.	The student has not enrolled in the course yet or the student did not receive a C or better in the course. C or better must be earned in the course in order to count towards the program.
 Blue circle, half filled.	The student is currently enrolled in the course and it is in-progress.
 Brown circle containing exclamation mark.	The student is close to completing their program and should contact their advisor.
 Blue clipboard containing checkmark.	This course has a pre-require that needs to be satisfied.
 Ampersand Symbol	Multiple courses may satisfy the requirement. Contact advisor to confirm the course will fulfill the course requirement in this program
 Letter "R" surrounded by parentheses.	The (R) means the course is being retaken or has been retaken.

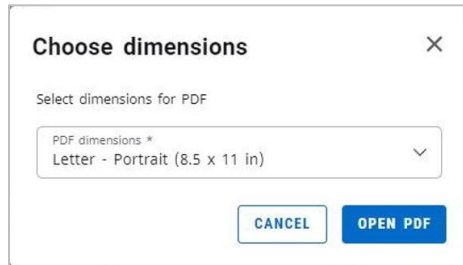
Save as PDF or Print

1. Click the Printer icon.



The screenshot shows a web form titled "Degree Evaluation". At the top right, there are three icons: a printer icon (highlighted with a red square), an envelope icon, and a vertical ellipsis menu icon. Below the title bar, there are three input fields: "Student ID" with the value "NO([redacted])", "Name" with the value "Mary Phillips, [redacted]", and "Program" with a dropdown menu showing "IT-Web Dev & Design Specialist". Below these fields, there is a summary line: "Degree Associate of Applied Science Academic Standing Good Standing Advisor Mary Phillips".

2. Click the **OPEN PDF** button.



The screenshot shows a dialog box titled "Choose dimensions" with a close button (X) in the top right corner. The text inside says "Select dimensions for PDF". Below this is a dropdown menu labeled "PDF dimensions *" with the selected option "Letter - Portrait (8.5 x 11 in)". At the bottom of the dialog, there are two buttons: "CANCEL" and "OPEN PDF".

3. Once the PDF is open, print the document or save it as usual.

