

1. From the Student tab, choose "View Current Degree Audit" under "Student Tools".
2. You will need to select the current semester.
3. Click Submit.

The screenshot shows the myMPTC website interface. At the top, there is a navigation bar with "Back to Student Tab" and tabs for "Personal Information", "Student", and "Employee". Below this is a search bar with a "Go" button. The main heading is "Select Current Term". A message says "Please select the current term." Below this is a dropdown menu labeled "Select a Term:" with "Fall 2010" selected. A "Submit" button is located below the dropdown. At the bottom left, it says "RELEASE: 7.5.2.1".

4. Verify the program information is correct.
5. Next, choose Generate New Evaluation.

The screenshot shows the myMPTC website interface. At the top, there is a navigation bar with "Back to Student Tab" and tabs for "Personal Information", "Student", and "Employee". Below this is a search bar with a "Go" button. The main heading is "Degree Evaluation Record". A message says "Select a program to view the most recent evaluation results. If a program has no link you will need to go you can view the results." Below this is a section titled "Curriculum Information" with the following details: "Primary Curriculum", "Program: Medical Office Specialist", "Catalog Term: Fall 2008", "Level: Undergraduate", "Campus:", "College: Moraine Park Technical College", "Degree: One Year Technical Dip", and "First Major: Medical Office Spec-Tech 1 YR". At the bottom, there are links for "[ Previous Evaluations | Generate New Evaluation | What-if Analysis | View H". At the bottom left, it says "RELEASE: 7.5.2.1". A black arrow points from the "Generate New Evaluation" link to the "Generate New Evaluation" button in the previous screenshot.

6. Choose the program you wish to evaluate **and** the current term.
7. Click Generate Request.

The screenshot shows a web browser window titled "myMPTC | Moraine Park Technical College - Windows Internet Explorer". The address bar contains the URL "http://mympc.morainepark.edu/cp/tag.idempotent.render.userLayoutRootNode.uP?uP\_tparam=utf&utf=/". The page header includes the myMPTC logo and navigation links: "Back to Student Tab", "Personal Information", "Student", and "Employee". A search bar is present with a "Go" button. The main heading is "Generate New Evaluation". Below it, an information icon and text state: "To generate a new evaluation, select a program, degree, major and anticipated graduation term and then select". The form fields are: "Program: Medical Office Specialist", "Degree: One Year Technical Dip", "Major: Medical Office Spec-Tech 1 YR", and "Term: Fall 2010" (selected in a dropdown menu). A "Generate Request" button is at the bottom. At the bottom of the page, there are links: "[ Current Enrollment | Previous Evaluations | What-If Analysis ]".

8. Choose Detail Requirements.
9. Click Submit.

The screenshot shows the same web browser window as the previous one, but the page content has changed. The heading is "Degree Evaluation Options". Below it, an information icon and text state: "Please select the desired display." There are three radio button options: "General Requirements", "Detail Requirements" (which is selected), and "Additional Information". A "Submit" button is at the bottom. At the bottom of the page, there are links: "[ Current Enrollment | Previous Evaluations | Generate New Evaluation | What-If Analysis ]". A "RELEASE: 7.5.2.1" notice is visible in the bottom left corner, and a "powered by SUN" logo is in the bottom right corner. A black arrow points from the "Detail Requirements" radio button in this screenshot to the "Generate Request" button in the previous screenshot.

Completed coursework shows as a “Yes” and the course name appears in the right column.

Coursework still required shows as “No” and the course name is not there. These courses show up in blue. To see details on the courses required, click on the course number.

Area : Medical Office Spec OSC ( 24.000 credits AND 12 courses ) - Not Met

Met	Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade
Yes		106	120		1	200920	106 120 Document Processing	1.000	B
Yes	AND	106	151		1	201020	106 151 Specialized Insurance Claims	2.000	C
Yes	AND	106	152		1	200930	106 152 Electronic Patient Billing	2.000	A
Yes	AND	106	154		1	201030	106 154 Medical Office Applications	3.000	B
No	AND	106	160		1				
Yes	AND	501	101		1	200920	501 101 Medical Terminology	3.000	A
Yes	AND	501	104		1	200930	501 104 Prin. Customer Service/Healthc	2.000	A
Yes	AND	501	107		1	200920	501 107 Intro To Computing For Healthc	2.000	A
Yes	AND	509	301		1	201020	509 301 Medical Assistant Admin Proc.	1.000	B
Yes	AND	509	302		1	200930	509 302 Human Body In Health & Disease	3.000	A
Yes	AND	509	307		1	200930	509 307 Medical Office Insurance & Fin	2.000	A
Yes	AND	509	309		1	200930	509 309 Medical Law/Ethics/Professiona	1.000	A
Total Credits and GPA								22.000	3.50

## Things to watch for.

If a course is listed as an OR (see example below), it will show all the optional courses on the degree audit. As long as the student completed one of the “OR” courses, they meet the requirement.

Detail Requirements

Met	Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade	Source
Yes		801	195		1	200930	801 195 Written Communication	3.00	M	T
No	AND	809	166		1					
No	AND	809	196		1					
No	AND (	804	107		1					
No	)OR(	806	122		1					
Yes	)AND(	801	196		1	200930	801 196 Oral & Interpersonal Comm	3.00	M	T
No	)OR(	801	198		1					
No	)AND(	809	159		1					
No	)OR(	809	188		1					
Yes	)AND(	809	198		1	201120	809 198 Introduction to Psychology	3.00	C	H

The bottom of the degree audit lists “Courses Not Used”. This is a helpful place to review possible substitutions.

Back to Faculty Tab

No )OR( 991 999

Total Credits and GPA : 3.00 3.33

**Courses Not Used**

Subject	Course	Title	Term	Credits	Grade
103	180	Microsoft Excel	200730	2.00	B
103	181	Microsoft Access	200820	2.00	B
103	182	Microsoft Powerpoint	200820	2.00	B
103	193	Dreamweaver/Flash	200830	3.00	B
504	118	Introduction to Corrections	200930	3.00	C

**Attributes Not Used**

Attribute	Subject	Course	Title	Term	Credits	Grade
10	103	160	Microsoft Word	200730	2.00	B
10	103	180	Microsoft Excel	200730	2.00	B
10	103	181	Microsoft Access	200820	2.00	B
10	103	182	Microsoft Powerpoint	200820	2.00	B
10	103	193	Dreamweaver/Flash	200830	3.00	B
10	106	120	Document Processing	200720	1.00	A
10	504	102	Careers In Corrections	201120	3.00	B
10	504	110	Intro. Criminal Justice Supervsn	201120	3.00	A

If you have **ANY** questions regarding your degree audit, please talk with your advisor as soon as you see the issue or concern.