Best Tips for Tracking Your Degree Progress

How to run an evaluation:

➢ Login EagleLink, click on Student and Financial Aid, click on Student Records, and then click on Degree Evaluation.

➢ Next select the term from the drop down menu and click on the Submit button. You will be on a screen that shows your academic program(s).

➢ Select Generate New Evaluation each time you view your audit.

➢ Then click the radio button beside the program(s). Make sure that the term is correct in the term menu, and click on the Generate Request button. Choose the **Detail Requirements** display, and click on submit.

If you have not officially declared a major your evaluation will show your progress toward the General Education requirements. Once the major is declared, the evaluation will include one or more new areas, including the major area.

You also have the ability to track your progress toward majors you have not declared by selecting **Generate a What-If Evaluation.**

If you have questions, there is a tremendous amount of information behind the **HELP** button.

Tips for Success

➢ Generate a new evaluation after your grades have been posted each term or after you have received transfer credit.
➢ Use the advice on the evaluation to assist you in planning your next registration
➢ Go over your evaluation with your faculty advisor, but also be familiar with your own progress.
➢ Any questions or concerns you or your advisor has should be reported **immediately** to the Office of the Registrar, GW 210.
➢ BEWARE--Courses taken on a Pass/Fail basis will show on the evaluation as meeting a requirement until the grade is posted, so if you are enrolled in a course pass/fail remember that **it will not meet** General Education or Major requirements, only elective courses can be taken pass/fail. Other degree rules can be found at:
http://www.umw.edu/registrar/degree_completion_requirem/babs_bls/default.php
➢ ALWAYS check your total credits toward your degree on the **Academic Transcript** in Banner. Do not use totals on the degree evaluation for this purpose.
➢ One of the most important things you can do is check your college email and your campus post office box regularly. This is how we communicate important information to you. We do not send out anything that is not valuable information for you to have; we don't load your mailbox with junk---so please read it.

Here's a short list of some of the things the Office of the Registrar does for you:

Enrollment Verification
Leave of Absence
Transfer Credit
Academic Transcript
Registration and Drop/Add
VA Benefits
Cancellation and Withdrawal
Degree Audit and Graduation