



Online Degree Evaluation

Office of the Registrar

University of Northern British Columbia
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Degree Evaluation is a tool that allows you to review the progress of your degree requirements. To access your unofficial degree evaluation, login to myUNBC <http://www.unbc.ca/myunbc>. Once you have signed in:

⇒ Select **Student Online Services**, then select **Degree Evaluation**

You can generate and view a new degree evaluation, or view OFFICIAL and previous degree evaluations. It is always best to generate a NEW evaluation every time, as this will provide you with the most current, up-to-date registration details. *****PLEASE NOTE***** If you are an undergraduate student and NO CURRICULUM is available, you will need to officially declare your program/major.

⇒ Select **Generate New Evaluation**

⇒ Select your **Program of Study** and **current semester** from the **Term** dropdown menu

⇒ Select **Generate Request**

Significant Areas

- *Program Description*
 - Degree, Level, Major(s) and/or minor(s)
 - Catalog Term (Calendar year - usually the year you were admitted to UNBC. This identifies the program requirements for the Academic Calendar of that year).
- *Degree Evaluation*
 - Total Credit hours required for your degree
 - Total Credit hours used (completed) - this includes current registration
 - Residency Requirement – will display in undergraduate degrees upon registration or completion of 300 or 400 level coursework
- *Area Requirements*
 - Courses and credits required for your program/major
 - Satisfied (YES) or outstanding (NO) requirements will update as you complete courses successfully, or make changes (add/remove courses) to current registration.
 - 'In Progress' beside a course indicates you are currently registered for this class

Unused Course Information- The 'unused' section of a degree evaluation lists courses not counting towards degree completion (if applicable). Examples of these are:

- Courses withdrawn ('W') after the Add/Drop date for the semester
- Courses with a deferred (DEF) or In-Progress (INP) grade
- Courses successfully repeated for a higher grade
- Courses precluded with a previously completed or currently registered course
- Courses without a passing grade ('F') or minimum grade ('C' or 'C-' for some undergraduate programs; 'B' for graduate programs)

This area also lists previous coursework completed at a different level of study:

- Undergraduate UNBC coursework completed prior to entering a professional program (ie Nursing or Education pre-requisite coursework)
- Undergraduate UNBC coursework completed prior to entering a Graduate program
- Continuing Studies non-credit coursework
- Prior term graduate Thesis/Project registration place holders (INP)
- Alternate (substitute) course(s) completed as part of a graduate program that have not been identified on a program revision form

Substitutions - You have completed an alternate course authorized as a substitution for a specific course requirement. The requirement will display as 'YES' in your degree evaluation once updated, and an 'S' will appear to the right of the course listing to indicate the substitution.

Undergraduate students should see their Student Advisor for information about substitutions and obtaining appropriate authorization.

Graduate students using alternate courses to those identified on their original program of study must submit a Graduate Program Approval Revision form (GR 201.98) in order to have a substitution reflected in their online degree evaluation. See your Program Supervisor (Masters/PhD) if you have any questions about substitutions.

Waivers - You are not responsible for completing the specific course, but **you are still responsible for the total credit hours required for the degree**. The requirement will display as 'YES' in your degree evaluation once updated, and a 'W' will appear to the right of the course listing to indicate the waiver. See your Undergraduate Student Advisor or Masters'/Doctoral Program Supervisor if you have any questions about waivers.

Degree Completion Electives – This area in undergraduate degrees lists courses completed to meet the minimum credit hours required for a specific program (All 4 year undergraduate degrees require a minimum of 120 credit hours to complete). Please note that some programs require 'elective' coursework at a certain level (ie 300 or 400 level). *Note: This section will state 'MET' = 'YES' as soon as you register for one elective course. In this case, this does not mean that you have completed the elective requirements for your degree; it is simply informing you that 'YES' you have elective coursework.*

Residency Requirement – All undergraduate students at UNBC must complete the Residency Requirement to be eligible for graduation. Students are required to complete a minimum of 30 credit hours of upper division (300/400 level) course work at UNBC. *Note:* Some degrees require students to complete more upper division credit for Residency – please consult with your Undergraduate Student Advisor.

For Graduate students, at least half of the required course work used towards your degree program must be UNBC courses completed as a degree candidate in a Graduate Program at the University of Northern British Columbia.

Academic Breadth Requirement – Undergraduate Students pursuing the degrees of BA, BComm, BHSc, and BSc* are required to meet the Academic Breadth requirement. Each student must successfully complete at least one course (3 credits) in each of the following four areas: Arts & Humanities, Social Sciences, Natural Science and Physical Science. (*Some exceptions)

Double Counting Courses – For undergraduate degrees, no more than two majors and two minors may be included in any one degree program. It is important to remember that each Program may have specific rules about whether you may double count the same course(s) for both a Major or Minor. Please consult the Academic Calendar requirements for your chosen Major(s)/Minor(s). Be sure to refer to the correct calendar year. If you have any questions, please consult your Undergraduate Student Advisor.

If you notice any discrepancies between the online degree evaluation tool and your Academic Calendar, please see your Student Advisor (Undergraduate Studies) or Program Supervisor (Graduate studies). The Academic Calendar is available online at www.unbc.ca/calendar. For previous calendar years you may view the PDF archive versions.