

## Are you on track? Exploring new majors? How to run a “Degree Evaluation” in myLCCC

Go to myLCCC Portal

From the Launch Pad (left column)

Click on “**Run Degree Evaluation**”

- Select a LCCC Term - submit
- Verify the correct program (radio button)
- Click on “**Generate request**”
- It is recommended to select “**Detail Requirements**” over the “General Summary”. On the left side, it will display program requirements and explain the courses that are missing; On the right side are the courses you have taken or substituted that match.
- For many majors requiring certain attributes, such as humanities/social sciences or general education courses you can click on the **choices** link to see what courses will fulfill the requirement or rule.
- Source codes next to grades are as follows H=Academic History, T=Transfer, and R= registered, but no grade yet (in progress)
- Click “**Back to Display Options**” at the bottom of the page
- Click on “**Additional Requirements**” to view the courses that were not used for that evaluation.
- Click on “**What-if Analysis**” to review other majors. Ignore campus, Select term (usually the current), the program desired, and click on “Generate Request” and “Detail Requirements” and submit.

**Please note:** All evaluations will pick up courses for future terms, if you have already registered. They will be listed as In-Progress. **All evaluations are considered unofficial.**

### IMPORTANT FACTS TO KNOW

- To run a degree evaluation you can either use the term you started in your program (provided there are no gaps greater than two years of non-attendance) or the latest catalog term.
- All degree types require a certain minimum number of credits that must be earned at LCCC.
- If you have earned one AA, AS or AAS degree and want to earn a second, you must have at least 15 additional credits earned at LCCC beyond what was used for the first degree.
- Always run an online degree evaluation, and have any course substitutions approved before applying to graduate.  
Applications to graduate are due:  
By Feb 1<sup>st</sup> for May Commencement  
By June 1<sup>st</sup> for August graduation and  
By October 1<sup>st</sup> for December graduation  
to Enrollment Services, AD 123.
- If you are unsure what you need for graduation, please contact Advising/Counseling at 610-799-1137 to schedule an appointment, or email questions to [adviseme@lccc.edu](mailto:adviseme@lccc.edu)
- Enrollment Services is where you should deliver or fax (610-799-1173) your graduation application.
- Your diploma will be mailed to you within three weeks after commencement.