HOW TO USE THE EVAL SCREEN IN COLLEAGUE GUI

EVAL can be one of the more effective tools for an advisor. It allows you to determine which courses are still needed for a student to graduate in her/his chosen curriculum.

Type EVAL in the Quick Access Box and then click on the GO button.

This will bring you to the EVALuate Student screen. You must enter the student info – name, SS# or student ID# and enter or click the OK button.
The student may have more than one curriculum at MCC. If there has been more than one curriculum choice in the student’s career, as in the following example, you will type the appropriate number in the box at the bottom of the screen and ENTER.

You may also check the box next to your selection and click on the single disk at the bottom of the screen.
If you entered a choice of curriculum as in the above example or if the student has studied within the parameters of only one curriculum, you will see a screen that looks like the following:

Click on the single disk at the top of the page to compile the evaluation.

Choose Update by clicking on that button or ENTER.

The following box will appear for an instant

Followed by the next screen:
The top of the screen provides the student’s name, ID#, curriculum, catalog year for the curriculum, and Campus Cruiser e-mail address. There is a scroll bar on the right side of the screen (not shown in the image below) which you can use to view the entire screen. The page up and page down keys will allow you to move from page to page. This way you will be able to access the student’s entire evaluation and determine which courses have been completed and which are still needed.
Completed courses will be listed with the semester, letter grade, and credits earned listed in that order in a horizontal row as in this example:

If a student is taking a course during the current semester or you are viewing the screen during registration periods, the course(s) will have and *IP (in progress) to the far right as in the following example:

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**F) 3: MATHEMATICS**

> **TAKE A MINIMUM OF 6 CREDITS OF MATHEMATICS.**

> **CHOOSE ONE OF THE FOLLOWING FOUR SEQUENCES:**

> (1) MAT 123 AND 124; OR

> (2) MAT 129 AND 131; OR

> (3) MAT 131 AND 132; OR

> (4) MAT 131 AND 285.

Credits: 8

I) (*X) Group 2

MAT-131 ........ 07/SP  ___ ( 4| *NU

P) Group 3

Credits: 8

MAT-129 ........ 07/MN  ___ ( 4|  

MAT-131 ........ 07/SP  ___ ( 4| *IP

I) (*X) Group 4

MAT-131 ........ 07/SP  ___ ( 4| *NU

I) (*X) Group 5

MAT-131 ........ 07/SP  ___ ( 4| *NU

I) (*X) Group 7

MAT-129 ........ 07/MN  ___ ( 4|  

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Courses that are still needed or are a possible different sequence for a curriculum will be indicated by a long horizontal line as in the following two examples:

I) 6: GENERAL EDUCATION ELECTIVES - HUMANITIES
   > TAKE 6 CREDITS FROM COURSES DESIGNATED AS "GE HR" IN THE COLLEGE CATALOG.
   > (STUDENTS MAY NOT EARN CREDIT FOR BOTH APS 231 AND HIS 231.)
   > HIS-231
   > HIS-121........ 05/SP   B   3
   3 credits needed

I) 7: GENERAL EDUCATION ELECTIVE - SOCIAL SCIENCES
   > TAKE 6 CREDITS FROM COURSES DESIGNATED AS "GE SS" IN THE COLLEGE CATALOG.
   > (STUDENTS MAY NOT EARN CREDIT FOR BOTH PSY 260 AND SOC 240.)
   > PSY-123
   > PSY-123........ 05/SP   A   3
   3 credits needed

I) 3: MATHEMATICS
   > TAKE A MINIMUM OF 6 CREDITS OF MATHEMATICS.
   > CHOOSE ONE OF THE FOLLOWING FOUR SEQUENCES:
   > (1) MAT 123 AND 124; OR
   > (2) MAT 129 AND 131; OR
   > (3) MAT 131 AND 132; OR
   > (4) MAT 131 AND 285.
   Credits: 6
   H) Group 1
      MAT-123
      MAT-124
      1 course
   I) Group 2
      Credits: 4
      MAT-129A........ 06/SP   C   2
      MAT-129B........ 06/FA   D   2
      MAT-131
      1 course

At the end of the EVAL process in colleague, you will see a screen that will indicate those courses taken by the student that do not count toward graduation in the choice of curriculum. These may be ESL, developmental courses, courses that were replaced by higher grades or courses that were not part of the curriculum's graduation requirements. That screen will look like the following:

<table>
<thead>
<tr>
<th>OTHER COURSES:</th>
<th>Registered Credits</th>
<th>Earned Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP-100......... 05/SP</td>
<td>T 3.00</td>
<td>3.00 *TE</td>
</tr>
<tr>
<td>FSC-207......... 05/SP</td>
<td>T 3.00</td>
<td>3.00 *TE</td>
</tr>
<tr>
<td>FSC-103......... 05/SP</td>
<td>T 3.00</td>
<td>3.00 *TE</td>
</tr>
<tr>
<td>MAT-014......... 06/FA</td>
<td>QA 4.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

(Credits in parentheses are anticipated earned)

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