

Guide to Performing a Degree Evaluation in CHOL for Registration

The Degree Evaluation facility in CHOL allows students to see their overall performance thus far in their degree programme. For the purpose of informing the registration process, information regarding courses students have successfully completed in their degree programme and what courses they need to do to complete their degree is particularly useful.

After you have successfully logged into CHOL do the following to perform a degree evaluation:

1. Click **Student & Financial Aid** at the top of the menu presented.
2. Click **Student Records** on the next screen that appears.
3. From the menu that appears next, select **Degree Evaluation**.
4. Select the term that you wish to run the evaluation for. For registration purposes, continuing students should select the last semester just before the one you wish to register for. New students must wait until the semester is open for registration before running a degree evaluation to see what courses could be done in that semester.
5. At the bottom of the screen, click on **Generate New Evaluation**
6. The list of programmes that you are currently registered for is displayed next. Select the programme that you wish to run the evaluation for. From the **Term** list, select the semester you wish to run the evaluation for. Then click **Generate Request**.
7. You are then prompted for how you would like your information displayed. Selecting General Requirements is sufficient to see what courses a student may need to register for. Select **General Requirements** from the list and click **Submit**.
8. The results of the degree evaluation are displayed. Near the bottom of the page, the **Area** section displays your degree programme and the list of required courses that have been completed (**Met**) and those that have yet to be done (**Not Met**).
9. Students are advised to review this information to assist in the selection of the courses they wish to register for.