

## What is a Program Evaluation?

- It's a document that shows what courses are completed and what courses remain in your academic program – it is unique to you!
- It's a guide to help you assess your progress towards your diploma or certificate.
- It shows only what has been officially entered into ACC's student information system.

## How can I see my Program Evaluation?

- Log into [My ACC](#) with your ID & password. (Contact: [computerhelp@assiniboine.net](mailto:computerhelp@assiniboine.net) or call 204.725.8700 ext 6765 if you have problems logging in).
- Click on **Program Evaluation**, in the Academic Profile section (bottom right of the screen).
- Choose One Active Program.
- Click the SUBMIT button at the bottom of the screen. Your Academic Program Evaluation will appear on your screen.

## Important things to remember about Program Evaluation.

- Program Evaluations are for guidance purposes only; only the Registrar can clear students for graduation.
- Your evaluation is dynamic - it will change every time you pass a course, fail a course, register for a course or drop a course. Check your Program Evaluation regularly to ensure that you are on track to complete your credential.
- Students taking *dual specializations* should also meet with their school administration staff to ensure they meet minimum requirements for both specializations.
- ACC credit gained more than five years ago may not be recognized by Program Evaluation and may need to be re-evaluated by the Registrar's Office. Meet with your chairperson in your school office to discuss.

## How can I tell what courses I still need to take?

- Requirements that have not been completed, or registered for, will show on the report as "1 course needed". Full-time students are normally registered for one academic year at a time.
- If you are a part-time student, you'll need to work with your school administration office to create your individual timetable on an annual basis.
- If you need to register for any courses in the current academic year, contact the administration staff in your school office.

## Who can help me understand my Program Evaluation?

- Your chairperson or the administration staff in your school office or your student success advisor.

## Who should I contact if I think there's an error?

- Your chairperson or the administration staff in your school office.

## What if I want to change my specialization or program?

- If you want to change your specialization or your program, you must speak with administration staff in your school office to complete the appropriate form(s).
- You can also use the "What If" option to see how the current credits you have earned would apply to a different specialization or program.

## How do I read Program Evaluation?

- Your progress shows as **Not started**, **In Progress**, **Pending** or **Complete**. Ultimately, you'll want all to be **Complete**.
- Any approved exceptions are shown in red: example course substitutions, dual specializations, etc.

The top of the first page shows your **Student** information - name, program, catalog year (*the year you started in this program at ACC*), campus location, anticipated completion date (*YY/MM/DD format*), and email address.

## Program Summary

Summarizes all academic credits you've taken at ACC.

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
<b>Institutional Credits:</b>	<i>This is # of ACC credits required to fulfill residency requirements</i>				
<b>Institutional GPA:</b>	<i>This is the GPA for the above line</i>				
<b>Overall Credits:</b>	<b># of credits required for <u>this</u> program</b>	# of credits you have earned	# of credits you still have to get	# of credits you'll get (if you pass all courses currently <b>In Progress</b> or <b>Pre-Registered</b> )	Minimum # of credits you <u>must register for</u> to meet # required for program
<b>Overall GPA:</b>	<b>The GPA you need for <u>this</u> program</b>	GPA you have earned	Met / Not Met		

If you've taken any "Other Courses", they will **be included in the areas above** - it is important to remember that you must complete all program requirements to be eligible to graduate from the program you are registered in.

## Program Requirements

The first line shows "**Credits Earned**" (if you pass everything that you are **Pre-Registered** for or that is **In Progress**) and the "**GPA Achieved/Needed**" for this program.

**Use this section to ensure you complete all program requirements to be eligible to graduate.**

This is followed by the requirements and sub-requirements for your program and your progress for each. Any special requirements are noted (example: minimum grade requirements in the Practical Nursing program).

**Other Courses** lists any other courses that you have taken at ACC, (usually from another program), but that do not apply to your current program.

If you have courses listed here, they will be included in **Program Summary section** – it is important to remember you must complete all program requirements to be eligible to graduate from the program you are registered in.

**Notes** This section explains any codes used in your evaluation.