

PERFORM DEGREE EVALUATIONS



- Go to www.tarleton.edu
- Click on – myGateway above the Tarleton State University logo



Use your TARLETON email/network username & password for login (*this is what you use to log onto the computer*). For help with your username and password, students may contact Information Technology Services at 254-968-9885 or visit the [Help Desk](#) website.



- Click on Student tab
- Click on DuckTrax link (*Students will not have to log into DuckTrax using their university ID and pin number*).
- You will be directed to the Main Menu of DuckTrax.

PERFORM DEGREE EVALUATIONS

- Click on – Online Services & Financial Aid
 - Click on either link indicated by a black arrow

Search Go

[Personal Information](#) [Online Services & Financial Aid](#)

Main Menu

Important Payment Deadlines – SPRING 2006:

2nd Installment Due by February 16, 2006
3rd Installment Due by March 23, 2006
Short-term Loans Due by April 27, 2006

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Online Services & Financial Aid](#)
Register, View your academic records and Financial Aid

- Click on Student Records

[Personal Information](#) [Online Services & Financial Aid](#)

Online Services & Financial Aid

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades, transcripts and account summary

[Financial Aid](#)
Apply for Financial Aid, review status and loans

- Click on- Degree Evaluation

Student Records

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Account Summary by Term](#)

[Degree Evaluation](#)

[Course Catalog](#)

[View Student Information](#)

PERFORM DEGREE EVALUATIONS

- At Select Current Term- select the current term from the drop down menu.
- Click on- Submit


Select Current Term

 Please select the current term.

Select a Term: Spring 2006 ▾

Submit

- At Degree Evaluation Record Screen
 - You have a link to Frequently Asked Questions (FAQ)
 - You have a link to an email if you have questions with your evaluation: registrar@tarleton.edu
 - Curriculum Information for your Evaluation
- Click on - Generate New Evaluation at the bottom of the screen

 Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

Evaluation is not official until an advisor or department head signs an official degree plan form. Students are required to visit with their advisor to complete an official degree plan form. If you do not have a degree plan on file, your degree evaluation will not show a major area. Please contact your advisor to complete an official degree plan form. If you have any questions about the degree evaluation itself, please check the [Degree Evaluation Frequently Asked Questions](#) or send questions to bannerhelp@tarleton.edu.

Curriculum Information

Curriculum

Program: [Science & Technology - BS](#)

Catalog Term: Fall 2004

Level: Undergraduate

Campus: Stephenville

College: Science & Technology

Degree: Bachelor of Science

First Major: Engineering Physics

Department: Math, Physics, and Engineering



RELEASE: 6.2

[\[Previous Evaluations \]](#) [\[Generate New Evaluation \]](#) [\[What if Analysis \]](#) [\[View HTML \]](#)

powered by 

PERFORM DEGREE EVALUATIONS

- At General New Evaluation Screen
 - Click in the circle beside the Program you would like to view
 - Click on - Generate Request

A screenshot of a web interface for degree evaluations. It features a radio button selected next to the text "Program: Science & Technology - BS". Below this, the text "Degree: Bachelor of Science" and "Major: Engineering Physics" is displayed. Further down, there is a "Term:" label followed by a dropdown menu showing "Spring 2006". At the bottom, there is a button labeled "Generate Request". Two black arrows point to the selected radio button and the "Generate Request" button respectively.

- At Degree Evaluation Options Screen
 - Click in the circle beside Detail Requirements
 - Check in the square beside Printer-friendly Version (if you think you might want to print)
 - Click on - Submit

Degree Evaluation Options

 Please select the desired display.

- General Requirements
- Detail Requirements
- Additional Information
- Printer-friendly version

YOU WILL NOW BE ABLE TO VIEW YOUR DEGREE EVALUATION

PERFORM DEGREE EVALUATIONS

- Most Majors follow the same format for Degree Evaluations (with a few exceptions)
 - If your evaluation follows a different format please see your Advisor for more information
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- First Section
 - This section contains information pertaining to your Degree, Major, and Catalog term
 - This section also contains:
 - The required hours for your degree along with how many hours you have obtained
 - The required institution hours along with how many hours you have obtained
 - Your required program GPA along with your current program GPA
 - Your required overall GPA along with your overall GPA
 - And other Course Information
-
- Second Section
 - Core Curriculum Area
 - This will have all your required core courses
 - It will say "yes" under met if you have met the requirements for a course
 - It will say "no" under met if you have not met the requirements for a course
 - It will say "yes" beside the Writing Proficiency Exam if you have taken the test and passed
 - Major Area
 - These are your specific courses required for your major
 - It will say "yes" under met if you have met the requirements for a course
 - It will say "no" under met if you have not met the requirements for a course
 - Minor Area (if applicable)
 - These are your specific courses required for your minor
 - It will say "yes" under met if you have met the requirements for a course
 - It will say "no" under met if you have not met the requirements for a course
 - Unused Area
 - These are courses that you have taken that are not being used in the Core, Major, or Minor Areas
 - GPA for Major Courses Area
 - You must have at least 24 hours in this section to have your requirements met
 - You must have at least a 2.0 GPA in order to have your requirements met
 - Upper Level Hours Area
 - Starting with the 2004 Catalog you must have 45 Upper Level Hours in order to graduate
 - Catalogs prior to 2004 you must have 36 Upper Level Hours in order to graduate
 - Tarleton Undergraduate Honors Area
 - This is the only Area that can say not met and you will still be able to graduate
 - To graduate with Honors you must:
 - Graduate with at least 60 hours at Tarleton
 - Your last 60 hours at Tarleton must have a GPA of 3.60 or higher
 - 3.60 - 3.69 GPA for Cum Laude
 - 3.70 - 3.89 GPA for Magna Cum Laude
 - 3.90 - 4.00 GPA for Summa Cum Laude
 - This section might say not met if you still have a "K" grade posted for a class