How to Read MyDegreePlan

Your MyDegreePlan audit is divided into different sections and is intended to be read from the top down. The Student View is the first section on the report and contains general information from your student record in Pima Community College’s student information system. The next section shows the requirements for your program – the actual audit, or degree check – including the overall degree or certificate requirements, general education (if needed), and major requirements, and shows courses you have completed which fulfill those requirements. Near the bottom you will find the other courses you have taken which don’t meet specific degree requirements and those that do not apply to your program.

The audit section is broken down into different blocks (described below). Scroll down the report and you’ll notice that each block is divided into two columns. The left column lists all requirements for each of the blocks. The right column lists either the completed or in-progress (IP), courses being applied to satisfy the requirements or, if a requirement is unmet, it lists the course(s) you can take to complete that requirement. Please refer to the legend at the top of your audit for the symbol definitions.

As you complete specific program requirements, a check mark ✓ (or squiggle mark ☑️, if the course is still in progress) is displayed to the left of those completed requirements. Once all the degree or certificate requirements are met the check mark is displayed in the Degree Block to left of the Degree title. This means that you have unofficially satisfied all of your degree or certificate requirements and should apply for graduation: http://www.pima.edu/admissions/graduation/req/ApplyingForGraduation.shtml. Otherwise, refer to the sections below the Degree Block for details on your requirements and what you still need to complete.

Below you will find screen shots from different sections of the degree audit and information about each section. If you still have questions after reading this document, review the Frequently Asked Questions (FAQs) which you can find in the tab at the top of MyDegreePlan.
**Student View:** Contains current student information, including your name, student number, overall GPA, your degree, major and your concentration (if your program has, and you have selected, a concentration), assessment results, and any holds you may have on your records.

**Degree Block:** A summary of all the requirements specific to your declared degree or certificate. This includes whether you have met the minimum overall 2.0 GPA, the general education, and major requirements for your program. The details for the General Education and the Major Requirements are found below, and you can go directly to those blocks from the links in the right column.

**Catalog Year:** Be sure this is the catalog year that you are following, because requirements for some programs may change over the years.
**General Education Blocks:** The requirements for the general education requirements for your specific degree or certificate. Transfer degrees include the Arizona General Education Curriculum (AGEC) requirements. Occupational degrees and certificates of 30+ credits include the occupational general education requirements. Occupational certificates under 30 credit hours will not have a General Education section. The major General Education Block includes sub-blocks which provides more details for that section. In the example above there are two sub-blocks: General Education Analysis & Critical Thinking Req; and the General Education Special Requirements – C or G. To learn more about those requirements look in the Pima College Catalog.
Major Block: The required core and support courses are found in the major block. If a concentration is required for your degree or certificate, there will be a sub-block for this, if you have that identified in the student information system. If it is required but is missing from your records, the audit will not be complete until that has been added.
Other Courses:

**Electives:** A listing of courses that do not meet specific requirements for your program, but might count as electives if any additional credits are required. Elective courses are dependent on the degree/certificate which you are pursuing. For occupational degrees and certificates, this includes all courses at the 100 level or higher earned with a grade of D or higher. For the Associate of General Studies degrees, and for all transfer programs it includes only transferrable courses earned with a grade of C or higher.

**In-Progress:** A listing of courses for which you have already registered, but have not yet earned a grade. These courses will also appear in other blocks if they meet requirements.

**Zero Credits Earned:** A listing of courses for which you did not earn any credits. These are usually courses with a grade of F or W, but may also include Incomplete courses, courses which you repeated, or courses you audited.

**Not Applicable:** A listing of courses that will not apply to your degree or certificate. For all programs this includes courses numbered below 100. For transfer programs it also includes non-transferable courses, and courses with a grade of D or P.