

## ASSESSING YOUR ACADEMIC PROGRESS AND PRINTING A PROGRAM EVALUATION

1. Go to WebAdvisor, and under the "Academic Profile" choose the "**Program Evaluation**" link.
2. Select the check box beside the degree program for which you wish to apply to graduate. (You may see former programs here.) Please Note: Degree Programs include all majors and minors that you have officially declared. If any majors or minors are missing, please submit a "Major Declaration Form" to the Registrar's Office and verify that the degree program has the correct major/minor **before** completing this Program Evaluation in order to assure accuracy.
3. There is no need to change anything else on this page. The "what if I changed my program of study" link is designed to offer students a comparison of how the credits would be applied under a different program. You may use this option, but it may not accurately reflect any substitutions that you have previously had applied to your program.
4. Click Submit.
5. A new web page will display your Program Evaluation "degree audit".
6. Print this page if you choose.

For assistance in reading your program evaluation visit:

<http://college.lclark.edu/live/files/2176-how-to-read-a-program-evaluation>

After printing out your "Program Evaluation" from WebAdvisor, you may wish to make an appointment with your advisor to review the evaluation. If you find that you have taken courses which you feel should be applied to your major, make an appointment with the appropriate Department Chair(s) and/or Program Director(s) to review your Evaluation.

The chair may authorize substitutions of coursework within your major. Have the Department Chair or Program manager write the course next to the originally required course on your Program Evaluation, and date and sign beside it. Each substitution must have the Department Chairs signature beside it. Bring the signed form to the Registrar's Office to have the substitution entered on your record.

If you have questions about how your transfer credit was applied to your general education requirements, or have other questions, you may contact:

If your last name starts with A-L: Tiffany Henning  
If your last name starts with M-Z: Caitlin Hansen

[thenning@lclark.edu](mailto:thenning@lclark.edu) 503-768-7325  
[chansen@lclark.edu](mailto:chansen@lclark.edu) 503-768-7332