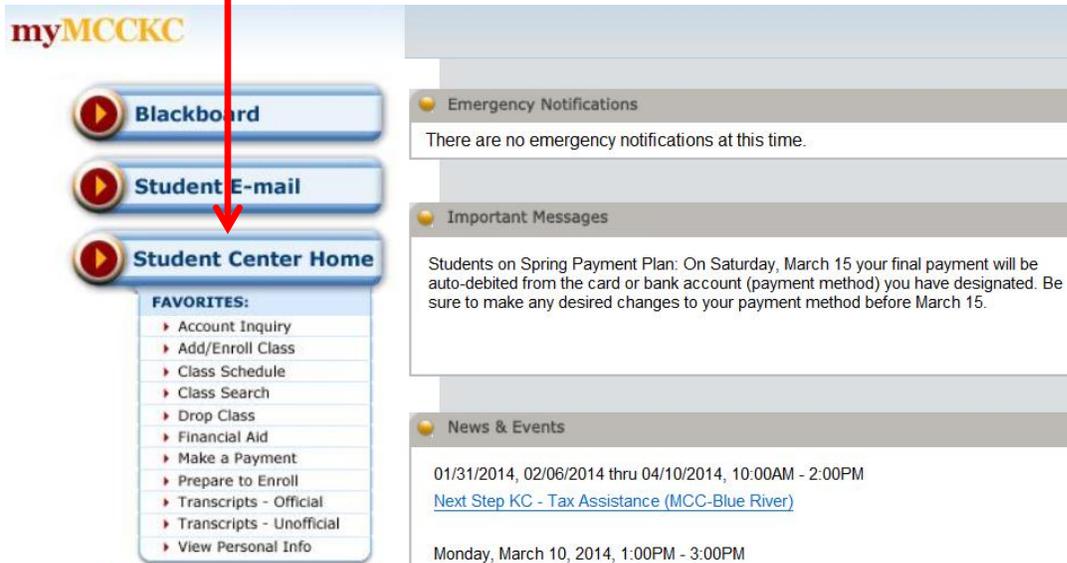
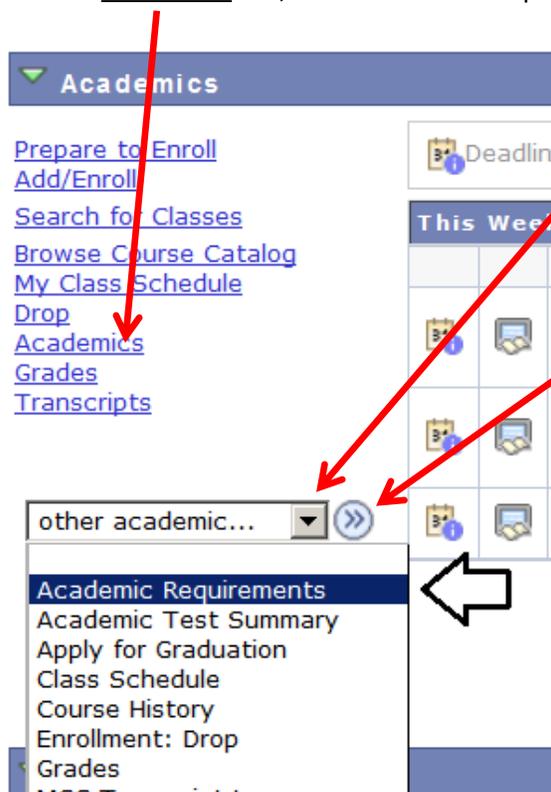


How to Run Your Degree Progress Report (to identify courses not related to your degree)

- 1) Log in to **myMCCCKC** on <http://mccckc.edu/> using your student ID.
- 2) Click the **Student Center Home** link.



- 3) Click the **Academics** link, or choose from drop list "**Academic Requirements**" and click the **Go** button.



4) This takes you to the following page to see your **Degree Progress Report**.

[Browse Course Catalog](#) | [My Class Schedule](#) | [Drop](#) | [Academics](#) | [Grades](#) | [Transcripts](#)
[transfer credit](#) | [degree progress report](#) | [generate a what-if advisement report](#) | [apply for graduation](#)

My Academic Requirements

Metropolitan Community College | Credit

This report last generated on **03/17/2014 11:52AM**

[collapse all](#) | [expand all](#) | [view report as pdf](#)

Taken | In Progress | Planned

- 5) Click on the “**expand all**” button.
- 6) Courses that **you are taking this semester** are represented by the “**In Progress**” icon.
- 7) Courses that are **not related to your degree** are listed in the “**Unused Courses**” section below.

Unused Courses

Satisfied: The following courses were not used to fulfill graduation requirements.

*Attention Financial Aid qualified students: These classes are eligible (can be paid by financial aid) even if they are listed here as Unused Courses: AUTO 100, COLL 100, ENGR 101, GUID 113, GUID 108, READ 108 and classes whose catalog number are below 100 (for example ESL 98 or MATH 40).

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
BIOL 150	Medical Terminology	2.00	2012 Spring	C	
BSAD 190	Office Management	3.00	2008 Fall	C	
BSAD 204	Business Management	3.00	2008 Fall	A	
CHEM 105	Intro Chemistry for Health Sci	5.00	2012 Spring	A	
COLL 100	First-Year Seminar	1.00	2014 Spring		
ENGL 101	Composition & Reading I	3.00	2008 Fall	C	
FSTE 161	Fire Investigation I	3.00	2014 Spring		
FSTE 204	Prin of Fire & Emer Srv SafeS	3.00	2014 Spring		
HIST 120	United States History to 1865	3.00	2012 Spring	A	
MATH 110	Intermediate Algebra	3.00	2008 Fall	W	
PTHA 151	Intro to Physical Therapy	2.00	2012 Spring	A	

View 10 | First 1-11 of 11 Last

8) Click on the “**View All**” link to view **all courses not used** to fulfill graduation requirements.

- In this example, the current term is **Spring 2014**. Of the ten “**Unused Courses**” that are shown, this student is currently taking three 2014 Spring courses. However, as noted above COLL 100 is an exception and will be paid by FA. Therefore, only FSTE 161 and FSTE 204 are not eligible for financial aid because they are not part of this student’s degree plan.

9) How to find the classes you will need to complete your degree plan. Look for “Not Satisfied:”

AA:Humanities

Not Satisfied: HUMANITIES:Student must complete 3 courses from 3 different areas:Art, Music, Foreign Lang, SIGN 101/102, HUMN, Literature, MUSI 108/116/160, PHIL, SPDR 103/104/106/110/112/114/128/133, MSCM 112, HIST/HUMN 133/134.

- Units: 9.00 required, 5.00 taken, 4.00 needed
- Courses: 3 required, 1 taken, 2 needed

Foreign Language

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
SPAN 101	Elementary Spanish I	5.00	2013 Fall	C	✓

View All | First | 1 of 1 | Last

Lit or Philosophy

Not Satisfied: One of the above courses must be Literature or Philosophy.

- Courses: 1 required, 0 taken, 1 needed

- In this example, you have completed 1 of the 3 courses in the Humanities requirement. You will need to choose 2 more classes from two different areas to complete.