College of the Siskiyous *Enrollment Services

How to Run a DegreeWorks Transcript Evaluation for Nursing Program Prerequisites

1) You must have a student ID number, starting S000------. This is generated when you “Apply to Attend” College of the Siskiyous. You will also get your COS Navigator account. This is where you will generate your evaluation.

2) You will need your transcripts for the next steps, so complete A or B:
   a. If you have completed coursework from another college(s) OTHER than College of the Siskiyous, you MUST contact your other colleges and have them send OFFICIAL transcripts to:

   Enrollment Services
   College of the Siskiyous
   800 College Avenue
   Weed, CA 96094
   Attn: Nursing Program Admissions

   **Please note that standard evaluation time is 4-8 weeks AFTER official transcripts are received at COS’s Enrollment Services; although evaluations are approached in a timely manner, completion time can be impacted by the prime registration periods AND make take longer, so PLAN your application process ACCORDINGLY. DO NOT call Enrollment Services to check on the status of your evaluation. Check your Navigator account with the following steps.

   b. If ALL your coursework is from College of the Siskiyous, continue with Step 3.

3) Go to the COS website, www.siskiyous.edu. Click on the Navigator button on the lower right hand side of the website.

4) Log into your Navigator account with your User Name and password.

5) Click on your Student tab.

6) On the right hand side of your webpage, you will see “Degree Audit/Ed Plan” Channel, with DegreeWorks as a hyperlink. Click on DegreeWorks.

7) Click on the What if link on the left hand side of the webpage under Worksheet.

8) At the Degree drop down menu, select PreRequisite for Program.

9) For the Academic Year drop down menu, select current year (e.g. 2012-2013).
10) Under Choose Your Different Areas of Study, select AS in LVN-RN Step Up or AS in Licensed Vocational Nursing. It will show up in the text box on the right-hand side marked “Chosen Areas of Study”.

11) Next, in the Major drop down menu, select LVN-RN Step Up or Licensed Vocational Nursing.

12) Next go up on the webpage and click the “Process What if” button.

13) Print off the evaluation and attach to appropriate Nursing application.