## Table of Contents

View a Previous Degree Evaluation ........................................... 3

Generate a new Degree Evaluation ......................................... 6

Generate a What-If Analysis ..................................................... 9

How to Interpret a Degree Evaluation ................................. 13

- **Program Evaluation** .......................................................... 13
- **General Requirements** .................................................... 15
- **Detail Requirements** ........................................................ 17
- **Additional Information** .................................................... 19
View a Previous Degree Evaluation

1. Log in to 49er Express.
2. Click the link to enter Banner Self-Service.
3. Select the Faculty & Advisors Menu.
4. Select the Advisors Menu.
5. Click the link for CAPP Degree Evaluation.
6. Select the current term from the drop down menu.
7. Click Submit.
8. Enter the student ID number (or the student’s last and first name) on the Student and Advisee ID Selection page.

9. Click Submit.

10. Verify that the student selected is correct.

11. Click Submit.

12. Click View Previous Evaluations at the bottom of the page.
13. Select the evaluation you would like to view by clicking the program link.

14. Select a CAPP Degree Evaluation display option in order to view the student’s Degree Evaluation. The options are General Requirements, Detail Requirements or Additional Information.

   Note: It is recommended that the Detail Requirements display option is selected. This will display the degree requirements as well as the courses that were used to fulfill those requirements.

15. Click Submit.

16. The student’s CAPP Degree Evaluation will be displayed. (See page 13 for instructions on How to Interpret a Degree Evaluation)
Generate a new Degree Evaluation

1. Log in to 49er Express.
2. Click the link to enter Banner Self-Service.
3. Select the Faculty & Advisors Menu.
4. Select the Advisors Menu.
5. Click the link for CAPP Degree Evaluation.
6. Select the current term from the drop down menu.
7. Click Submit.
8. Enter the student ID number (or the student’s last and first name) on the Student and Advisee ID Selection page.

9. Click Submit.

10. Verify that the student selected is correct.

11. Click Submit.

12. Click Generate New Evaluation at the bottom of the page.
13. Select the student’s program by clicking in the radio button next to the curriculum information.

14. Click Generate Request.

15. Select a CAPP Degree Evaluation display option in order to view the student’s Degree Evaluation. The options are General Requirements, Detail Requirements or Additional Information.

   Note: It is recommended that the Detail Requirements display option is selected. This will display the degree requirements as well as the courses that were used to fulfill those requirements.

16. Click Submit.

17. The student’s CAPP Degree Evaluation will be displayed. (See page 13 for instructions on How to Interpret a Degree Evaluation)
Generate a What-If Analysis

1. Log in to 49er Express.
2. Click the link to enter Banner Self-Service.
3. Select the Faculty & Advisors Menu.
4. Select the Advisors Menu.

5. Click the link for CAPP Degree Evaluation.
6. Select the current term from the drop down menu.

7. Click Submit.
8. Enter the student ID number (or the student’s last and first name) on the Student and Advisee ID Selection page.

9. Click Submit.

10. Verify that the student selected is correct.

11. Click Submit.

12. Click What-If Analysis at the bottom of the page.
13. Select the current term from the drop down menu.

![Select a term](image1)

14. Click Continue.

15. Select the program you would like to evaluate.

![Select program](image2)

16. Select the major associated with the selected program.

![Select major](image3)

17. Click Submit.

   Note: If you would like to select a second major, a minor or a concentration, Click Add More.
18. Verify the program and major selected are correct.

19. Click Generate Request.

20. Select a CAPP Degree Evaluation display option in order to view the student’s Degree Evaluation. The options are General Requirements, Detail Requirements or Additional Information.

   Note: It is recommended that the Detail Requirements display option is selected. This will display the degree requirements as well as the courses that were used to fulfill those requirements.

21. Click Submit.

22. The student’s CAPP Degree Evaluation will be displayed. (See page 13 for instructions on How to Interpret a Degree Evaluation)
How to Interpret a Degree Evaluation

**Program Evaluation**

The Program Evaluation section appears in both the General and Detail Requirements display options. It displays general information for the evaluation such as Program, Degree, Major, etc.

<table>
<thead>
<tr>
<th>Program Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Program GPA will need to be computed manually if you Repeated or Failed a course(s).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Catalog Term</th>
<th>Evaluation Term</th>
<th>Fall 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work-BSW</td>
<td>2</td>
<td>Fall 2007</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College</th>
<th>Degree</th>
<th>Level</th>
<th>Majors</th>
<th>Departments</th>
<th>Fall 2007</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expected Graduation Date</th>
<th>Request Number</th>
<th>Results as of</th>
<th>Minors</th>
<th>Concentrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12, 2007</td>
<td>2</td>
<td>May 23, 2007</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Program**: Indicates the degree and major that is evaluated.

2. **Catalog Term**: Indicates the set of General Education requirements that are used to create the evaluation. Catalogs from Fall 2003 - present are available for degree evaluation. Term codes may appear in two formats:
   - The term followed by the year (for example, Fall 2007)
   - The four-digit year followed by a two-digit code for the term (for example, 200780) (the two-digit code for the Spring term is 10, First Summer term is 50, Second Summer term is 70, and the Fall term is 80).

3. **Evaluation Term**: Indicates the term for which the evaluation is generated.

4. **Results as of**: Indicates the date the evaluation was generated.
5. Total Required: Indicates the overall number of hours required for the Program.

6. Program GPA: Includes courses that are used for this specific evaluation. If you have repeated or failed any courses, you will need to compute your GPA manually. Some departments are not using this section of the degree evaluation, so you may not have an entry here.

7. Overall GPA: This is your cumulative GPA.

8. Transfer: Indicates the total number of transfer hours used for this evaluation.

9. Unused: Indicates courses that did not meet any of the requirements for this evaluation.

10. Met (Yes/No): Indicates whether the requirement has been met.

11. Credits (Required): The number of required credits for each category.

12. Credits (Used): The actual number of credits used in each category for this evaluation. Used credits include any in-progress courses.

13. Courses (Required): This information is not used in the Program Evaluation, but it may be used for the General and Detail Requirements (pages 15 and 17).

14. Courses (Used): The actual number of courses used in each category for this evaluation.
**General Requirements**

The General Requirements display option will display a summary of courses used to meet the requirements, however it will not display the actual degree requirements.

<table>
<thead>
<tr>
<th>Area</th>
<th>General Ed-Comm Skills-ACCT (3.000 credits) - Met</th>
<th>Area</th>
<th>Gen Ed</th>
<th>Effective Fall 2003 (34.000 credits OR 12 courses) - Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing in the discipline (at least 3 hours in the major)</td>
<td></td>
<td>General Education Requirements effective Fall 2003. For the complete requirements, click here.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.000</td>
<td>B 200610 - MGMT 3160 Bus Communication(Wo)</td>
<td>3.000</td>
<td>TA 200410 - BIOL 1110 Prin Of Biol I(S)</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>1.000</td>
<td>TA 200410 - BIOL 1110L Prin of Biol I Lab (S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>3.000</td>
<td>TC 200410 - ECON 2101 Prin Econ-Macro(C)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>3.000</td>
<td>TA 200410 - MATH 0001 Math Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>3.000</td>
<td>TA 200410 - MATH 1100 College Algebra(P)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>3.000 A 200480 - ENGL 1101 Engl Composition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 A 200510 - ENGL 1102 Writing In Academic Comm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 A 200550 - BIOL 1273 Human Anatomy &amp; Phys I(S)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 A 200610 - LBST 1103 Arts And Society:Music-Musc(A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 A 200610 - LBST 2101 Western Hist &amp; Culture-Rel(C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 B 200610 - MGMT 3160 Bus Communication(Wo)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 A 200680 - LBST 2102 Global Connections -RELS (X)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 A 200710 - ARSC 3480 Citizenship and Service Pract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.000 A 200710 - LBST 2211 Ethical Issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>3.00 GPA</td>
<td>18</td>
<td>40.000 Credits 3.889 GPA</td>
<td></td>
</tr>
</tbody>
</table>

15. **Area**: A set of requirements for the program being evaluated. Areas and groups are interchangeable for degree evaluation purposes.

16. **Met/Not Met**: Indicates whether the requirement has been met.

   **Course Information**:
   
   a) **Credits**: Number of credits earned for a course.
   
   b) **Grade**: Grade earned for a course. In-progress courses will have an asterisk (*) in this column.
   
   c) **Term**: Term in which the course was taken. Term codes may appear in two formats:
      - The term followed by the year (for example, Fall 2007)
      - The four-digit year followed by a two-digit code for the term (for example, 200780) (the two digit code for the Spring term is 10, First Summer term is 50, Second Summer term is 70, and the Fall term is 80).
   
   d) **Subject/Course Number**: Subject name and course number for a course taken.
   
   e) **Title**: Title of a course taken.
17. Area Credits: Indicates the total number of credits used to satisfy the requirements of this area.

18. Area GPA: Indicates the GPA for the courses used to satisfy the requirements of this area.

19. Email: Clicking on this hyperlink will open up a new email message that will be sent to the student that is being evaluated.

20. Area Text: Additional information relating to the requirements, which may include links to other University or departmental websites.
**Detail Requirements**

The Detail Requirements display option will display a detailed list of the degree requirements as well as the courses from the student’s record that were used to meet the requirements.

<table>
<thead>
<tr>
<th>Requirement Information: This section gives detailed information about a set of requirements. This information will appear to the left of the Term section (shown here as left of the red dotted line).</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. <strong>Met/Not Met (Yes/No):</strong> Indicates whether the individual requirement has been met.</td>
</tr>
<tr>
<td>22. <strong>Condition (And/Or):</strong> The “and” condition indicates that the requirement must be fulfilled using both of the courses shown. The “or” condition indicates that the requirement must be fulfilled using either of the courses shown.</td>
</tr>
<tr>
<td>23. <strong>Rule:</strong> If shown, indicates a condensed or complex requirement.</td>
</tr>
<tr>
<td>24. <strong>Subject:</strong> Subject name of a course requirement.</td>
</tr>
<tr>
<td>25. <strong>Attribute:</strong> Course attributes identify specific characteristics of courses that can be used in degree evaluation (e.g., Writing Intensive or Oral Requirement attributes).</td>
</tr>
<tr>
<td>26. <strong>Low:</strong> If shown, indicates the lowest course number that will fulfill the requirement. If both a “low” and “high” course number appear, this indicates a range of course numbers that can be used to fulfill the requirement.</td>
</tr>
<tr>
<td>27. <strong>High:</strong> If shown, indicates the highest course number that will fulfill the requirement. If both a “low” and “high” course number appear, this</td>
</tr>
</tbody>
</table>
indicates a range of course numbers that can be used to fulfill the requirement.

28. Required Credits: If shown, indicates how many credits must be taken to fulfill a specific requirement.

29. Required Courses: If shown, indicates how many courses must be taken to fulfill a specific requirement.

Student Information: This section gives detailed information about courses found in the student record that have been used to fulfill a particular requirement. This information will appear to the right of the Required Courses section (shown here as right of the red dotted line).

30. Term: Term in which the course was taken. Term codes may appear in two formats:
   - The term followed by the year (for example, Fall 2007)
   - The four-digit year followed by a two-digit code for the term (for example, 200780) (the two digit code for the Spring term is 10, First Summer term is 50, Second Summer term is 70, and the Fall term is 80).

31. Met/Not Met (Yes/No): Indicates whether the requirements for a particular area have been met.

32. Subject: Subject name for the course taken.

33. Course: Course number for the course taken.

34. Title: Title of the course taken.

35. Attribute: Course attributes identify specific characteristics of courses that can be used in degree evaluation (e.g., Writing Intensive or Oral Requirement attributes).

36. Credits: The number of credits earned for a course.

37. Grade: Grade earned for a course. In-progress courses will not have a grade listed in this column. A letter “T” preceding the grade indicates that the course was transferred from another institution.

38. Source: Indicates where the course was found on the student record: T (transfer records), H (academic history), or R (registration records).
**Additional Information**

The Additional Information display option will display courses that did not match a specific degree requirement and courses that could not be used to fulfill a degree requirement.

Courses Not Used: The evaluation could not find any requirement that these courses would fulfill.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Term</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>0001</td>
<td>Anth Elective</td>
<td>Fall 2005</td>
<td>3.000 TB</td>
<td></td>
</tr>
<tr>
<td>GENL</td>
<td>0000</td>
<td>Black Gospel Choir</td>
<td>Fall 2005</td>
<td>1.000 TA</td>
<td></td>
</tr>
<tr>
<td>GRNT</td>
<td>2100</td>
<td>Aging And The Lifecourse (C)</td>
<td>Fall 2005</td>
<td>3.000 A</td>
<td></td>
</tr>
<tr>
<td>HIST</td>
<td>1120</td>
<td>Eur His To 1660 (X)</td>
<td>Fall 2005</td>
<td>3.000 TA</td>
<td></td>
</tr>
<tr>
<td>HIST</td>
<td>1121</td>
<td>Eur Since 1660(X)</td>
<td>Fall 2005</td>
<td>3.000 TC</td>
<td></td>
</tr>
<tr>
<td>MUSC</td>
<td>0001</td>
<td>Music Elective</td>
<td>Fall 2005</td>
<td>2.000 TA</td>
<td></td>
</tr>
</tbody>
</table>

39. **Subject**: Indicates the subject of the course that was taken.

40. **Course**: Indicates the number of the course that was taken.

41. **Title**: Indicates the title of the course that was taken.

42. **Term**: Term in which the course was taken. Term codes may appear in two formats:
   - The term followed by the year (for example, Fall 2007)
   - The four-digit year followed by a two-digit code for the term (for example, 200780) (the two digit code for the Spring term is 10, First Summer term is 50, Second Summer term is 70, and the Fall term is 80).

43. **Credits**: Indicates the number of credits earned for the course.

44. **Grade**: The grade earned for the course. In-progress courses will not have a grade listed in this column. A letter “T” preceding the grade indicates that the course was transferred from another institution.
Course Attributes Not Used: The evaluation could not find any requirement that these attributes would fulfill.

45. Attribute: Indicates the course attribute.

46. Subject: Indicates the subject of the course that was taken.

47. Course: Indicates the number of the course that was taken.

48. Title: Indicates the title of the course that was taken.

49. Term: Term in which the course was taken. Term codes may appear in two formats:
   - The term followed by the year (for example, Fall 2007)
   - The four-digit year followed by a two-digit code for the term (for example, 200780) (the two digit code for the Spring term is 10, First Summer term is 50, Second Summer term is 70, and the Fall term is 80).

50. Credits: Indicates the number of credits earned for the course.

51. Grade: The grade earned for the course. In-progress courses will not have a grade listed in this column. A letter “T” preceding the grade indicates that the course was transferred from another institution.
Rejected Courses: Courses in this section match a specific requirement but were rejected for the evaluation. For example, the course may have been repeated or failed or the credit hour/grade did not match the requirement.

52. Subject: Indicates the subject of the course that was taken.

53. Course: Indicates the number of the course that was taken.

54. Area: Indicates the requirement that the course could meet. Areas and groups are interchangeable for degree evaluation purposes.

55. Reason: Indicates why the course was rejected. For example:
   - Outside Credits Per Crse Range - indicates that the number of credits earned in the course either exceeded or fell short of the number that would satisfy the requirement.
   - Repeated Course - indicates that the course was repeated.
   - Detail Min Grade Not Met – indicates that the grade earned did not meet the minimum grade that is required to complete the requirement.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Area</th>
<th>Reason</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK</td>
<td>3482</td>
<td></td>
<td>Repeated Course.</td>
<td>Repeated Course.</td>
</tr>
<tr>
<td>SOWK</td>
<td>3683</td>
<td></td>
<td>Repeated Course.</td>
<td></td>
</tr>
</tbody>
</table>