

How to Run Your FSU CAPP Degree Audit

Created August 2010

You will find your CAPP degree evaluation on your Banner Self Service account

1. Log into Banner from the FSU Homepage (<http://www.uncfSU.edu>)
2. Click on "Current Students", click on "Banner Log In" and then click on "Login"
3. After you have logged in, you will be on the Welcome Page
 - Click on the "Student and Financial Aid" link (or click on the "Student" tab at the top of the page)
 - Click on the "Student Records" link
 - Click on the "Degree Evaluation (Under Construction)" link

Follow the INSTRUCTIONS below to view your CAPP Audit:

- Select the "Current Term" from the drop-down menu and then click the "SUBMIT" button
Note: On the next screen ("The Degree Evaluation Record"). Please look at your "Catalog Term" and "Major". If you determine that it is incorrect, please contact the Registrar's Office at RegComm@uncfsu.edu.
- Scroll down to the bottom of the page and click on the "GENERATE NEW EVALUATION" link
- Select the "Program" by clicking on the button located to the left of the "Program"
- Select the "Term" (Term is the semester you plan to graduate)
- Then click the "GENERATE REQUEST" button
Note: After the "Generate Request" button is clicked, the application will spend some time compiling data.
- When complete you may select **General Requirements, Detail Requirements, or Additional Information** by selecting the button located to the left of your choice.
- Then click the "SUBMIT" to view your CAPP.

**CAPP is currently available for the following Degree Programs beginning with Catalog Years:
2004 to PRESENT**

COLLEGE OF ARTS AND SCIENCE	SCHOOL OF BUSINESS	SCHOOL OF EDUCATION
BIOL, CHEM-BA/BS	ACCT	B-K Teach/Non-Teach
BIOTECH	BANK/FIN	ELEM EDUC (Concentrations - BIOL, CORE, ECON, ENGL, GEOG, HLTH, HIST, MATH, PEDU, POLI, PSYC, READ, SOCI, SPAN, SPED, SPET, SPES)
COMMUNICATIONS – MASS/SPEECH	BADM(Concentrations – GNRL, ENTRPR, HCM, MGMT, MIS, MKTG)	Middle Grades (LANG-ARTS, MATH, SCIENCE, SOC. STUD.)
CSCI	MIS	
CRJC		
ENGL LIT/ENGL LIT-TEACH		
FORENICS-BIOLOGY/CHEM		
GEOG		
HIST		
MATH/MATH EDUC-TEACH		
MUSIC GENRL/MUSIC EDUC-INSTR-TEACH		
POLI SCI, POLI SCI-PBAD		
PSYC		
SOCI		
SOC.SCIENCE.EDUC-HIST-TEACH		
SPAN		
SPEECH/THEATRE		
VART (Art-History, Ceramics, Graphics, Painting)		

DISCLAIMER STATEMENT:

The CAPP Degree Audit is an unofficial evaluation of your academic record. You must meet all degree completion requirements based on your catalog year. The Office of the Registrar will complete an official audit as part of the final clearance process.

Curriculum, **A**dvising, and **P**rogram **P**lanning **CAPP Degree Audit**

Frequently Asked Questions for Students

What is an online degree audit?

CAPP is the product of an audit system that interactively matches the courses completed at Fayetteville State University and approved transfer courses with undergraduate degree requirements, allowing you to view individual academic progress.

Why should I use CAPP?

The CAPP audit lists the degree requirements, summarizes progress based on your academic record, and assists in selecting courses that may be needed to complete the requirements of your degree program.

Should I solely rely on CAPP for advisement to determine which courses I should register for in the upcoming semester?

No. Students must still consult with their advisor to determine what classes are required to graduate and to ensure that they stay on track for graduation.

How do I determine what is correct if my departmental audit and my CAPP Degree Audit do not match?

Always consult your catalog to find your degree program requirements. If you have additional questions, please check with your advisor and your department. They will contact the Registrar's Office to correct any discrepancies.

My major and catalog term are incorrect when I generate my CAPP audit. What should I do?

It is very important that your catalog term and degree program are up-to-date. CAPP evaluates your completion of courses using the catalog term that you are assigned to in Banner. If you believe that your major and/or catalog term are incorrect, please contact the Registrar's Office at RegComm@uncfsu.edu to determine the appropriate steps to have this corrected.

My minor does not show up when I try to generate my CAPP audit. What should I do?

You may need to declare your minor through the Office of the Registrar website. Once your department approves your minor, they will forward the approval to the Office of the Registrar.

Which display option should I choose for my audit (General Requirements, Detail Requirements, or Additional Information)?

The "General Requirements" option will allow you to view the overall credit hours, the GPA requirement, and whether you have met the area requirements for the Core, Major, and Minor. The "Detail Requirements" option will show a detailed explanation of course requirements and grade information. The "Additional Information" option will show all courses in-progress and courses not used. You should review each option.

My CAPP is taking too long to generate or it is timing me out. What should I do?

Keep trying, sometimes the system runs slow, or you may view a previous evaluation under "View Previous Evaluations", or you may try to run a "What-If Analysis" using your current major or you may have to try later.

When I try to view a previous CAPP evaluation, it no longer appears. What happened to it?

Periodically, the Registrar's Office will purge previously generated CAPPs. When this happens, you must generate a new CAPP.

Will my transfer courses appear on the CAPP degree audit?

Yes. Transfer courses are posted to your student academic record and they will be reflected on the CAPP audit. Transfer courses can be identified by the "TP" grade.

I believe that a course that I took at another institution or at FSU is equivalent to one of my required courses but, it is still showing as "Not Met" on my audit. How can I obtain permission to use this course to meet the requirement?

Students may contact their advisor and/or department chair to request approval for a *Transfer Equivalency or Substitution*. The department should then forward the approved request to the Registrar's Office.

What is the difference between a CAPP Audit and a Manual Degree Audit?

A **CAPP degree audit** is automatically generated through Banner and is available anytime for viewing to some degree programs. A **manual degree audit** is a hand-written evaluation of a student's academic progression. Manual degree audits are available to Non-CAPP students. These students should continue to request them from their department.