

How to Run Your FSU CAPP Degree Evaluation

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You will find your CAPP degree evaluation through your Banner self-service account

1. Log into Banner from the FSU Homepage (<http://www.uncf.edu>)
2. Click on "Current Students", click on "Banner Log In" then click on "Login"
3. Once logged in:
 - Click on the "Student" tab
 - Click on the "Student Records" link
 - Click on the "Degree Evaluation" link

Follow the INSTRUCTIONS below to view your degree evaluation:

- Select the "Current Term" from the drop-down menu; click the submit button
- On the next screen (**Degree Evaluation Record**) please review your "Catalog Term" and "Major"
 - If you feel there may be a discrepancy, please contact the Registrar's Office/Commencement Team at RegComm@uncf.edu
- Scroll down to the bottom of the page and click on the "GENERATE NEW EVALUATION" link
- Select the "Program" by clicking on the clear button located to the left of your "Program"
- Select the "Term" (This is the term *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 the data
- Once you have successfully generated your degree evaluation, you may select one of the following view options: **(1) General Requirements (2) Detail Requirements (3) Additional Information** by selecting the *button located to the left of your choice.*
- Then click the "SUBMIT" to view your CAPP.

Degree Evaluation view options:

Users may scroll down to the bottom of the degree evaluation page and select the desired degree evaluation feature:

- ✓ **GENERATE NEW EVALUATION** – To view a degree evaluation for a student's currently declared major
- ✓ **VIEW PREVIOUS EVALUATION** – To view a previously generated degree evaluation (*This option will reflect all available previously generated evaluations performed by the student, faculty and/or staff users*)
- ✓ **WHAT-IF ANALYSIS** – Allows users to determine how a student's completed coursework will match up with another specific major. Users must select the appropriate catalog entry term, academic major and/or minor etc. ****The what-if analysis option may be useful for undecided majors, students pursuing dual/double majors or students considering changing their major****

Curriculum, Advising, and Program Planning **CAPP Degree Evaluation** (Frequently Asked Questions)

What is an online degree evaluation?

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

Why should I use CAPP?

CAPP lists the degree requirements, summarizes student progression based on the academic record and assists students in selecting courses that may be needed to complete the requirements for the 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 which is correct, if my departmental audit worksheet and my CAPP evaluation 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 determine if there may be any discrepancies.

My major and catalog term are incorrect when I generate my CAPP evaluation. 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 major and catalog term that you are assigned in Banner. If you feel that your major and/or catalog term are incorrect, please contact the Registrar's Office/Commencement Team at RegComm@uncfsu.edu to determine the appropriate steps to have this resolved.

My academic minor, concentration or second degree does not show up when I try to generate my CAPP evaluation. What should I do?

You may need to declare your minor through the Registrar's Office website. Once approved by your department, the approval is forwarded to the Registrar's Office. Your academic record will then be updated to reflect the minor, concentration, double/dual major information.

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

The "General Requirements" option will allow you to only view a summary of the curriculum requirements and does not indicate specific missing requirement information. The "Detail Requirements" option will show a detailed explanation of the overall credit hours utilized by CAPP, GPA requirement, etc. and whether you have met the course area requirements for the core, major, minor and concentration. The "Additional Information" option will show all courses in-progress and courses not used by CAPP. **You should review each option; however the detail requirements option is most helpful.**

What is the "What-If Analysis" feature in CAPP used for?

Students who are considering changing their major or undecided students can run a "What-if Analysis" instead of the "Generate New Evaluation" option to see how their courses would be applied toward a major or combination of majors they are considering. **NOTE: Users must know the student's assigned catalog term (ie..Student catalog terms are determined by either the semester in which the student entered the university or when the student re-admitted into the University).**

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

Keep trying, sometimes the system may run slow.

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.

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 evaluation. 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 Evaluation and a Manual Degree Audit? A **CAPP degree evaluation** can be 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.

Will my transfer courses appear on the CAPP degree evaluation?

Yes. Transfer courses are posted to your student academic record and they will be reflected on the CAPP evaluation. 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, the requirement is still showing as "Not Met" or as a GSTU – Free Elective on my evaluation. How can I obtain permission to use this course to meet a requirement?

Students must contact their advisor and/or department chair to request review and approval for a *Transfer Equivalency or Course Substitution*. The department chair, at his/her discretion will forward for the appropriate approvals. Once approved, the Registrar's Office will update the course information accordingly.

A new degree evaluation should always be generated to reflect changes to your academic record!

DISCLAIMER STATEMENT:

The CAPP/Degree evaluation 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 degree evaluation as part of the final clearance process.