



# ***CAPP Degree Evaluation***

## ***Frequently Asked Questions for Students***

### ***How do I process my degree evaluation?***

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

- 1) Login to OneStop <https://onestop.ecu.edu/onestop/>
- 2) Select the tools page tab
- 3) Select Banner Self Service, and Student Records
- 4) Select Degree Evaluation
- 5) Select a Term and Click Submit
- 6) Scroll to the bottom of the page and click Generate New Evaluation
- 7) Select the program and Term then click Generate Request
- 8) Select Detail Requirements and Click Submit.

### ***My catalog term is 2003 or earlier, what should I do to use the CAPP degree evaluation?***

Students should use the “what if analysis” selection to run their degree audit on the 2004 catalog term.

### ***Will my transfer courses appear on the CAPP degree evaluation?***

Yes, transfer courses are a part of your ECU academic record. They will be reflected on the CAPP degree evaluation. Transfer courses can be identified by the “T” grade and source.

### ***Do I still see advisor if my requirements are listed on the CAPP degree evaluation?***

Students still need to meet with an academic or faculty advisor each semester. The evaluation is a tool to assist students and advisors in the advising process. Students still need to meet with your advisor at least once a semester to plan course registration.

### ***I am graduating; do I still need a Senior Summary or Graduate Summary?***

Students still need to meet with an academic or faculty advisor to complete a senior summary for undergraduates and a graduate summary for graduate students. The evaluation is a tool to assist students and advisors in the advising process. You will still need to meet with your advisor or department to prepare for graduation.

***How do I determine what is correct if my departmental curriculum check sheet and even my Foundation Curriculum requirements do not match my degree evaluation?***

Always consult the catalog to find the requirements necessary to fulfill your degree. Also, confirm that the degree evaluation was processed for the correct major. If there is a discrepancy, check with your advisor.

***I'll be graduating next semester and there is a course listed under Electives that I think should be applied toward my degree requirements. Why is it appearing in that category?***

The department of your major would make that determination and, if the course is applicable, will submit a request for a substitution of the desired credit on your behalf.

***Why do I have so many courses listed as Electives?***

Any coursework that appears in this category has not been specified as fulfilling a degree requirement for transfer students.

***If I don't understand the results of my degree audit, what should I do?***

Meet with your academic or faculty advisor for assistance in understanding your evaluation results.

***What if I have other questions about CAPP?***

If you need information that is not addressed in our documentation, please email Mark Setliff at [setliffm@ecu.edu](mailto:setliffm@ecu.edu) for additional assistance.