



# **CAPP Degree Evaluation**

## ***Frequently Asked Questions for Advisors***

### ***Who can use the degree evaluation on Banner Self Service?***

All advisors will have access to view the Foundations Curriculum and Major requirements for their advisees.

### ***How do I process a CAPP degree evaluation?***

CAPP degree evaluation is located on your Banner Self Service account.

- 1) Login to OneStop <https://onestop.ecu.edu/onestop/>
- 2) Select tools page tab
- 3) Select Banner Self Service, and Faculty and Advisor Menu
- 4) Select Advisee Information Menu
- 5) Enter a student account by advisee listing or ECU ID search
- 6) Select Degree Evaluation
- 7) Select a Term and Click Submit
- 8) Scroll to the bottom of the page and click Generate New Evaluation
- 9) Select the program and catalog term then click Generate Request
- 10) Select Detail Requirements and Click Submit.

### ***My advisee is a second degree student; how will CAPP reflect their Foundation Curriculum requirements?***

The FC requirements for these students will be reflected on the degree evaluation. The advisor will see a field that lists "Second Degree".

### ***My advisee should have a departmental substitution but that does not appear on the degree evaluation. Why?***

The Registrar's Office updated all known substitutions. If one does not appear, please submit the substitution form to the Graduation Services office in 108 Whichard Building.

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

Advisors should use the "what if analysis" selection to run their degree audit on the 2004 catalog term.

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

Yes, transfer courses are a part of each student's ECU academic record. They will be reflected on the CAPP degree evaluation. Transfer courses can be identified by the "T" grade and source.

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

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



# ***CAPP Degree Evaluation***

## ***Advisors CAPP Glossary***

**Area** Areas are the connection between program and detail course requirements. Each major component of the program's requirements should form an area.

**Banner Self Service** The Banner system accessible from OneStop. All degree Evaluations are processed through Banner Self Service.

**CAPP** Acronym for the Banner Curriculum, Advising, and Program Planning degree evaluation.

**Compliance** The processing of the degree audit. Compliance is the process that allows CAPP to check the defined program information against the student's record for the generation of a report.

**Degree Evaluation** The term for the degree audit online.

**Program** Degree or certificate the student is working towards.

**Requirements** The detailed specifics of what the program or area require.

**Rules** Programming feature within CAPP that allows for more complicated requirements or requirement choices. For example, if the requirement was take 3 courses from a list of 10 courses, a rule would be able to process this requirement.

**CAPP** The online version of CAPP that will allow students and advisors to view past compliances, run a new compliance on current student data, or conduct a "what if" scenario for changing majors.