



The Undergraduate Graduation Process for Advisors

Meet with Your Student

You are encouraged to meet with your student at least two semesters before graduation. At this meeting, a Degree Evaluation should be processed in the Banner system in addition to you completing the senior summary form and course substitution form if necessary.

The Senior Summary Form

The purpose of the Senior Summary form is to provide a record of remaining requirements for graduation and to eliminate last minute errors. The catalog you are following will be used to determine the requirements for graduation.

The CAPP Degree Evaluation

The purpose of the CAPP degree evaluation on Banner Self Service is to provide an advising tool outlining specific degree requirements for graduation and show student academic progress.

After reviewing the degree evaluation and senior summary form, you will sign the form along with your student. A signed form may be sent to your academic department for review. The forms should be sent to the Graduation Services Office in the Office of the Registrar. The official review of the senior summary will be processed by the Graduation Services office. If there is an error or omission, the student and advisor will be notified. Questions can be referred to the Marc Setliff at setliffm@ecu.edu.

Processing 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.

Direct questions concerning CAPP degree evaluations to Mark Setliff at setliffm@ecu.edu.

Accessing Additional Student Information

Additional student information is needed to complete the senior summary process. See attached chart for finding student information.

The Graduation Application

Application for Graduation should be completed at the time of the senior summary or at the Graduation Services Office. All graduation applications should be returned to the Graduation Services office, located in room 108 of the Whichard Building.

Accessing Additional Student Information

If you need...	ecuBIC Report Manager	Banner Self Service (SSB) MENU Option	Internet Native Banner (INB) FORM name
Overall GPA		Academic Transcript	SHATERM SHADEGR
Major GPA		CAPP Degree Evaluation	
Graduation Status		Student Information	SGASTDN
Comments about processing			SPACMNT
List of All Courses	Course List like RG 301 or RG53		SHACRSE SHASUBJ
List of Students Graduating	Graduation List		
Transfer Courses	Transfer Evaluation	Academic Transcript	
Student Contact Information		Student Address and Phones	SPAIDEN
Student Program of Study		Student Information	SGASTDN
Academic Transcript		Academic Transcript	
Student GPA/ Academic Standing		Academic Transcript	SHATERM
Student Schedule		Student Schedule	SFAREGQ SFAREGS
Advisor Assignment	Advisee Listing		SGAADVR
CAPP Degree Evaluation		Degree Evaluation	
Hold Tags		Advisee Listing	SFAREGS SOAHOLD