

Faculty and Advisor

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CAPP Degree Evaluation

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Manual

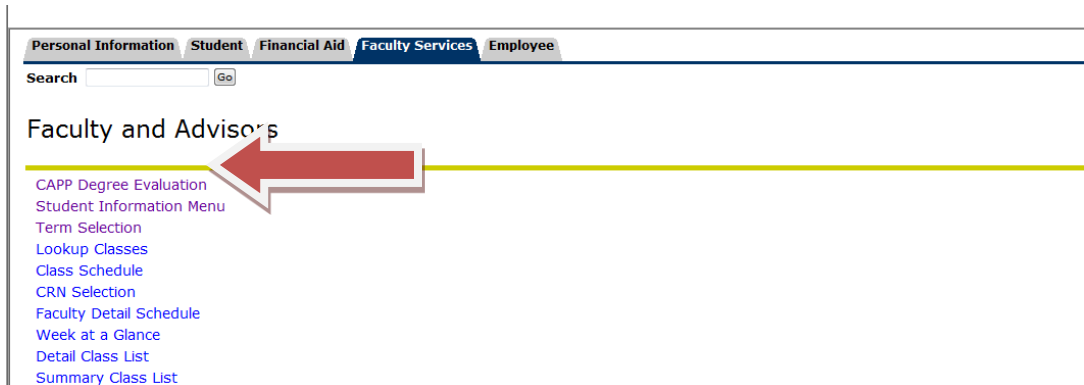
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# View a Previous Degree Evaluation

1. Log in to <https://unaportal.una.edu>
2. Click on Self-Service Banner.
3. Select the Faculty Services Tab.
4. Click the link for CAPP Degree Evaluation.

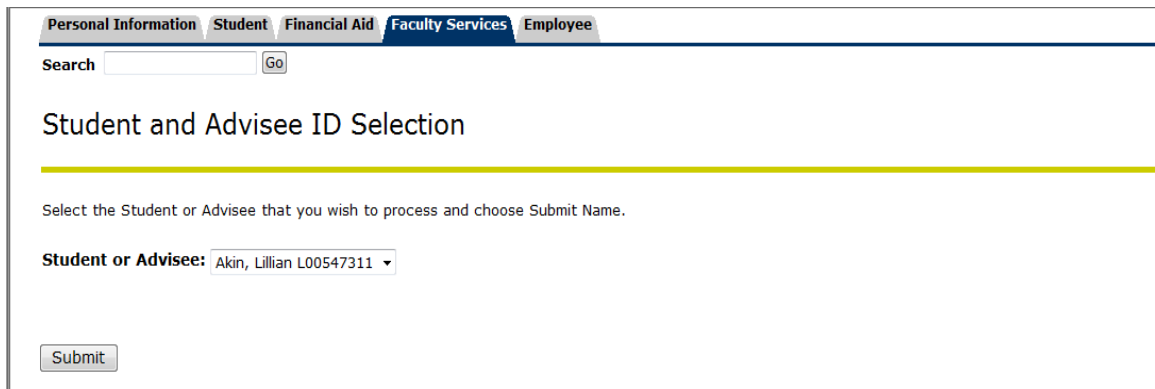


5. Select the current term from the drop down menu.

A screenshot of the 'Select Current Term' form. The form has a title 'Select Current Term' at the top. Below the title is a horizontal line. Underneath the line is a message that says 'Please select the current term.' followed by a small icon. Below the message is a label 'Select a Term:' followed by a dropdown menu showing 'Spring 2011'. Below the dropdown menu is a 'Submit' button. At the bottom of the form, there is a footer that says 'RELEASE: 8.4.0.1'.

6. Click Submit.

7. Enter the student ID number (or the student's last and first name) on the Student and Advisee ID Selection page.
8. Click Submit.
9. Verify that the student selected is correct.



Personal Information Student Financial Aid Faculty Services Employee

Search  Go

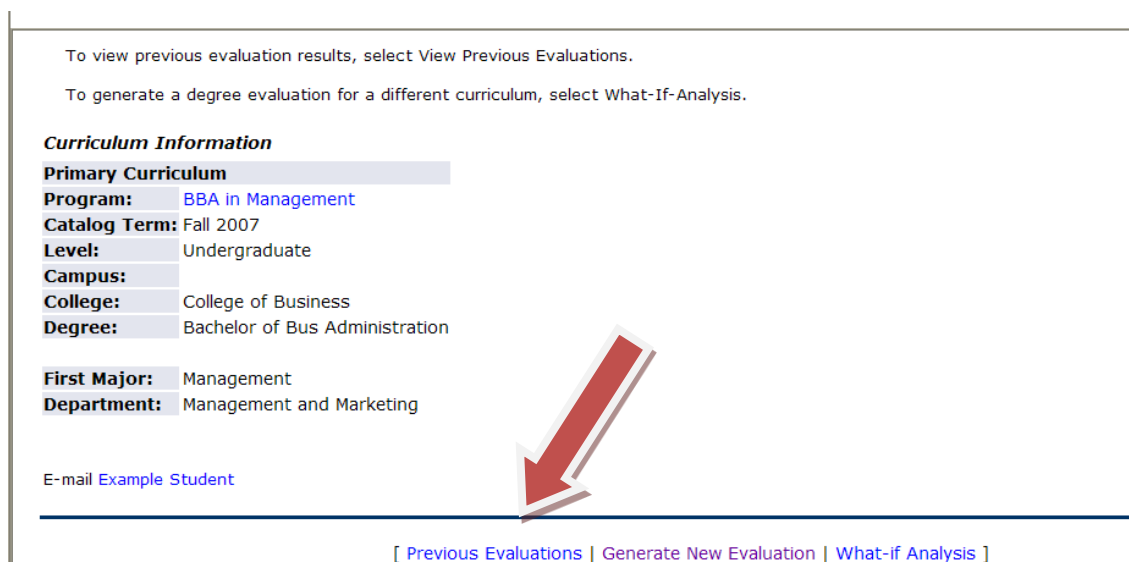
### Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: Akin, Lillian L00547311

Submit

10. Click Submit.
11. Click View Previous Evaluations at the bottom of the page.



To view previous evaluation results, select View Previous Evaluations.

To generate a degree evaluation for a different curriculum, select What-If-Analysis.

#### Curriculum Information

**Primary Curriculum**

**Program:** BBA in Management

**Catalog Term:** Fall 2007

**Level:** Undergraduate

**Campus:** College of Business

**Degree:** Bachelor of Bus Administration

**First Major:** Management

**Department:** Management and Marketing

E-mail Example Student

[ [Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) ]

12. Select the evaluation you would like to view by clicking the program link.




Information for [Example Student](#)

**Current Evaluations**

| Program                           | Submission Date       | Request Number |
|-----------------------------------|-----------------------|----------------|
| <a href="#">BBA in Management</a> | Nov 05, 2010 04:26 pm | 183            |
| <a href="#">BBA in Management</a> | Nov 01, 2010 12:40 pm | 182            |
| <a href="#">BBA in Management</a> | Oct 15, 2010 04:08 pm | 180            |

13. Select a CAPP Degree Evaluation display option in order to view the Degree Evaluation. The options are General Requirements, Detail Requirements or Additional Information.

*Note: It is recommended that the Detail Requirements display option is selected. This will display the degree requirements as well as the courses that were used to fulfill those requirements.*

 It is recommended that the **DETAIL REQUIREMENTS** display option is selected.

☐ **General Requirements**

☒ **Detail Requirements**

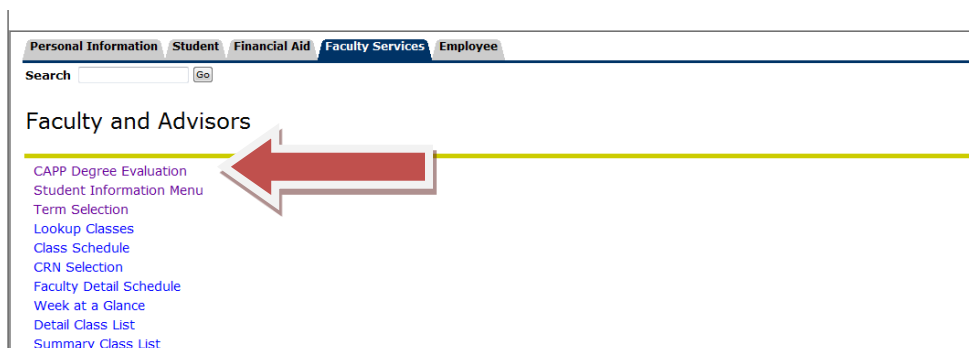
☐ **Additional Information**

11. Click Submit.

12. The CAPP Degree Evaluation will be displayed. (See page 12 for instructions on *How to Interpret a Degree Evaluation*)

# Generate a new Degree Evaluation

1. Log in to <https://unaportal.una.edu>
2. Click on Self-Service Banner.
3. Select the Faculty Services Tab.
4. Click the link for CAPP Degree Evaluation.

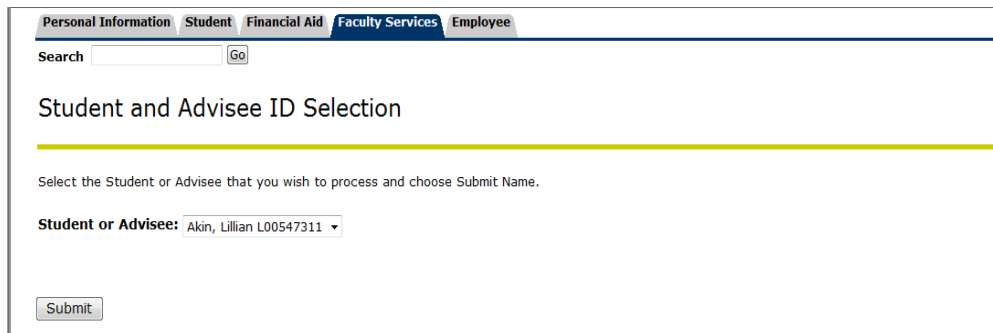


5. Select the current term from the drop down menu

A screenshot of the 'Select Current Term' form. The title 'Select Current Term' is at the top. Below it is a horizontal yellow line. The form contains a message: 'Please select the current term.' followed by a label 'Select a Term:' and a dropdown menu currently showing 'Spring 2011'. At the bottom of the form is a 'Submit' button.

6. Click Submit.

7. Enter the student ID number (or the student's last and first name) on the Student and Advisee ID Selection page.
8. Click Submit.
9. Verify that the student selected is correct.



Personal Information Student Financial Aid Faculty Services Employee

Search  Go

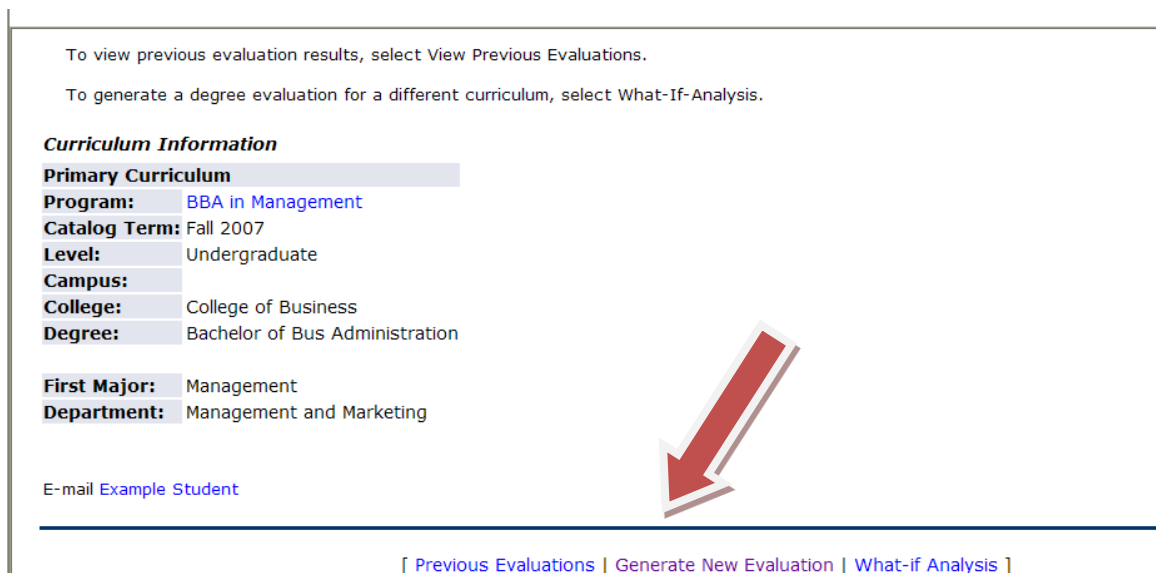
### Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: Akin, Lillian L00547311

Submit

10. Click Submit.
11. Click Generate New Evaluation at the bottom of the page.



To view previous evaluation results, select View Previous Evaluations.

To generate a degree evaluation for a different curriculum, select What-If-Analysis.

### Curriculum Information

#### Primary Curriculum

**Program:** BBA in Management

**Catalog Term:** Fall 2007

**Level:** Undergraduate

**Campus:** College of Business

**Degree:** Bachelor of Bus Administration

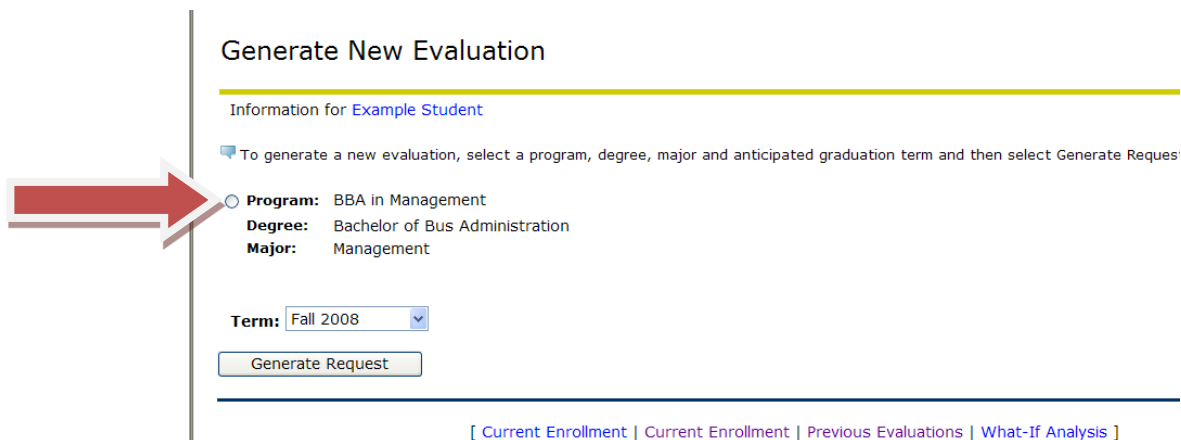
**First Major:** Management

**Department:** Management and Marketing

E-mail [Example Student](#)

[ [Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) ]

12. Select the student's program requirements by clicking in the radio button next to the curriculum information.



Generate New Evaluation

---

Information for [Example Student](#)

To generate a new evaluation, select a program, degree, major and anticipated graduation term and then select Generate Request

☒ **Program:** BBA in Management  
**Degree:** Bachelor of Bus Administration  
**Major:** Management

**Term:**

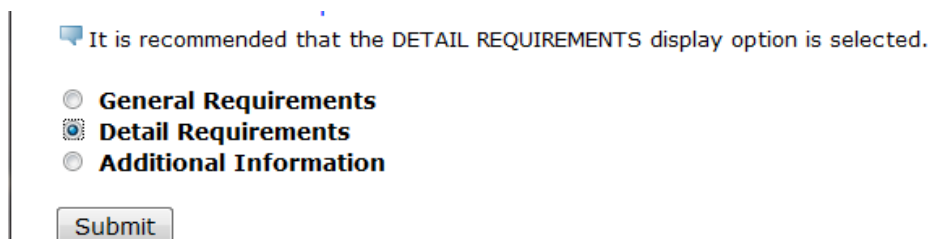
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[\[ Current Enrollment | Current Enrollment | Previous Evaluations | What-If Analysis \]](#)

13. Click General Request.

14. Select a CAPP Degree Evaluation display option in order to view the student's Degree Evaluation. The options are General Requirements, Detail Requirements or Additional Information.

*Note: It is recommended that the Detail Requirements display option is selected. This will display the degree requirements as well as the courses that were used to fulfill those requirements.*



It is recommended that the DETAIL REQUIREMENTS display option is selected.

☐ **General Requirements**  
☒ **Detail Requirements**  
☐ **Additional Information**

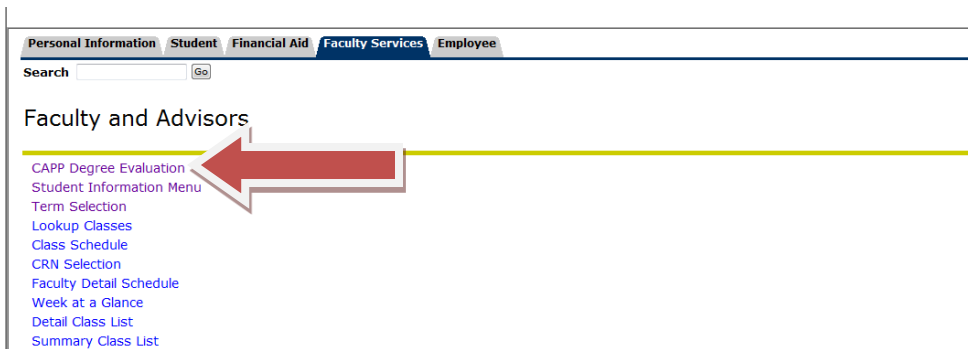
15. Click Submit.

16. The CAPP Degree Evaluation will be displayed. (See page 12 for instructions on How to Interpret a Degree Evaluation)



# Generate a What-If Analysis

1. Log in to <https://unaportal.una.edu>
2. Click on Self-Service Banner.
3. Select the Faculty Services Tab.
4. Click the link for CAPP Degree Evaluation.

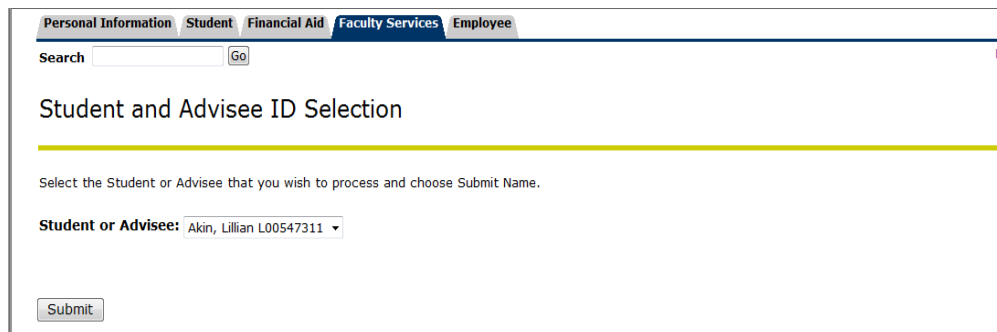


5. Select the current term from the drop down menu.

A screenshot of the 'Select Current Term' form. The title 'Select Current Term' is at the top. Below it is a horizontal line. A message says 'Please select the current term.' followed by 'Select a Term:'. There is a dropdown menu showing 'Spring 2011' with a downward arrow. Below the dropdown is a 'Submit' button. At the bottom of the form, it says 'RELEASE: 8.4.0.1'.

6. Click Submit.

7. Enter the student ID number (or the student's last and first name) on the Student and Advisee ID Selection page.
8. Click Submit.
9. Verify that the student selected is correct.



Personal Information Student Financial Aid Faculty Services Employee

Search  Go

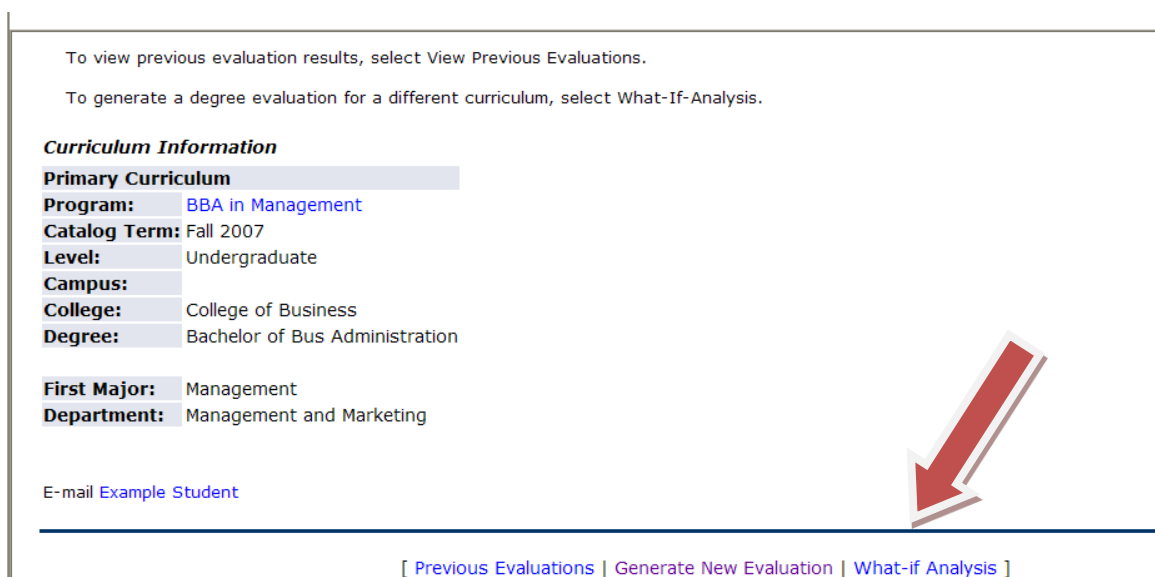
### Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: Akin, Lillian L00547311 ▼

Submit

10. Click Submit.
11. Click What-If Analysis at the bottom of the page.



To view previous evaluation results, select View Previous Evaluations.

To generate a degree evaluation for a different curriculum, select What-If-Analysis.

### Curriculum Information

#### Primary Curriculum

Program: BBA in Management

Catalog Term: Fall 2007

Level: Undergraduate

Campus:

College: College of Business

Degree: Bachelor of Bus Administration

First Major: Management

Department: Management and Marketing

E-mail [Example Student](#)

[ [Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) ]

12. Select the current term from the drop down menu.

**What-if Analysis**

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Information for [Example Student](#)

Step 1 : Select a term.

**Entry Term:** None

[Continue](#)

13. Click Continue.

14. Select the program you would like to evaluate.

**What-if**

---

Information for [Example Student](#)

Step 2 : Please select a program you would like to evaluate.

**Entry Term:** None

**Program:** None

[Continue](#)

15. Select the major associated with the selected program.

Information for [Example Student](#)

Step 3 : Select a major.

**Entry Term:** Fall 2001

**Program:** BA in Sociology

**Level:** Undergraduate

**Degree:** Bachelor of Arts

**College:** College of Arts and Sciences

**Campus:** None

**First Major\*:** Sociology and Department: Sociology

[Add More](#) [Submit](#)

16. Click Submit.

*Note: If you would like to select a second major, a minor or a concentration, Click add more.*

17. Verify the program and major selected are correct.

#### What-if Analysis

Information for [Example Student](#)

Step 4 : Select an evaluation term.

Please note, processing may take a few minutes.

**Entry Term:** Fall 2001  
**Program:** BA in Sociology  
**Level:** Undergraduate  
**Degree:** Bachelor of Arts  
**College:** College of Arts and Sciences  
**Campus:**

**First Major:** Sociology  
**First Department:** Sociology

**Evaluation Term:** Fall 2008

Generate Request

18. Click Generate Request.

19. Select a CAPP Degree Evaluation display option in order to view the Degree Evaluation. The options are General Requirements, Detail Requirements or Additional Information.

*Note: It is recommended that the Detail Requirements display option is selected. This will display the degree requirements as well as the courses that were used to fulfill those requirements.*

It is recommended that the **DETAIL REQUIREMENTS** display option is selected.

- ☐ **General Requirements**  
☒ **Detail Requirements**  
☐ **Additional Information**

Submit

20. Click Submit

21. The CAPP Degree Evaluation will be displayed. (See page 12 for instructions on How to Interpret a Degree Evaluation)

# How to Interpret a Degree Evaluation

## Program Evaluation

The Program Evaluation section appears in both the General and Detail Requirements display options. It displays general information for the evaluation such as Program, Degree, Major etc.

**Program Evaluation**  
The Program GPA will need to be computed manually if you Repeated or Failed a course(s)

|                      |   |                         |                                   |   |              |
|----------------------|---|-------------------------|-----------------------------------|---|--------------|
| <b>Program :</b>     | 1 | Social Work-BSW         | <b>Catalog Term :</b>             | 2 | Fall 2005    |
| <b>Campus :</b>      |   |                         | <b>Evaluation Term :</b>          | 3 | Fall 2007    |
| <b>College :</b>     |   | Health & Human Services | <b>Expected Graduation Date :</b> |   | May 12, 2007 |
| <b>Degree :</b>      |   | Bachelor of Social Work | <b>Request Number :</b>           |   | 2            |
| <b>Level :</b>       |   | Undergraduate           | <b>Results as of :</b>            | 4 | May 23, 2007 |
| <b>Majors :</b>      |   | Social Work             | <b>Minors :</b>                   |   |              |
| <b>Departments :</b> |   | Social Work             | <b>Concentrations :</b>           |   |              |

1. **Program:** Indicates the degree and major that is evaluated.
2. **Catalog Term:** Indicates the set of General Education requirements that are used to create the evaluation. Catalogs from Fall 2000 – present are available for degree evaluation. Term codes may appear in two formats:
  - The term followed by the year (for example, Fall 2007)
  - The four-digit year followed by a two-digit code for the term (for example, 200710) (two digit code for the Spring is 20 and Summer is 30).
3. **Evaluation Term:** Indicates the term for which the evaluation is generated.
4. **Results as of:** Indicates the date the evaluation was generated.

|                                      | 10<br>Met | 11<br>Credits<br>Required | 12<br>Credits<br>Used | 13<br>Courses<br>Required | 14<br>Courses<br>Used |
|--------------------------------------|-----------|---------------------------|-----------------------|---------------------------|-----------------------|
| Total Required : — 5                 | No        | 120.000                   | 68.000                |                           | 25                    |
| Last Number Institutional Required : | Yes       | 30.000                    | 32.000                |                           | 9                     |
| ...Out of Last Earned :              | Yes       | 30.000                    | 32.000                |                           | 9                     |
| Program GPA : — 6                    | Yes       | .00                       | 3.838                 |                           |                       |
| Overall GPA : — 7                    | Yes       | 2.00                      | 3.759                 |                           |                       |
| Other Course Information             |           |                           |                       |                           |                       |
| Transfer : — 8                       |           |                           | 31.000                |                           | 14                    |
| Unused : — 9                         |           |                           | 62.000                |                           | 22                    |

\*\*\* This is NOT an official evaluation. \*\*\*

5. **Total Required:** Indicates the overall number of hours required for the Program.
6. **Program GPA:** Indicates courses that are used for this specific evaluation. If you have repeated or failed any courses, you will need to compute your GPA manually. Some departments are not using this section of the degree evaluation, so you may not have an entry here.
7. **Overall GPA:** This is your cumulative GPA.
8. **Transfer:** Indicates the total number of transfer hours used for this evaluation.
9. **Unused:** Indicates courses that did not meet any of the requirements for this evaluation.
10. **Met (Yes/No):** Indicates whether the requirement has been met.
11. **Credits (Required):** This information is not used in the Program Evaluation, but it may be used for the General and Detail Requirements (pages 14 and 16).
12. **Credits (Used):** The actual number of credits used in each category for this evaluation. used credits include any in-progress courses.
13. **Courses (Required):** This information is not used in the Program Evaluation, but it may be used for the General and Detail Requirements (pages 14 and 16).

14. **Courses (Used):** The actual number of courses used in each category for this evaluation.

## General Requirements

The General Requirements display option will display a summary of courses used to meet the requirements; however, it will not display the actual degree requirements.

The screenshot shows a purple background with white text. Callout 15 points to the 'Area' label. Callout 16 points to the 'General Electives - Met' label. Callout 17 points to the '6.000 Credits' label. Callout 18 points to the '4.00 GPA' label. Callout 19 points to the 'E-mail Example Student' label. Callout 20 points to the 'Required UNA GPA of 2.00 - Met' label. The text in the screenshot includes: 'Area :', 'General Electives - Met', 'Total 36/Residence 32 300/400 ( 36.000 credits ) - Not Met', '3.000 Credits', '4.00 GPA', '0.000 Credits', '.00 GPA', 'Area :', 'Required UNA GPA of 2.00 - Met', 'Any course that has been Repeated/Recomputed will not show in the list of courses. The transcript will need to be viewed for the correct overall gpa.', '3.000 A 200910 - HI 101 World Civilization to 1500', '3.000 A 200910 - SO 221 Introductory Sociology', '6.000 Credits', '4.00 GPA', and 'E-mail Example Student'.

15. **Area:** A set of requirements for the program being evaluated. Areas and groups are interchangeable for degree evaluation purposes.

16. **Met/Not Met:** Indicates whether the requirement has been met.

### *Course Information:*

- Credits:** Number of credits earned for a course.
- Grade:** Grade earned for a course. In-progress courses will have an asterisk (\*) in this column.
- Term:** Term in which the course was taken. Term codes may appear in two formats:
  - The term followed by the year (for example, Fall 2007)
  - The four-digit year followed by a two-digit code for the term (for example, 200710) (the two digit code for the Spring term is 20 and Summer is 30).
- Subject/Course Number:** Subject name and course number for a course taken.
- Title:** Title of a course taken.

17. **Area Credits:** Indicates the total number of credits used to satisfy the requirements of this area.

18. **Area GPA:** Indicates the GPA for the courses used to satisfy the requirements of this area.
19. **Email:** Clicking on this hyperlink will open up a new email message that will be sent to your academic advisor.
20. **Area Text:** Additional information relating to the requirements, which may include links to other University of departmental websites.



## Detail Requirements

The Detail Requirements display option will display a detailed list of the degree requirements as well as the courses from your academic record that were used to meet the requirements.

|  |           |  |         |           |     |      |                  |                  |      |         |        |       |           |                       |       |        |
|--|-----------|--|---------|-----------|-----|------|------------------|------------------|------|---------|--------|-------|-----------|-----------------------|-------|--------|
| 21   | 22        | 23   | 24      | 25        | 26  | 27   | 28               | 29               | 30   | 31      | 32     | 33    | 34        | 35                    | 36    | 37     |
| Area : Area IV - Business ( 12.000 credits ) - Not Met |           |  |         |           |     |      |                  |                  |      |         |        |       |           |                       |       |        |
| Met  | Condition | Rule   | Subject | Attribute | Low | High | Required Credits | Required Courses | Term | Subject | Course | Title | Attribute | Credits               | Grade | Source |
| No   |           |  | EC      |           |     | 251  |                  |                  |      |         |        |       |           |                       |       |        |
| No   | AND       |  | EC      |           |     | 252  |                  |                  |      |         |        |       |           |                       |       |        |
| Yes  | AND (     | CHOOSE A HISTORY SEQUENCE - 6 HRS                      |         |           |     |      |                  |                  |      |         |        |       |           |                       |       |        |
|  | )         | COURSES ARE: HI 101-102; 101H-102H; 201-202; 201H-202H |         |           |     |      |                  |                  |      |         |        |       |           |                       |       |        |
|  |           |  |         |           |     |      |                  |                  |      |         |        |       |           | Total Credits and GPA | 3.000 | 4.00   |
| unofficial evaluation                                  |           |  |         |           |     |      |                  |                  |      |         |        |       |           |                       |       |        |

**Requirement Information:** This section gives detailed information about a set of requirements. This information will appear to the left of the Term section (*shown here as left of the red dotted line*).

21. **Met/Not Met (Yes/No):** Indicates whether the individual requirement has been met.
22. **Condition (And/Or):** The “and” condition indicates that the requirement must be fulfilled using both of the courses shown. The “or” condition indicates that the requirement must be fulfilled using either of the courses shown.
23. **Rule:** If shown, indicates a condensed or complex requirement.
24. **Subject:** Subject name of a course requirement.
25. **Attribute:** Course attributes identify specific characteristics of courses that can be used in a degree evaluation (e.g., Online MBA or undergraduate online nursing attributes).
26. **Low:** If shown, indicates the lowest course number that will fulfill the requirement. If a “low” and “high” course number appear, this indicates a range of course numbers that can be used to fulfill the requirement.
27. **High:** If shown, indicates the highest course number that will fulfill the requirement. If both a “low” and “high” course number appear, this indicates a range of course numbers that can be used to fulfill the requirement.
28. **Required Credits:** If shown, indicates how many credits must be taken to fulfill a specific requirement.

29. **Required Courses:** If shown, indicates how many courses must be taken to fulfill a specific requirement.

Student Information: This section gives detailed information about courses found in your academic record that have been used to fulfill a particular requirement. This information will appear to the right of the Required Courses section (*shown above as right of the red dotted line*).

30. **Term:** Term in which the course was taken. Term codes may appear in two formats:
- The term followed by the year (for example, Fall 2007)
  - The four-digit year followed by a two-digit code for the term (for example, 200810) (the two digit code for the Spring term is 20, Summer term is 30, and the Fall term is 10).
31. **Met/Not Met (Yes/No):** Indicates whether the requirements for a particular area have been met.
32. **Subject:** Subject name for the course taken.
33. **Course:** Course number for the course taken.
34. **Title:** Title of the course taken.
35. **Attribute:** Course attributes identify specific characteristics of courses that can be used in degree evaluation (e.g., Online MBA or undergraduate online nursing attributes).
36. **Credits:** The number of credits earned for a course.
37. **Grade:** Grade earned for a course. In-progress courses will not have a grade listed in this column. A letter “T” preceding the grade indicates that the course was transferred from another institution.
38. **Source:** Indicates where the course was found on the academic record: T (transfer records), H (academic history), or R (registration records).

## Additional Information

The Additional Information display option will display courses that did not match a specific degree requirement and courses that could not be used to fulfill a degree requirement.



| Subject | Course | Title                       | Term        | Credits | Grade   |
|---------|--------|-----------------------------|-------------|---------|---------|
| AC      | 626    | Cost For Manage Dec Analy   | Spring 2005 |         | 3.000 A |
| CIS     | 625    | Enterprise Sys Analy & Dsn  | Fall 2007   |         | 3.000 B |
| CIS     | 627    | Research and Report Writing | Fall 2008   |         | 3.000 B |
| EC      | 650    | Managerial Economics        | Fall 2005   |         | 3.000 B |
| FI      | 630    | Managerial Finance          | Spring 2006 |         | 3.000 A |

39. Subject: Indicates the subject of the course that was taken.

40. Course: Indicates the number of the course that was taken.

41. Title: Indicates the title of the course that was taken.

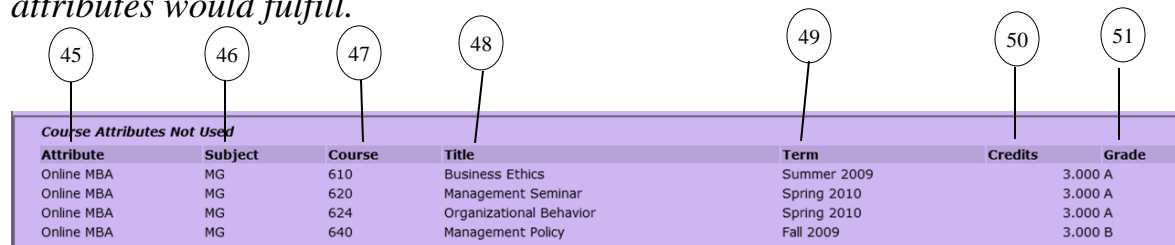
42. Term: Term in which the course was taken. Term codes may appear in two formats:

- The term followed by the year (for example, Fall 2007)
- The four-digit year followed by a two-digit code for the term (for example, 200710) (the two digit code for the Spring term is 20, Summer term is 30, and the Fall term is 10).

43. Credits: Indicates the number of credits earned for the course.

44. Grade: The grade earned for the course. In-progress courses will not have a grade listed in this column. A letter “T” preceding the grade indicates that the course was transferred from another institution.

**Course Attributes Not Used:** *The evaluation could not find any requirement that these attributes would fulfill.*



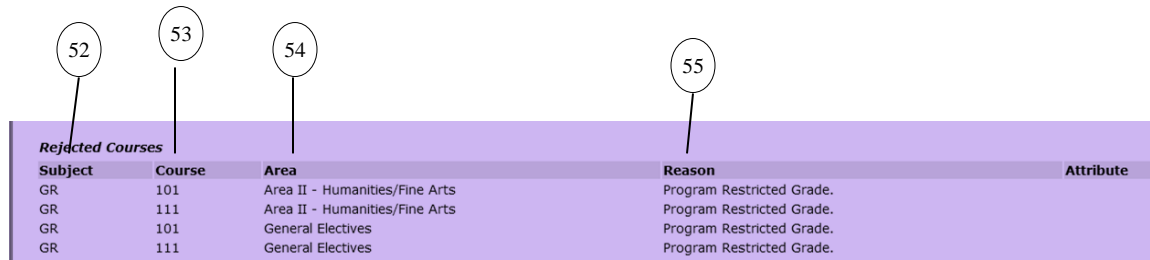
| Attribute  | Subject | Course | Title                   | Term        | Credits | Grade   |
|------------|---------|--------|-------------------------|-------------|---------|---------|
| Online MBA | MG      | 610    | Business Ethics         | Summer 2009 |         | 3.000 A |
| Online MBA | MG      | 620    | Management Seminar      | Spring 2010 |         | 3.000 A |
| Online MBA | MG      | 624    | Organizational Behavior | Spring 2010 |         | 3.000 A |
| Online MBA | MG      | 640    | Management Policy       | Fall 2009   |         | 3.000 B |

45. Attribute: Indicates the course attribute.

46. Subject: Indicates the subject of the course that was taken.

47. Course: Indicates the number of the course that was taken.
48. Title: Indicates the title of the course that was taken.
49. Term: Term in which the course was taken. Term codes may appear in two formats:
- The term followed by the year (for example, Fall 2007)
  - The four-digit year followed by a two-digit code for the term (for example 200710) (the two digit code for the Spring term is 20, Summer is 30, and the Fall term is 10).
50. Credits: Indicates the number of credits earned for the course.
51. Grade: Grade earned for the course. In-progress courses will not have a grade listed in this column. A letter “T” preceding the grade indicates that the course was transferred from another institution.

**Rejected Courses:** Courses in this section match a specific requirement but were rejected for the evaluation. For example, the course may have been repeated or failed or the credit hour/grade did not match the requirement.



| Subject | Course | Area                           | Reason                    | Attribute |
|---------|--------|--------------------------------|---------------------------|-----------|
| GR      | 101    | Area II - Humanities/Fine Arts | Program Restricted Grade. |           |
| GR      | 111    | Area II - Humanities/Fine Arts | Program Restricted Grade. |           |
| GR      | 101    | General Electives              | Program Restricted Grade. |           |
| GR      | 111    | General Electives              | Program Restricted Grade. |           |

52. Subject: Indicates the subject of the course that was taken.

53. Course: Indicates the number of the course that was taken.

54. Area: Indicates the requirement that the course could meet. Areas and groups are interchangeable for degree evaluation purposes.

55. Reason: Indicates why the course was rejected. For example:

- *Outside Credits Per Crse Range* – indicates that the number of credits earned in the course either exceeded or fell short of the number that would satisfy the requirement.
- *Repeated Course* – indicates that the course was reported.
- *Detail Min Grade Not Met* – indicates that the grade earned did not meet the minimum grade that is required to complete the requirement.