

Student CAPP

Degree Evaluation

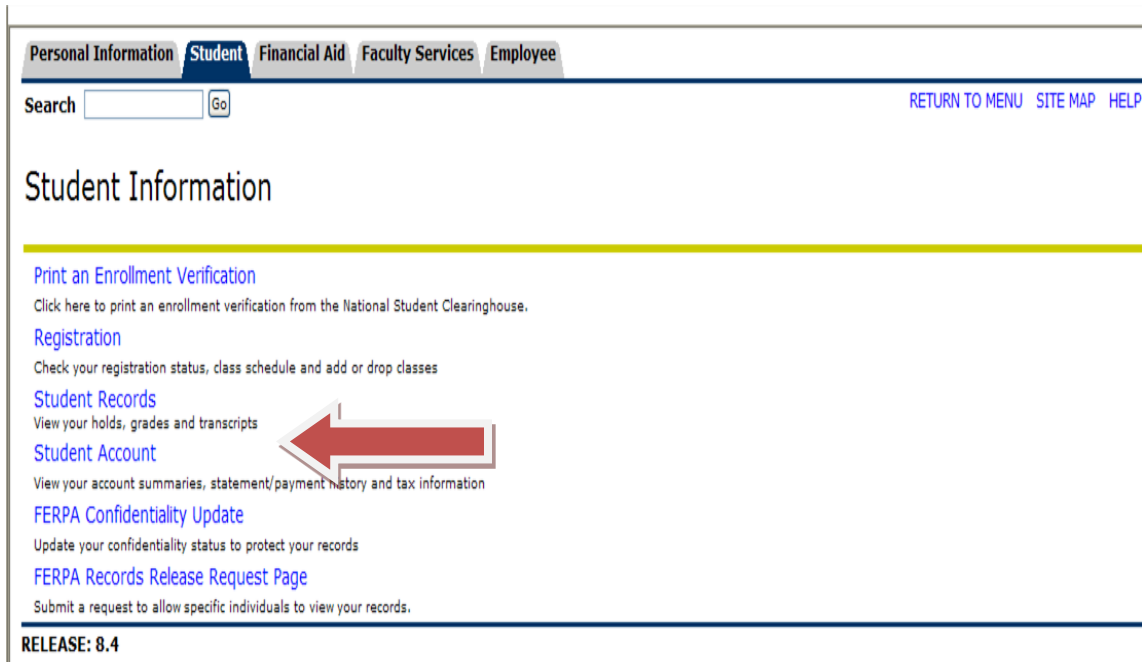
Manual

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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 Student Tab.
4. Select the Student Records link.



The screenshot shows the 'Student Information' page of the UNA Self-Service Banner. At the top, there are tabs for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main content area lists several links: 'Print an Enrollment Verification', 'Registration', 'Student Records', 'Student Account', 'FERPA Confidentiality Update', and 'FERPA Records Release Request Page'. A red arrow points to the 'Student Records' link.

Personal Information **Student** Financial Aid Faculty Services Employee

Search Go RETURN TO MENU SITE MAP HELP

Student Information

[Print an Enrollment Verification](#)
Click here to print an enrollment verification from the National Student Clearinghouse.

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades and transcripts

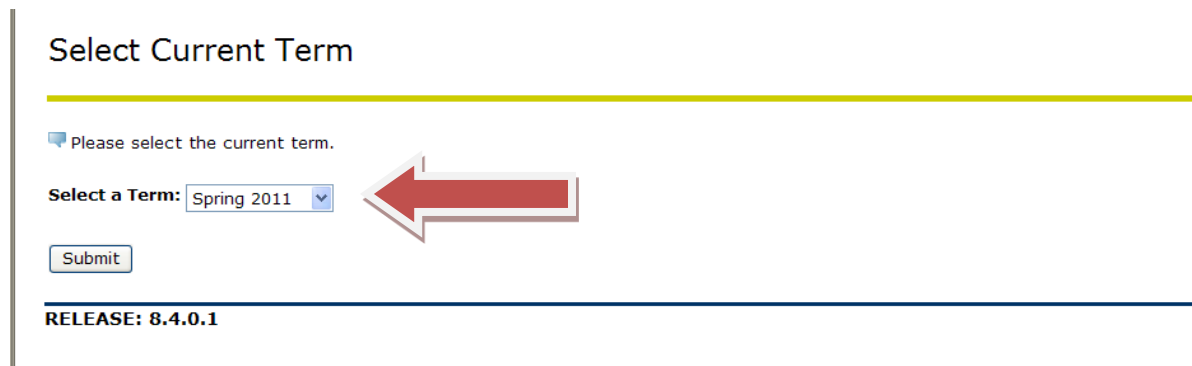
[Student Account](#)
View your account summaries, statement/payment history and tax information

[FERPA Confidentiality Update](#)
Update your confidentiality status to protect your records

[FERPA Records Release Request Page](#)
Submit a request to allow specific individuals to view your records.

RELEASE: 8.4

5. Click the link for CAPP Degree Evaluation.
6. Select the current term from the drop down menu.



The screenshot shows the 'Select Current Term' page. It features a message 'Please select the current term.' followed by a 'Select a Term:' label and a dropdown menu currently showing 'Spring 2011'. A red arrow points to the dropdown menu. Below the dropdown is a 'Submit' button.

Select Current Term

Please select the current term.

Select a Term:

RELEASE: 8.4.0.1

7. Click Submit.
8. 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: 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](#)]

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

Information for [Example Student](#)

Current Evaluations

Program	Submission Date	Request Number
BBA in Management	Nov 05, 2010 04:26 pm	183
BBA in Management	Nov 01, 2010 12:40 pm	182
BBA in Management	Oct 15, 2010 04:08 pm	180

10. 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.

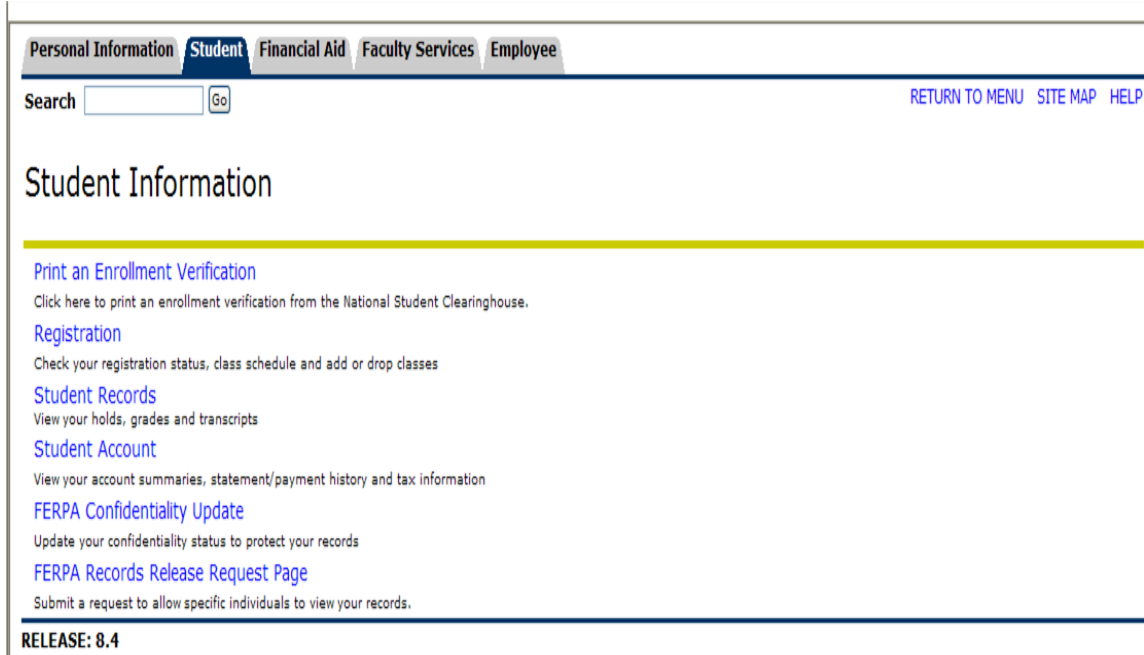
It is recommended that the **DETAIL REQUIREMENTS** d to fulfill those requirements.

☐ General Requirements
☒ Detail Requirements
☐ Additional Information

11. Click Submit.
12. The CAPP Degree Evaluation will be displayed. (See page 11 for instructions on How to Interpret a Degree Evaluation)

Generate a New Evaluation

1. Log in to <https://unaportal.una.edu>
2. Click on Self-Service Banner.
3. Select the Student Tab.
4. Select the Student Records link.



The screenshot shows the UNA Portal interface. At the top, there are tabs for 'Personal Information', 'Student' (which is highlighted), 'Financial Aid', 'Faculty Services', and 'Employee'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Student Information'. Below this, there are several links with descriptions: 'Print an Enrollment Verification' (Click here to print an enrollment verification from the National Student Clearinghouse), 'Registration' (Check your registration status, class schedule and add or drop classes), 'Student Records' (View your holds, grades and transcripts), 'Student Account' (View your account summaries, statement/payment history and tax information), 'FERPA Confidentiality Update' (Update your confidentiality status to protect your records), and 'FERPA Records Release Request Page' (Submit a request to allow specific individuals to view your records). At the bottom of the page, it says 'RELEASE: 8.4'.

5. Click the link for CAPP Degree Evaluation.
6. Select the current term from the drop down menu



The screenshot shows a form titled 'Select Current Term'. Below the title is a message: 'Please select the current term.' There is a label 'Select a Term:' followed by a dropdown menu showing 'Spring 2011'. Below the dropdown is a 'Submit' button.

7. Click Submit.

8. 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

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College: College of Business

Degree: Bachelor of Bus Administration

First Major: Management

Department: Management and Marketing

E-mail [Example Student](#)

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



9. Select the 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: [Fall 2008](#)

[Generate Request](#)

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



10. Click General Request.

11. 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.

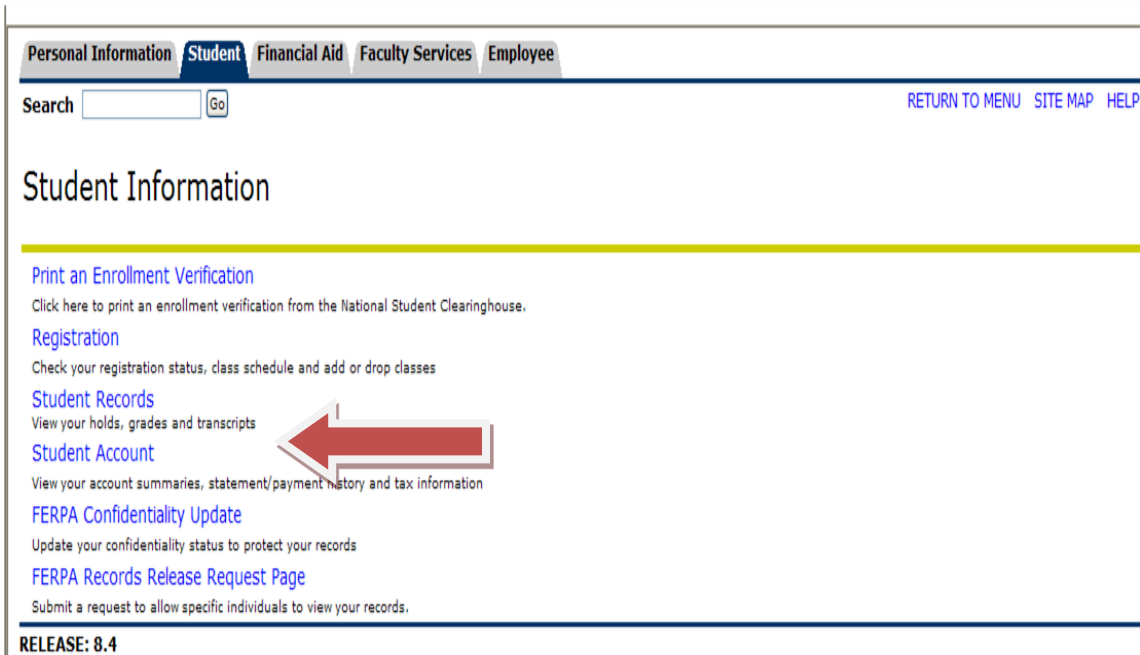
 It is recommended that the **DETAIL REQUIREMENTS** d
to fulfill those requirements.

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

12. Click Submit.
13. The CAPP Degree Evaluation will be displayed. (See page 11 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 Student Tab.
4. Select the Student Records link.



The screenshot shows the UNA Student Information page. At the top, there are tabs for Personal Information, Student, Financial Aid, Faculty Services, and Employee. Below the tabs is a search bar with a "Go" button and links for RETURN TO MENU, SITE MAP, and HELP. The main heading is "Student Information". Below this, there are several links: "Print an Enrollment Verification", "Registration", "Student Records", "Student Account", "FERPA Confidentiality Update", and "FERPA Records Release Request Page". A red arrow points to the "Student Records" link.

Personal Information **Student** Financial Aid Faculty Services Employee

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Student Information

[Print an Enrollment Verification](#)
Click here to print an enrollment verification from the National Student Clearinghouse.

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View your holds, grades and transcripts

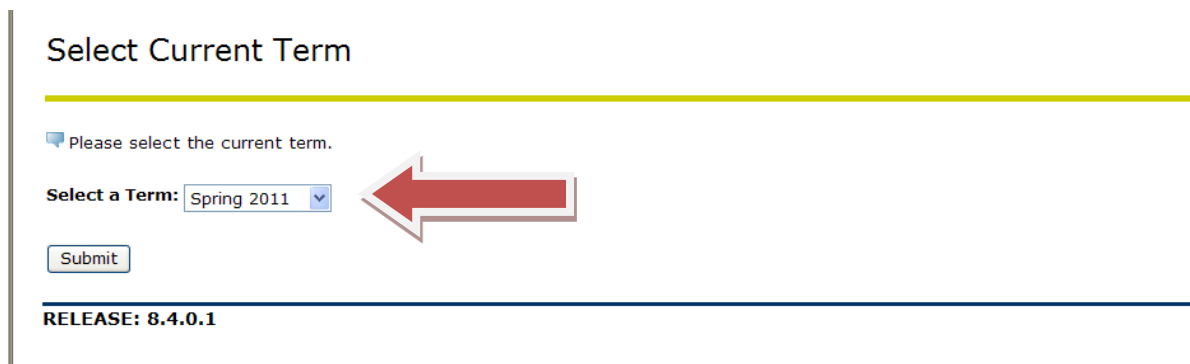
[Student Account](#)
View your account summaries, statement/payment history and tax information

[FERPA Confidentiality Update](#)
Update your confidentiality status to protect your records

[FERPA Records Release Request Page](#)
Submit a request to allow specific individuals to view your records.

RELEASE: 8.4

5. Click the link for CAPP Degree Evaluation.
6. Select the current term from the drop down menu.



The screenshot shows the "Select Current Term" page. It has a heading "Select Current Term" and a message "Please select the current term." Below this is a dropdown menu labeled "Select a Term:" with "Spring 2011" selected. A red arrow points to the dropdown menu. Below the dropdown is a "Submit" button.

Select Current Term

Please select the current term.

Select a Term:

RELEASE: 8.4.0.1

7. Click Submit.

8. 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

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



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

What-if Analysis

Information for [Example Student](#)

Step 1 : Select a term.

Entry Term:

10. Click Continue.

11. Select the program you would like to evaluate.

What-if

Information

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

Entry Term:

Program:

BS in Psychology
BA in Sociology
BAM in Music
BBA in Accounting
BBA in CIS
BBA in Economics
BBA in Finance
BBA in Management
BBA in Marketing
BFA in Fine Arts
BS in Art

12. 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:

First Major*:

13. Click Submit.

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

14. 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:

15. Click Generate Request.

16. 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. This will display the degree requirements as well as the courses that were used to fulfill those requirements.

☐ General Requirements
☒ Detail Requirements
☐ Additional Information

17. Click Submit
18. The CAPP Degree Evaluation will be displayed. *(See page 11 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).

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

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	11	12	13	14
	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required : — 5	No	120.000	68.000		25
Last Number	Yes	30.000	32.000		9
Institutional Required :					
...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 13 and 15).
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 13 and 15).
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.

15

Area : General Electives - Met

16

Area : Total 36/Residence 32 300/400 (36.000 credits) - Not Met

a

b

c

d

e

3.000 A 200910 - SO 221 Introductory Sociology

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.

20

3.000 A 200910 - HI 101 World Civilization to 1500

3.000 A 200910 - SO 221 Introductory Sociology

17

6.000 Credits

4.00 GPA

18

E-mail Example Student

19

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					200910	HI	101	World Civilization to 1500			3.000	A	H
	)		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.

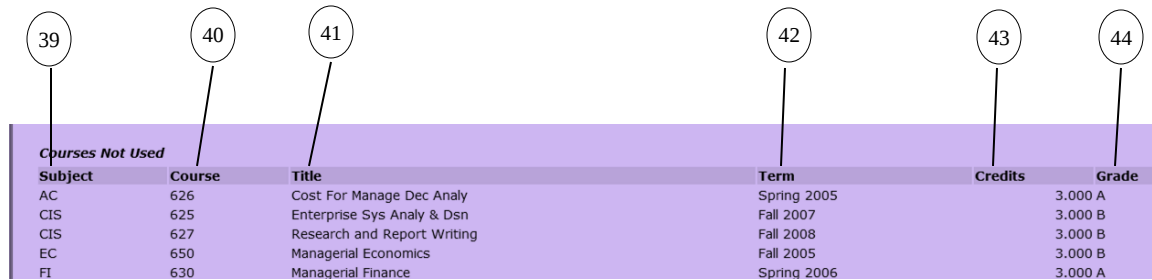


Diagram illustrating the columns of the 'Courses Not Used' table and their corresponding callout numbers:

- 39: Subject
- 40: Course
- 41: Title
- 42: Term
- 43: Credits
- 44: Grade

Courses Not Used					
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.*

45	46	47	48	49	50	51
Course Attributes Not Used						
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.