STUDENT

CAPP Degree Evaluation

Manual for Undergraduate

Programs

CAPP = Curriculum, Advising,

and Program Planning

CAPP Degree Evaluation is a real-time tool for you and your advisor to use in planning your degree program. The results are unofficial until they have been reviewed by the Registrar's Office.

If your program is available for a CAPP degree evaluation, you should contact your advisor with any questions about the results. Then, if you and your advisor see adjustments that need to be made or have questions that cannot be resolved, please email mccann@mc.edu. For substitutions that need to be made, please provide the proper paperwork to the Registrar's Office.

Once you have applied for graduation, an official review will be completed by the Registrar's Office. You and your advisor will receive an email (MC email account) from the Registrar's Office, providing the Request Number of the official review. You could then view the results by logging into Banner Web, and then go to Student Record menu, then Degree Evaluation. Click Previous Evaluations and then select the evaluation by the Request Number emailed to you.
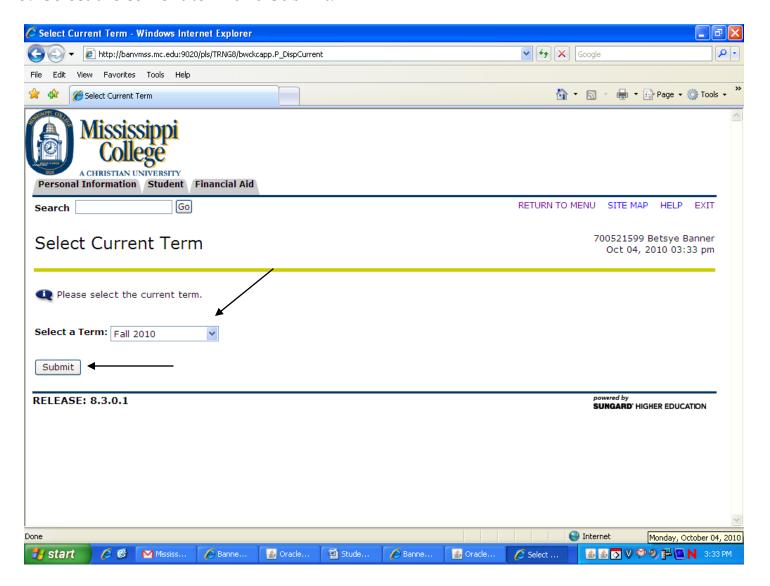
Contact the Registrar's Office with any questions.
601-925-3210 or email registrar@mc.edu.
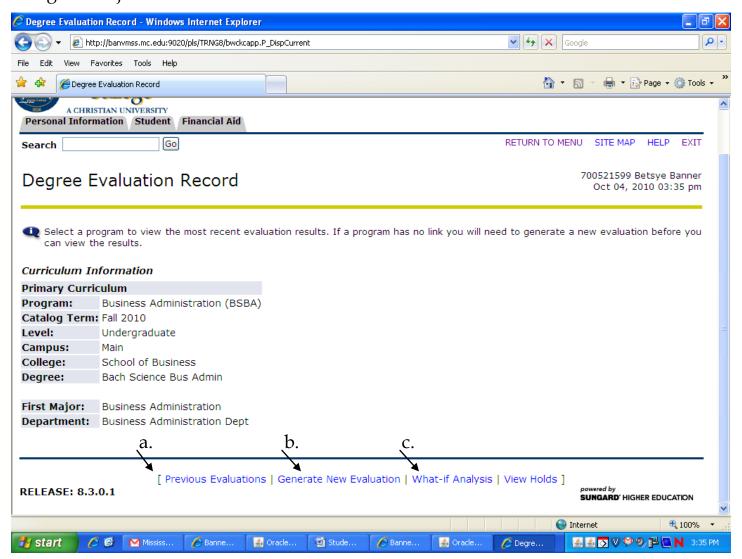
Table of Contents

Generate a Degree Evaluation

1. Log in to Banner Web.

2. Select the Student Tab.

3. Select Student Records.

4. Select Degree Evaluation.

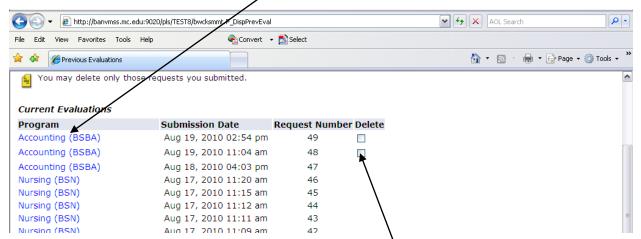5. Select the current term and Submit.

6. Degree Evaluation Record will show your current curriculum including your catalog term, major, and minor if applicable. If this information is incorrect, please go to the Registrar's Office, located in the basement of Nelson Hall, and fill out a change of major form.

OPTIONS:

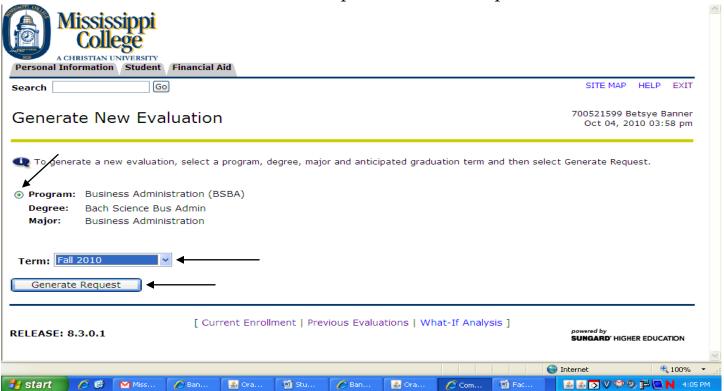a. To view Previous Evaluations that have been created by you, your advisor, or the Registrar's Office, click Previous Evaluations. You may only delete any evaluations you generated.

b. If you want to run a degree evaluation on your current curriculum, click Generate New Evaluation.

c. If you want to run a degree evaluation on a different degree program than your current curriculum, click What-If Analysis.

a. If you click Previous Evaluations, then you can select the evaluation you would like to view by clicking the program link.

Any that have a check box beside them are the degree evaluations you generated, and you may choose to delete these. The ones that do not have a check box were generated by your advisor or the Registrar's Office.

b. If you click Generate New Evaluation, click in the radio button next to Program, select the current term, and then press Generate Request.

c. If you click What-If Analysis, select the Entry Term(the term you entered MC or the year of the catalog you are following) on the drop down menu. Click Continue.

Select the program you would like to evaluate and click Continue.

Note: This list includes undergraduate and graduate programs.
Be sure and select the program with the correct degree option you wish to pursue.

Select the major associated with the selected program. Click Submit.

What-if Analysis

Information for CAPPriella Banner

Step 3 : Select a major.

Entry Term:	Fall 2010
Program:	Accounting (BSBA)
Level:	Undergraduate
Degree:	Bach Science Bus Admin
College:	School of Business
Campus:	None

First Major✱ : Accounting and Department: Accounting Department ◄━━━━━

[Add More] [Submit]

Note: If you would like to select a minor, click Add More, choose minor from list and then click Submit.

Verify the program and major and/or minor selected are correct.

Click Generate Request.

Information for CAPPriella Banner

Step 4 : Select an evaluation term.

Please note, processing may take a few minutes.

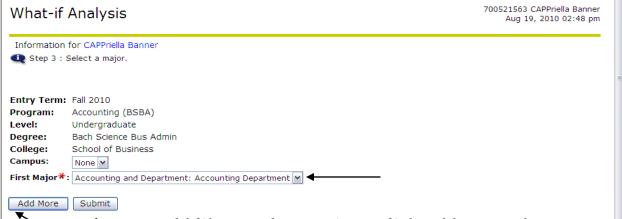|	
Entry Term:	Fall 2010
Program:	Accounting (BSBA)
Level:	Undergraduate
Degree:	Bach Science Bus Admin
College:	School of Business
Campus:	

First Major:	Accounting
First Department:	Accounting Department

Evaluation Term: Fall 2010

☑ **Use In-Progress Courses**

[Generate Request] ◄━━━━━

[Current Enrollment | Current Enrollment | Previous Evaluations | Generate New Evaluation]

RELEASE: 8.3

powered by
SUNGARD HIGHER EDUCATION

It may take a few minutes for the degree evaluation to generate and then you should see the Degree Evaluation Report. *(See page 8 for instructions on How to Interpret an Undergraduate Degree Evaluation.)*

How to Interpret an Undergraduate Degree Evaluation

Program Description

The Program Description section displays general information for the evaluation such as Program, Degree, Major, etc.

Program Description

Program : (1)	Business Administration (BSBA)	**Catalog Term :** (2)	Fall 2008
Campus :	Main	**Evaluation Term :** (3)	Fall 2010
College :	School of Business	**Expected Graduation Date :**	
Degree:	Bach Science Bus Admin	**Request Number :**	1
Level :	Undergraduate	**Results as of :** (4)	Aug 20, 2010
Majors :	Business Administration	**Minors : *****	
Departments :	Business Administration Dept	**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 2007 - 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, 200701) (the two digit code for the Fall term is 01, Spring term is 02, and the Summer term is 03).

3. **Evaluation Term:** Indicates the term for which the evaluation is generated.

4. **Results as of:** Indicates the date the evaluation was generated.

*** Denotes where a minor, if applicable, will appear.

Program Evaluation

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required : (5)	No	130.00	127.00		48
Last Number Institutional Required : (6)	Yes	33.00	35.00		14
Out of Last Earned : (Refer to item 6)	Yes	33.00	35.00		14
Program GPA: (7)					
Overall GPA : (8)	Yes	2.00	4.00		

5. **Total Required:** Indicates the overall number of hours required for the Program.

6. **Last Number Institutional Required:** Indicates if the last 33 institutional hours have been met.

7. **Program GPA: THIS APPEARS ONLY FOR GRADUATE LEVEL PROGRAMS.** Includes courses that are used for this specific evaluation. If you have repeated or failed any courses, you will need to compute your GPA manually.

8. **Overall GPA:** This is your cumulative GPA.

9. **Met (Yes/No):** Indicates whether the requirement has been met.

10. **Credits (Required):** The number of required credits for each category.

11. **Credits (Used):** The actual number of credits used in each category for this evaluation. Used credits include any in-progress courses.

12. **Courses (Required):** This information is not used in the Program Evaluation section.

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

Program Restricted Subjects and Attributes										
Subject	Attribute	Low	High	Campus	College	Department	Maximum Credits	And/Or	Actual Credits	Actual Courses
	2YR						65.00	None	0	0
	REJ							None	0	0

This section defines the following restrictions:

2YR = Attribute given community college courses. The maximum number of community college hours that can be used for an undergraduate degree at MC is 65.

REJ = Attribute given to transfer courses that are not applicable toward the degree at MC, such as technical courses, developmental courses, or vocational courses.

Area Requirements

The Area Requirements display the requirements needed for the program. Areas will include chapel, core curriculum, major, major GPA, minor(if applicable), general electives, and upper division course requirements. Some areas are organized by groups of requirements such as the bible core group under core curriculum area.

The chapel requirement is an example of an area with no groups.

	Met	Credits		Courses	
Area : Chapel Requirement		Required	Used	Required	Used
Total Required :	Yes	0	2	2	

Detail Requirements														
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		CHAPEL - 2 Semesters							200802	CHPL	0000	Chapel		0	CR	H
									200801	CHPL	0000	Chapel - Upperclass		0	CR	H
												Total Credits and GPA :		0	0.00	

Below is an example of an area organized with groups. The core curriculum in this example for Business Administration lists each group of courses required to meet the Non-Business core.

Area: Non-Business Core: If the Group has been Met, you should see Yes in the Met column, General Requirements column, and Detail Requirements column.

Area Attached Groups

Met	Description	General Requirements Met	Detail Requirements Met
Yes	Bible Core Requirement	Yes	Yes
Yes	English Core Requirement	Yes	Yes
Yes	Fine Arts Core Requirement	Yes	Yes
Yes	Social Science Req - Business	Yes	Yes
Yes	Physical Education Core Reqs	Yes	Yes
No	Science Core Requirement	No	No
Yes	History Core Requirement	Yes	Yes

This group represents the Bible core requirement.

Group Requirements

	Met	Credits		Courses	
Group : Bible Core Requirement		Required	Used	Required	Used
Total Required :	Yes		6.00	2	2

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			BIB		110			1	200801	BIB	110	An Intro to the Old Testament		3.00	A	H
Yes	AND		BIB		120			1	200802	BIB	120	An Intro to the New Testament		3.00	A	H

In this example, this student has met the Bible core requirement.

In the following pages we will take a detailed look at the structure, terminology, and the meaning behind what you will see on a degree evaluation. These examples come from an degree evaluation run on a Business undergraduate program, but the principles apply to all degree evaluations.

This group displays that the institutional requirement of 12 hours in the major has been met or in this case exceeded.

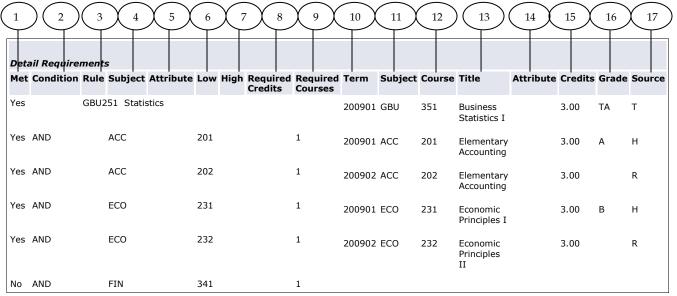| Group Requirements	Met	Credits		Courses	
Group : Accounting Major		Required	Used	Required	Used
Total Required :	Yes		24.00	8	8
Required Institutional:	Yes	12.00	24.00		8

The Area Attached Groups box displays the groups that make up the Business Administration major area and whether those groups have been met or not. In this example the requirements for the Specified Core group has been met, but not the Business Core or Business Administration Major groups.

Area Attached Groups			
Met	**Description**	**General Requirements Met**	**Detail Requirements Met**
No	Business Core	No	No
No	Business Administration Major	No	No
Yes	Specified Core	Yes	Yes

The Group Requirements box displays the General Requirements for the Business Core group. In this example 14 courses are required and 13 courses or 39 hours have been used. This group requirement has not been met.

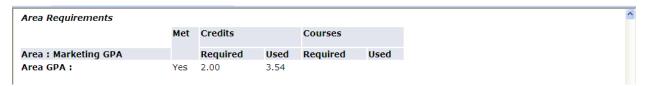| **Group Requirements**		**Met**	**Credits**		**Courses**	
Group : Business Core			**Required**	**Used**	**Required**	**Used**
Total Required :		No		39.00	14	13

This displays the Detail Requirements for the Business Core group. In this example the left side(1-9) lists the requirements and the right side(10-17) shows courses taken that satisfy the requirements.

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		GBU251	Statistics						200901	GBU	351	Business Statistics I		3.00	TA	T
Yes	AND		ACC		201			1	200901	ACC	201	Elementary Accounting		3.00	A	H
Yes	AND		ACC		202			1	200902	ACC	202	Elementary Accounting		3.00		R
Yes	AND		ECO		231			1	200901	ECO	231	Economic Principles I		3.00	B	H
Yes	AND		ECO		232			1	200902	ECO	232	Economic Principles II		3.00		R
No	AND		FIN		341			1								

Detail Requirements

1. **Met/Not Met:** Indicates whether the requirement has been met. In this example ACC, ECO, and Statistics requirements have been met, but FIN 341 has not.
2. **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.
3. **Rule:** If shown, indicates a condensed or complex requirement.
4. **Subject:** Subject name of a course requirement.
5. **Attribute:** Course attributes identify specific characteristics of courses that can be used in degree evaluation (e.g., Lit., PE, LELA attributes).
6. **Low:** If shown, indicates the lowest 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.
7. **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.
8. **Required Credits:** If shown, indicates how many credits must be taken to fulfill a specific requirement.
9. **Required Courses:** If shown, indicates how many courses must be taken to fulfill a specific requirement.

<u>Student Information:</u> This section gives detailed information about courses found in the student record that have been used to fulfill a particular requirement. This information will appear to the right of the Required Courses section.

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

       a. The term followed by the year (for example, Fall 2007)

       b. The four-digit year followed by a two-digit code for the term (for example, 200701) (the two digit code for the Fall term is 01, Spring term is 02, and Summer term is 03).

11. **Subject:** Subject name for the course taken.

12. **Course:** Course number for the course taken.

13. **Title:** Title of the course taken.

14. **Attribute:** Course attributes identify specific characteristics of courses that can be used in degree evaluation (e.g., Lit. PE, LELA attributes).

15. **Credits:** The number of credits earned for a course.

16. **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.

17. **Source:** Indicates where the course was found on the student record: T (transfer records), H (academic history), or R (registration records).

Area Requirements							
	Met	**Credits**			**Courses**		
Area : Marketing GPA		**Required**	**Used**		**Required**	**Used**	
Area GPA :	Yes	2.00	3.54				

The major GPA area will display below the major requirements area.

NOTE: IF YOU REPEATED A COURSE, THE MAJOR GPA ON THE COMPLIANCE WILL BE INCORRECT AND WILL NEED TO BE MANUALLY CALCULATED.

At the bottom of the degree evaluation you may see this additional information:

In Progress Courses: *Courses that are currently registered. In this example, a registered course may appear more than once because it may be used in different areas. GBU 355 is required for the major, counts in the major GPA, and also satisfies the Upper Division Course requirement.*

In Progress Courses

Area	Subject	Course	Title	Credits
Non-Business Core	ENG	099	Writing Proficiency Exam	0
Non-Business Core	ENG	213	Survey of American Literature	3.00
Non-Business Core	PED	108	Fitness Walking	1.00
Business Admin Major	ACC	202	Elementary Accounting	3.00
Business Admin Major	ECO	232	Economic Principles II	3.00
Business Admin Major	GBU	355	Global Dimensions of Business	3.00
Business Admin Major	MIS	327	Intro Managmnt Informatn Systm	3.00
Business Admin Major	MKT	381	Marketing	3.00
Major GPA	ACC	202	Elementary Accounting	3.00
Major GPA	ECO	232	Economic Principles II	3.00
Major GPA	GBU	355	Global Dimensions of Business	3.00
Major GPA	MIS	327	Intro Managmnt Informatn Systm	3.00
Major GPA	MKT	381	Marketing	3.00
Chapel Requirement	CHPL	0000	Chapel	0
Upper Division Courses	GBU	355	Global Dimensions of Business	3.00
Upper Division Courses	MIS	327	Intro Managmnt Informatn Systm	3.00
Upper Division Courses	MKT	381	Marketing	3.00

Courses Not Used: *The evaluation could not find any requirement that these courses would fulfill. Some examples would include courses that were not successfully completed or a first attempt of a repeated course. It might also include courses where the grade did not meet the program requirements. It will also list any courses that were not used because of Program Restricted Subjects and Attributes.*

Courses Not Used

Subject	Course	Title	Term	Credits	Grade
CSC	114	Intro To Computing Science	200601	3.00	TA
CSC	XXX	Microcomputer Appls	200602	3.00	TA
ENG	099	Writing Proficiency	200901	0.00	NC
ENG	101	English Comp I	200501	3.00	TC
HIS	211	History of United States I	200502	3.00	TC
KIN	105	Comprehensive Health	200502	3.00	W
PED	XXX	P E Activity	200601	1.00	CR
SOC	309	Marriage and Family	200602	3.00	TF
TRAN	XXX	Remedial English	200603	3.00	TA

Course Attributes Not Used: *The evaluation could not find any requirement that these attributes would fulfill. This example reflects an attribute of 2YR indicating that the student was over the 65 allowed hours from a community college. REJ indicates that the course was rejected and is not applicable to any degree.*

Attributes Not Used

Attribute	Subject	Course	Title	Term	Credits	Grade
2YR	CSC	114	Intro to Computing Science	200601	3.00	TA
2YR	CSC	XXX	Microcomputer Appls	200602	3.00	TA
REJ	TRAN	XXX	Remedial English	200603	3.00	TA

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.*

Rejected Courses				
Subject	**Course**	**Area**	**Reason**	**Attribute**
ACC	201	Major GPA	Transfer Course Not Allowed.	
ACC	202	Major GPA	Transfer Course Not Allowed.	
CSC	114	Electives	Program Restricted Subj/Attr.	
CSC	XXX	Electives	Program Restricted Subj/Attr.	
KIN	105	Electives	Area Min Grade Not Met.	
ENG	101		Repeated Course.	
HIS	211		Repeated Course.	
PED	XXX	Electives	Program Restricted Subj/Attr.	
SOC	309	Upper Division Courses	Outside Credits Per Crse Range	
TRAN	XXX	Electives	Program Restricted Subj/Attr.	

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

- *Transfer Course Not Allowed*-indicates that transfer courses do not count in the Major GPA area.

- *Program Restricted Subj/Attr.*-indicates any subjects or attributes that are restricted from the program. See Attributes Not Used.

- *Area Min Grade Not Met* – indicates that the grade earned did not meet the minimum grade that is required to complete the requirement.

- *Repeated Course* - indicates that the course was repeated.

- *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. Student may have failed or withdrawn from the course.

For questions regarding an undergraduate degree evaluation, call the Registrar's Office at 601-925-3210.