



How to Generate Student Degree Evaluations For Faculty and Advisors

Generate a New Degree Evaluation

Evaluate student's coursework against the requirements of their current program of study.

1. Log into **myCommNet**, proceed to "**Faculty and Advisor Self-Service**" on the **Faculty Tab**.
2. If prompted, Select **Capital Community College**.
3. Select **Faculty Services** then **Student Menu** then **Degree Evaluation**.
4. Select **Term** – use current or next starting term.
5. Enter **Name** or **Banner ID** number (starting with the "@" sign). *If unsuccessful, use Name/SSN Search link at bottom of page.*
6. Review student's **current curriculum** and **catalog term** on file. If incorrect, have student update info at the Registrar's Office. If correct, select **Generate New Evaluation**, then Select current **curriculum** and **current or next starting term** and use **In-Progress Courses** and submit.
7. Select **Detail Requirements** and submit.
8. **Degree Evaluation** will display.
9. To **Print**, select Landscape Orientation in Page Setup before printing from your web browser.

Generate a What-If Analysis

Evaluate student's0 coursework against a proposed change of curriculum.

1. Complete **Steps 1 through 5** above.
2. Select **What-If Analysis** link at bottom of page.
3. Select **Entry Term (Catalog Term)** for the what-if evaluation. Since the student has not declared the "what-if" major yet, select **current or next starting term** and submit.
4. Select **Program, Campus** (Main Student Body), and **Major** (same as program) and submit.
5. Select **current or next starting term** and use **In-Progress** courses and submit.
6. Refer to **Steps 7 through 9** above to complete what-if analysis.

Generate Degree Evaluations for Additional Students

How to select subsequent students for degree evaluation processing.

1. Select the **Faculty Tab** to return to the main menu.
2. Select **Student Menu** then **ID Selection** to identify next student for processing.
3. Repeat process above for **New Evaluations** or **What-If Analysis**.

CAPP questions? Contact the Registrar's Office!

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***** All CAPP Degree Evaluations are *UNOFFICIAL* until certified by the Registrar's Office*****