

Degree Evaluations Using CAPP



IMPORTANT NOTE: Utica College uses Curricula Advising and Program Planning, hereby referred to as CAPP, to evaluate your progress toward earning your degree. CAPP is a valuable tool in helping you identify what courses are needed in order to meet your goals. We have attempted to build the CAPP rules to handle as many unique situations as possible, however, if you feel the system has not handled your specific situation correctly, please consult with your advisor. Your advisor will work with the Registrar's Office to answer any of your questions and if deemed appropriate, develop additional rules in order to reflect your unique situation.

HOW TO NAVIGATE TO RUN A DEGREE EVALUATION

- Log in to Banner Web
- Click on "Student and Financial Aid"
- Click on "Student Records"
- Click on "Degree Evaluation"
- Select the current term and click "Submit"
- Your curricula information will display. This includes your major(s), minor(s), concentration(s), and catalog term (the term you matriculated at UC). Please verify that this information is correct since it controls what rules are used to create your Degree Evaluation.
- Click "View Previous Evaluations" at the bottom of the page.
- A list of previously run evaluations will be displayed. Choose the evaluation with the most recent date.

DISPLAY OPTIONS

- There are three display options available:
 - General Requirements – Displays your specific degree requirements and the courses you have taken that satisfy those requirements. (you will almost always choose this option)
 - Detail Requirements – Provides a limited view of the programmatic rules. (you will rarely use this option)
 - Additional Information – Displays any courses that were not used toward satisfying your degree requirements.

HOW TO READ CAPP - GENERAL REQUIREMENTS

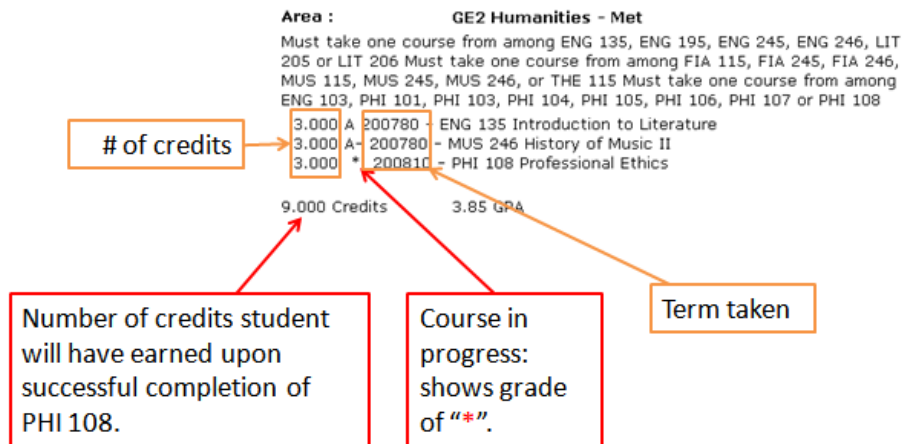
- The Program Evaluation Header displays the curricula information you are being evaluated against. Please ensure this information is correct – specifically the Program, Major, Minor, and Concentration.
- The header also provides an overview of the credit hours and GPA required under your program and the credits and GPA you have accumulated toward that requirement.

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- Your degree requirements are separated by Areas. Each Area displays a descriptive title followed by the words “Met” if you have completed all requirements or “Not Met” if you are missing courses or have fallen below the required GPA.
 - “GE” stands for “General Education”, which is your Core Requirements.
 - If you transferred in with an Associate’s degree or if you transferred in at least 57 credits from a 4-year institution, these areas will be flagged with “Transfer – Core Complete”.
 - If your core is complete, but is not flagged complete in CAPP, your advisor should contact the Registrar’s office for review.
 - Your Major/Minor areas will carry various titles that are predominantly self-explanatory.
- Each area will list the courses you have taken that satisfy the requirement. The following information is provided:
 - # of credits earned and used toward the requirement
 - The grade received:
 - Transferred grades will be flagged with a “T”.
 - Currently enrolled courses show a grade of “*”. CAPP assumes you will pass all your classes.
 - If you originally received an Incomplete in the class, the grade will show with an “I” in front of it. The “I” does not affect GPA calculations.
 - Term you took the class:
 - First 4 digits are the year
 - Last 2 digits are the semester:
 - 10 = Spring
 - 50 = Summer
 - 80 = Fall
 - 02 = Winter

*Ex: 200550 is 2005 + 50, which is Summer 2005.
200880 is 2008 + 80, which is Fall 2008.*



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Frequently Asked Questions

- **What if my Degree Evaluation is wrong?** First of all, do not panic. We are currently in the very early stages of building our CAPP rules and you can help us make the system better. If you feel your Degree Evaluation is wrong, meet with your advisor to discuss your concerns. Your advisor will channel the information to the appropriate offices for resolution.
- **Is my Degree Evaluation the same as my transcript?** No. The Degree Evaluation is a tool to help you plan and track your progress toward a very specific goal. It may not include all courses that you have taken if those courses do not satisfy a portion of your degree requirements.
- **Why wouldn't a course show up on my Degree Evaluation?** The most common reason a course does not show up is due to an insufficient grade. Most undergraduate degree requirements specify a grade of D or above, however, some degrees require a C or above. You can review the "Unused" courses by selecting Display Options and Additional Information.
- **Why doesn't the hours earned and GPA on my Degree Evaluation agree with the hours earned and GPA on my transcript?** The Earned Hours and GPA on your transcript include all courses taken, regardless of final grade. The Earned Hours and GPA on your Degree Evaluation include only those courses that are passed with a satisfactory grade as defined by the requirements of your degree program.
- **I have taken all of the courses needed to satisfy my minor, why is it showing as Not Met?** Minors will often have to be evaluated manually. UC allows up to nine (9) hours of overlap between your major and your minor. CAPP cannot be configured to allow only nine hours of overlap. It either allows all or nothing, which may result in a false positive. We have decided to err on the conservative side rather than allow the system to indicate you have met the requirements when you have not. Your advisor and the Registrar's Office will review your minor requirements manually.
- **Why aren't all of my Liberal Arts courses showing in the Liberal Arts Area?** Each Liberal Arts course must be systematically labeled in the system prior to the beginning of the course. If the designation was not communicated to the Registrar by the deadline, the label may be missing from your record. If you were feel you have taken a Liberal Arts course that is not designated as such, you may request a review of the course by sending an email to registrar@utica.edu. Include your name, 9-Digit Id number, and the course information.
- **How many Liberal Arts Credits do I need?** Students in B.A. degree programs must have at least 75% of their credits be designated as "Liberal Arts". So if the program requires a total of 120 credit hours, 90 must be designated as Liberal Arts. Students in B.S. degree program must have at least 50% of their credits be designated as "Liberal Arts". So if the program requires a total of 120 credit hours, 60 must be designated as Liberal Arts.
- **I transferred in a course that should satisfy one of my degree requirements, but it's not showing in the right area. What should I do?** Contact your advisor, providing specific information. Your advisor will work with the Registrar to determine if the course designation should be changed in your Academic History.