Self Service Degree Evaluation

Self Service Faculty & Advisor
Last revised: March 5, 2010

myHelp
How-To Demos, Docs and Guides
for WSU Faculty and Staff

Confidential Business Information
This document is for use at Wichita State University for the purpose of training and is considered confidential.
Contact Applications Training at 316-978-5800 or training@wichita.edu
# Table of Contents

A. Get Connected ..................................................................................................... 3  
B. CAPP Overview ................................................................................................. 4  
C. Running Degree Evaluations ............................................................................ 5  
   Exercise: Running a Degree Evaluation in Self Service ..................................... 5  
   Selecting another Student ............................................................................... 7  
   Exercise: Running a What-If Analysis ............................................................... 8  
   Degree Evaluation Options ............................................................................. 11  
   Term and ID Selection .................................................................................... 12  
D. Reading Degree Evaluations ............................................................................ 13  
   Grade Column .................................................................................................. 13  
   Attributes ......................................................................................................... 14  
   Option: Detail Requirements ........................................................................... 15  
   Option: Additional Information .................................................................... 16
### Get Connected

<table>
<thead>
<tr>
<th>Section A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty/Staff Cube</strong></td>
<td>Searchable knowledgebase to view how to demos, docs and guides. Look for this icon in myWSU:</td>
</tr>
<tr>
<td><strong>Applications Training</strong></td>
<td>Training and Support Assists faculty and staff with <em>myWSU</em>, Banner, Self Service and Reporting Services 5800 <a href="mailto:training@wichita.edu">training@wichita.edu</a></td>
</tr>
<tr>
<td><strong>Help Desk</strong></td>
<td>Passwords, hardware and software support for students, faculty and staff HELP (4357) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></td>
</tr>
</tbody>
</table>
CAPP Overview

CAPP is an acronym for Curriculum Advising & Program Planning. It is an advising tool, which is meant to supplement the advice given by an Advisor, not to replace the Advisor.

Degree Evaluation

A Degree Evaluation will look at the courses a student has taken at Wichita State University and their transfer courses. It checks these courses against the requirements of their declared program and helps the student keep track of their progress towards graduation. Degree Evaluation is available to students on myWSU.

Transcript vs. Degree Evaluation

A Transcript is a listing of the courses the student has taken each semester and the grades they have received. The Degree Evaluation does not replace the official University transcript. It is an advising tool only and is not considered an official University document.

What If Analysis

The "What If Analysis" is a helpful tool for students who are considering changing majors or considering adding a major or minor to their current course of study. The "What If Analysis" displays the student's academic record as it would be applied to the major or combination of majors they are considering.
Exercise: Running a Degree Evaluation in Self Service

1. Login to myWSU.

2. Click Run a Student’s Degree Evaluation.

   CAPP - Degree Evaluation
   What is CAPP/Degree Evaluation?
   Run a Student's Degree Evaluation

3. Select the current term.

4. Select a student or advisee by myWSU ID or by partial name (using the % wildcard).

   Be sure to use **CAPITAL letters** when entering a myWSU ID in the Student or Advisee ID box. Self Service will not recognize a myWSU ID entered using lower case letters.

   Once the student is identified, click Submit.

Continued on next page
### Exercise: Running a Degree Evaluation in Self Service, Continued

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Curriculum Information displays. The program is underlined if a Degree Evaluation has previously been run for the selected student.</td>
</tr>
</tbody>
</table>
|   | ![Degree Evaluation Image](image1.png)

Select **Generate New Evaluation** in the page footer at the bottom of the screen.

| 6 | One or more programs display. Click the **radio button** in front of the desired program to evaluate. |
|   | ![Generate New Evaluation Image](image2.png)

Select a **Term** if applicable.

---

*Continued on next page*
Exercise: Running a Degree Evaluation in Self Service, Continued

| 7 | Click the **Generate Request** button and **wait** for the following screen to display.  
|   | Select the **Detail Requirements** radio button.  
| 8 | Click **Submit** to view the Degree Evaluation.  

Selecting another Student

After running a Degree Evaluation for a student, click the ID Selection link at the bottom of the page to select a new student.
Exercise: Running a What-If Analysis

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login to myWSU and select a term and student as indicated on page 4.</td>
</tr>
<tr>
<td>2</td>
<td>To run an evaluation for a program that is not listed, click the What-if Analysis at the bottom of the screen.</td>
</tr>
<tr>
<td>3</td>
<td>Select an Entry Term and click the Continue button.</td>
</tr>
</tbody>
</table>

Continued on next page
Exercise: Running a What-If Analysis, Continued

<table>
<thead>
<tr>
<th>4</th>
<th>Select a <strong>Program</strong> from the drop down list and click the <strong>Continue</strong> button.</th>
</tr>
</thead>
</table>

| 5 | Select a **First Major** from the drop down box and click the **Submit** button. |

**Note:** *Click Add More to add a concentration, minor or second major.*

*Continued on next page*
## Exercise: Running a What-If Analysis, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Review the information for the What-if Analysis.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="What-if Analysis" /></td>
</tr>
<tr>
<td>7</td>
<td>Click the Generate Request button and <strong>wait</strong> for the following screen to display. Select the <strong>Detail Requirements</strong> radio button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Degree Evaluation Options" /></td>
</tr>
<tr>
<td>8</td>
<td>Click <strong>Submit</strong> to view the Degree Evaluation.</td>
</tr>
</tbody>
</table>
## Degree Evaluation Options

### General Requirements

The General Requirements option will show the different areas required for a student’s degree.

Each area will indicate:
- Whether or not the area requirements have been met
- Number of credits required
- GPA for area

### Detail Requirements

The Detail Requirements options will show the rules behind the Degree Evaluation. The rules show which classes are required to satisfy an area.

For example, UG Basic Skills Area requires 12 hours of basic skills. The rules behind this area are as follows:
- English 100, English 101 or English 101H
- English 102 or English 102H
- Communications 111 or Communications 111H
- Some math class

The rules are built to satisfy different areas of a student’s degree and also accommodate outdated classes.

### Additional Information

Additional Information displays many items that may be confusing. Areas displayed are:
- Non-Course Requirements
- In-Progress Courses
- Courses Not Used
- Course Attributes Not Used
- Rejected Courses

The Non-Course Requirements are used by the College of Fine Arts and the College of Engineering to track when a student has complete requirements for Piano Proficiency and for Engineering 2020. Non-Course Requirements are listed first in the Additional Information area.

Viewing the Rejected Courses area can be helpful to determine why a course wasn’t picked up in a specific area.
Term and ID Selection

Term Selection

The term selected is used for further processing until a new term is selected by the user.

ID Selection

The selected student or advisee is used for further processing of other Self Service Faculty and Advisors options until a new ID is specified.

Once the myWSU ID and/or name is selected and confirmed, the Faculty & Advisors Menu displays.
Tip: Adjust Font Size

The Degree Evaluation displays in a small font size. Select View, Text Size, Largest to view the evaluation in a larger size.

Note: This will change the font size for everything viewed in the browser window.

Grade Column

In addition to the standard grades (A-F) the following codes may be found in the grade columns:

- CR or TCR: Credit
- NCR or TNCR: No Credit
- CRE or TCRE: Credit by exam
- AU: Audit
- S: Satisfactory
- U: Unsatisfactory
- *: Student is currently taking that course
- P or TP: Pass
- NGS: No grade submitted

The following codes are sometimes accompanied by a grade.

- T: Transfer course with grade (TA = Transfer with a grade of A)
- Z: Grade has been cut from the transcript; credit hours and grade are not factored into GPA.
- W: Withdrew
Attributes

The two-character attribute indicates the appropriate WSU division attribute for the course and General Ed designation, if any. Each attribute is represented by a division and number. The example below, A2, indicates that the course is a Fine Arts and Humanities Gen Ed Intro.

<table>
<thead>
<tr>
<th>Division Codes</th>
<th>Number Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Fine Arts and Humanities</td>
<td>2 Introductory Course</td>
</tr>
<tr>
<td>B Social and Behavioral Sciences</td>
<td>4 Further Studies</td>
</tr>
<tr>
<td>C Mathematics and Natural Sciences</td>
<td>6 Issues and Perspectives</td>
</tr>
</tbody>
</table>
Option: Detail Requirements

Requirements Not Met

In the following example, the student needs 3 courses to satisfy the S/BS – BA area.

This student still needs to take the following courses:

- ECON 201
- ECON 202

Tip: If a requirement is not met, click the blue underlined subject/course to view catalog information for the course.

Requirements Met

In the following example, the student has satisfied the Basic Skills – BA area.

Source Column

The values in the Source column indicate if the course is in progress, taken at WSU or transferred from another university.

- H – Home (Institutional work)
- P – Planned (substitution or waiver)
- R – In progress
- T – Transfer
Option: Additional Information

Additional Information displays the following areas:

- Non-Course Requirements
- In-Progress Courses
- Courses Not Used
- Course Attributes Not Used
- Rejected Courses

Non-Course Requirements

Below is an example of the requirement for the Piano Proficiency Exam.

In Progress Courses

In-Progress Courses indicates which areas each course will count towards.

Continued on next page
Option: Additional Information, Continued

Courses Not Used, Rejected Courses

Viewing the Rejected Courses area can be helpful to determine why a course wasn't picked up in a specific area.

<table>
<thead>
<tr>
<th>Courses Not Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
</tr>
<tr>
<td>AE</td>
</tr>
<tr>
<td>AE</td>
</tr>
<tr>
<td>ECE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rejected Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
</tr>
<tr>
<td>AE</td>
</tr>
<tr>
<td>ME</td>
</tr>
<tr>
<td>AE</td>
</tr>
</tbody>
</table>