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QUICK REFERENCE SHEET

- Bulletin years coded: 2011-12, 2012-13, 2013-14, and 2014-15 (Undergraduate only)
- “Degree Evaluation” is located in Self-Service on the Student Records menu under the Student tab. Faculty can find it on the Student Information menu under the Faculty tab.
- CAPP User Guide and F.A.Q. can be found in a number of ways:
 - A to Z Index under “CAPP (Degree Evaluation)” and “Degree Evaluation (CAPP)”.
 - Link on the Registrar web page under both Student and Faculty Information
 - Link located below “Degree Evaluation” in Self-Service
 - Link within the degree evaluation report
- HOLDS – Certain holds will restrict access to Degree Evaluation. Students will need to resolve these holds to regain access.
- MAJORS, CONCENTRATIONS, EMPHASES, MINORS, BULLETIN YEARS, ETC. – If students have issues with their declared major, concentration/emphasis, minor, bulletin year, etc., they will need to contact their advisor who can submit a change of major.
- COURSE SUBSTITUTIONS, WAIVERS, APPROVED ELECTIVES, ETC. – If students have questions regarding substitutions, waivers, approved coursework, etc., they will need to contact their advisor who can initiate the process with the department chair.
- OTHER PROBLEMS WITH THE OUTPUT UNRELATED TO ABOVE AREAS – Students and advisors can contact capp@astate.edu.
- CAPP SUBSTITUTION FORMS – Two forms are located on the Registrar web page under Faculty and Staff Information (Departmental Course Substitution/Approval Form; General Education Approval Form). Each must be submitted by the appropriate department chair.
- WHAT-IF ANALYSIS – Method for students to evaluate their transcript against any degree program at A-State. Instructions can be found in the CAPP User Guide.
- Degree Evaluation is **UNOFFICIAL!!** It is not intended to replace the undergraduate bulletin, faculty advising, or graduation check sheets!