OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION



# **CAPP Self-Service Student User Guide**

# **Generate New Evaluation in Self-Service**

- 1. Open Banner Self-Service
  - a. Login to the myCampus portal (http://mycampus.astate.edu) and click on the SSB icon
  - b. Access Self-Service directly at http://ssb.astate.edu
- 2. Select **Student** from the Main Menu or click on **Student** tab.



### Arkansas State University

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3. Select Student Records.



### **Arkansas State University**

Personal Information Student Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student and Financial Aid

Admissions Apply for Admission or Review Existing Applications Registration Check your registration status, class schedule, and add or drop classes. Check your registration status, class schedule, and add or drop classes. Check your agaistration holds with the appropriate office. Check to see that holds are then cleared. • If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the preferred section and contact Advising Services (972-3001) for registration • If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the preferred section and contact Advising Services (972-3001) for registration • All remedial holds are bandled in Advisement Services. Student Records View your holds, grades, transcripts and account summary. Set up payment plans or deposits. Students should view the Plancial Aid Apply for Financial Aid, review status and loans **RELEASE: 8.7** 

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#### 4. Select **Degree Evaluation**.

Search Go

RETURN TO MENU SITE MAP HELP EXIT

### Student Records

myBill View eBill, make a payment or deposit and establish Online Installment Plan. Account Summary by Term View Holds Midterm Grades Final Grades Final Grades for Fall 2014 Session 1 courses will be available by 5:00 PM (Central Time) October 10, Final Grades for Fall 2014 courses will be available by 5:00 PM (Central Time) December 12. Final Grades are not viewable before those scheduled times. Academic Transcript Students can print an unofficial transcript for free. Request Official Transcript Students can request an official transcript for free from the Transcripts Department. View Status of Transcript Requests View Test Scores View official test scores received by ASU. (ACT, SAT, etc.) Degree Evaluation For more information, please consult our Frequently Ask d Questions page Course Catalog View Student Information **Class Schedule** Enrollment Verification through Student Clearinghouse Tax Notification View your 1098-T Tax Statement. Select Tax Year Application/Intent to Graduate Form A Design of the second s

#### 5. Select the current term

### 6. Select Generate New Evaluation (near the bottom of the screen). Degree Evaluation Record

Nov 11, 2014 02:43 pm

Please review the curriculum information below to ensure it is accurate before proceeding. If any information is incorrect, please contact your academic advisor so that they can submit a change of major on your behalf. Please note Catalog Term corresponds to your bulletin year (e.g. 2014 Fall, 2015 Spring, and 2015 Summer correspond to the 2014-15 bulletin).

To begin, use the links at the bottom of the page to generate a new evaluation or to perform a What-If Analysis.

### Curriculum Information

Primary Curric	uum
Program:	Master of Social Work
Catalog Term:	2014 Fall
Level:	Graduate
Campus:	
College:	Nursing and Health Professions
Degree:	Master of Social Work

First Major:Social WorkDepartment:Social Work

🚳 E-mail your advisor:

Click the radio button (the circle to the left of "Program"), select a Term (evaluation term) if applicable, select if you want to include In-Progress courses in the evaluation (currently enrolled courses) and Generate Request.

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8. After the request has been run, the successful degree evaluation will appear.

# Running a "What-If Analysis"

- 1. Follow Steps 1 – 5 as above.
- 2. Click on What-If Analysis at the bottom of the screen

### Degree Evaluation Record

Please review the curriculum information below to ensure it is accurate before proceeding. If any information is incorrect, please contact your academic submit a change of major on your behalf. Please note Catalog Term corresponds to your bulletin year (e.g. 2014 Fall, 2015 Spring, and 2015 Summer c bulletin).

To begin, use the links at the bottom of the page to generate a new evaluation or to perform a What-If Analysis.

Primary Cur	riculum		
Program:	1: Master of Bus Administration		
Catalog Terr	n: 2009 Spring		
Level:	Graduate		
Campus:			
College:	Business		
Degree:	Master of Business Admin		
First Major:	Business Administration		
Department	Economics and Finance		

**RELEASE: 8.4.0.1** 

3. Select a Catalog Term that refers to the bulletin year you would like to select a degree plan from.

# Arkansas State University



Step 1 : Select a Catalog Term that corresponds to your bulletin year (e.g. 2014 Fall corresponds to the 2014-15 bulletin),



[ Generate New Evaluation ]

4. Select a **Program**. As you can see there are multiple options on various degrees, for example there are multiple Bachelor of Science degrees listed. These are listed in order of college name so if there is a BS in the College of Agriculture and Technology, this will be the first option listed whereas if there is a University College BS degree, this would be listed at the end of the BS options. The two-letter college code at the end of the program identifies the college and a full listing of these codes can be seen above the drop-down menu.

Search	Go	SITE MAP HELP EXIT
What-if A	nalysis	
Behavioral Sc	cience; EA – Engineering; FA – Fi cs; UC – University College)	rould like to evaluate, and click Continue. (College codes: AG – Agriculture & Technology; BU – Bu Arts; HS – Humanities & Social Sciences; MC/CM – Media & Communication; NH – Nursing & Hea
Program:	V None	
Continue	Associate Applied Science-HS Associate in General Studies-UC Associate in Science-AG	
	Associate in Science-BU	
RELEASE: 8.4.	Associate-Applied Science-Nurs-NH Bach Science Civil Engineering-EA	[ Generate New Evaluation ]
© 2014 Ellucia	Bach Science Electrical Engine-EA Bach Science Mechanical Engine-EA Bachelor Degree-UC	

5. Select a valid **Major.** Users will need to go back to the previous screen if the appropriate college was not selected.



#### **Arkansas State University**

Personal Information Student Faculty Services Employee	
Search	SITE MAP HELP EXIT
What-if Analysis	
Information fo Step 3 : Select a major.	
Entry Term: 2013 Fall Program: Bachelor of Arts Level: Undergraduate Degree: Bachelor of Arts College: Business Campus: None First Major *: Economics and Department: Economics and Finance None Add More	
	[ Current Enrollment   Current Enrollment   Previous Evaluations   Generate New Evaluation ]

RELEASE: 8.4.0.1

At this point you can click Submit and then proceed to verify the curriculum you selected.
 Alternatively, you can click Add More, which allows you to add a concentration if there is one attached to the major you selected in step 5. Selecting Add More a second time would allow a Minor to be added if desired.