

OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION

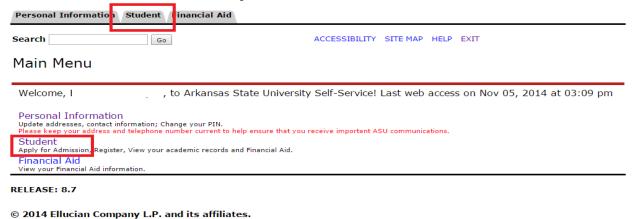
CAPP Self-Service Student User Guide

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.



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3. Select Student Records.



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Personal Information Student Financial Aid	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Student and Financial Aid	
into the selected math course only. Note: If required, you will need • All remedial holds are handled in Advisement Services. Student Records View your holds, grades, transcripts and account summary. Set up	remove your advising hold after you have met. see that holds are then cleared. seee that holds are then cleared. select your CRN for the preferred section and contact Advising Services (972-3001) for registration to register in one of these classes before you can continue with additional registration.
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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

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 Curriculum

Program: Master of Social Work

Catalog Term: 2014 Fall Level: Graduate

Campus:

College: Nursing and Health Professions

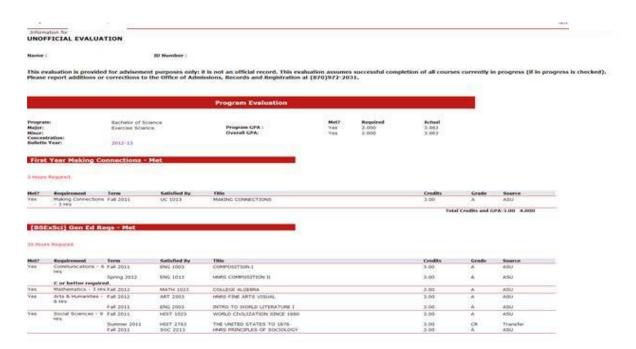
Degree: Master of Social Work

First Major: Social Work Department: Social Work



E-mail your advisor:

7. 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**.



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 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 Curriculum** Master of Bus Administration Program: Catalog Term: 2009 Spring Level: Graduate Campus: College: **Business** Degree: Master of Business Admin **Business Administration** Department: Economics and Finance

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

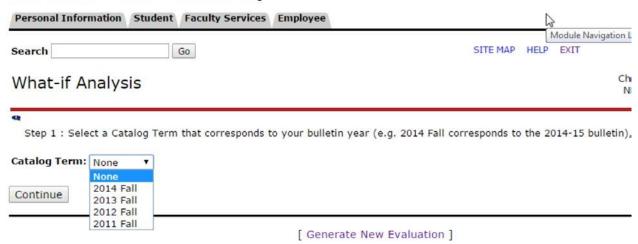
[Generate New Evaluation

What-if Analysis

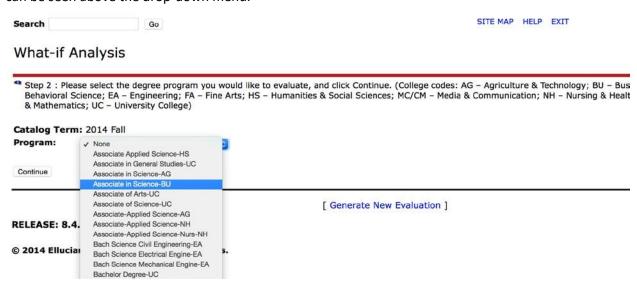
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4. Select a **Program**. As you can see there are multiple options on various degrees, for example there are multiple Bachelor of Science degrees listed. These are listed in order of college name so if there is a BS in the College of Agriculture and 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.



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



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6. 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.