

# OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION

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

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

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

## **Arkansas State University**

Personal Information Faculty Services Employee	
Search Go	
Main Menu	
Personal Information  Update addresses, contact information; Change your PIN.  Please keep your address and telephone number current to help ensure that you receive important ASU communications.  Faculty and Advisors  Enter Grades and Registration Overrides, View Class Lists and Student Information.  Employee	

3. Select Student Information Menu.

## **Arkansas State University**

Personal Information Faculty Services Employee	
Search Go Faculty Menu	
Student Information Menu Term Selection Week at a Glance Detail Class List Summary Class List	
Midterm Grades  Final Grades  WN Grading for Full Session and Session 1 courses will begin on August 28 and will end at noon (12:00 PM Central) on September 5. Final Grading for Session 1 courses will begin on October 2 and will end at noon (12:00 PM Central) on October 10. WN Grading for Session 2 courses will begin on October 16 and will end at noon (12:00 PM Central) on October 20. Final Grading for Full Session and Session 2 courses will begin on December 6. Final Grades for graduating students are due by noon (12:00 PM Central) on December 14. Final Grades for all students are due by noon (12:00 PM Central) on December 15.  Advisor Menu	
Class Schedule Course Catalog Syllabus Information Office Hours Faculty Grade Summary	
Advisee Grade Summary	

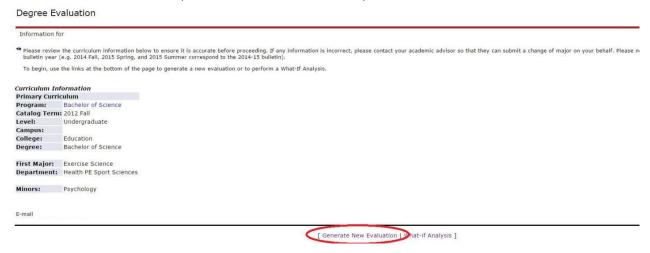
RELEASE: 8.8.2

4. Select **Degree Evaluation**.

### **Arkansas State University**

Personal Information Faculty Services Employee
Search Go Student Information
Term Selection  ID Selection  Student Information  Student Address and Phones  Student E-mail Address  Student Schedule  Academic Transcript  Degree Evaluation For more information, please consult our Frequently Asked Questions page  Active Registrations  Registration History  Advisee Listing  View Test Scores  View Holds
RELEASE: 8.8.2

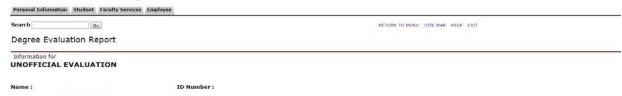
- 5. Select the current term
- 6. Enter the **Student or Advisee ID** number in the field provided or search for the student's name and Submit. (If searching by name, remember Banner fields are case sensitive.) A student verification screen will appear to confirm your selection. Submit if correct.
- 7. Select **Generate New Evaluation** (near the bottom of the screen).



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

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

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This evaluation is provided for advisement purposes only. It is not an official record. This evaluation assumes successful completion of all courses currently in progress. Departme Substitution/Approval Form to report any variations in a student's degree requirements. The Change of Major e-form within the myCampus portal should be utilized to make corre update the bulletin year, or declare a minor. Please direct any questions to capp@astate.edu or consult the Frequently Asked Questions guide.

				Program Evaluation				
Program: Major: Minor: Concentro Bulletin Y		Bachelor of Science Exercise Science Psychology 2012-13		Overall Hours: ASU-Jonesboro Hours: Final Residency Hours: Overall GPA:	Met? Yes Yes Yes Yes	Required 120.00 32.00 18.00 of last 24.00 2.000	Actual 166.00 156.00 25.00 3.977	
	ear Making Conne	ctions - Met		The state of the s				
		ctions - Met	Satisfied By	Yitle			Credit Hours	Grade

[BSExSci] Gen Ed Reqs - Met

## Running a "What-If Analysis"

1. Follow Steps 1 - 6 as above.

**RELEASE: 8.4.0.1** 

2. Click on **What-If Analysis** at the bottom of the screen

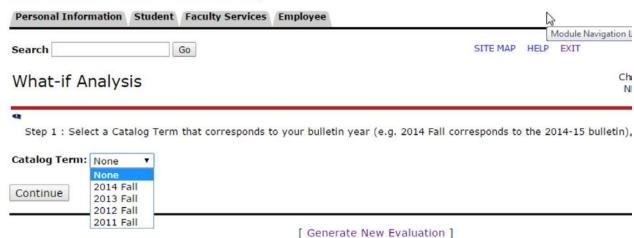
#### Degree Evaluation Record 🗬 Please review the curriculum information below to ensure it is accurate before proceeding. If any information is incorrect, please contact your academic submit a change of major on your behalf. Please note Catalog Term corresponds to your bulletin year (e.g. 2014 Fall, 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. **Curriculum Information Primary Curriculum** Master of Bus Administration Program: Catalog Term: 2009 Spring Level: Graduate Campus: College: **Business** Degree: Master of Business Admin First Major: Business Administration **Department:** Economics and Finance

[ Generate New Evaluation | What-if Analysis

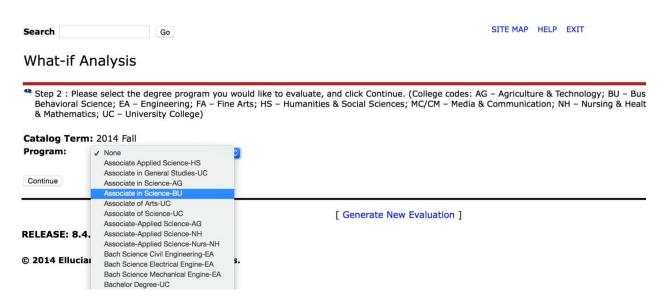
View Holds ]

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

## **Arkansas State University**



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.



6. At this point you can click Submit and then proceed to select an Evaluation Term and whether you want In-Progress Courses included. 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 8. Selecting **Add More** a second time would allow a Minor to be added if desired.