

Degree Evaluation (WebCAPP) Instructions

Go To:

HACCWeb
Enter Secure Area
Student Services and Financial Aid
Student Records
Degree Evaluation

Then:

Select Term: Select the current term or a term in which you plan to register.

Choose from one of the following three links:

1. View Previous Evaluations

From here you are able to view Degree Evaluation (WebCAPP) on any program listed. If you generated the Degree Evaluation (WebCAPP) for the program listed, there will be a check box beside the request number. The check box indicates that you have the ability of deleting the Degree Evaluation. Refer to Displaying Degree Evaluation Results for specific information on the Display Options.

CAUTION: You should take note of the “results as of” date of the output because it may not include recent course work.

2. Generate New Evaluation

By selecting this link you will be able to run a Degree Evaluation for your current program.

- Select the program listed.
- Select the term which can be the current term or a future term.
- Press the Generate Request button.

After the evaluation has run successfully you will need to select from the Degree Evaluation Display Options. Refer to Displaying Degree Evaluation Results for specific information.

3. What-If-Analysis

By selecting this link you will be able to run a Degree Evaluation for any program.

If you generated the Degree Evaluation (WebCAPP) for the program listed, there will be a check box beside the request number. The check box indicates that you have the ability of deleting the evaluation.

- **Select: ENTRY TERM**
The entry term is the catalog term. Select the term the student officially started in this program. The selection of the correct term is critical. If the wrong entry term is selected the student will be evaluated against graduation requirements that don't apply to them.
Press CONTINUE
- **Select: PROGRAM**
 - Only active programs are displayed.
 - Be careful to select the correct program.
 - The degree for the program is listed behind the program name.
Press CONTINUE
- **Select: CAMPUS**
(This is optional. It has no bearing on the results. The campus will display on the output, if selected.)
- **Select: MAJOR**
The major and department are combined as a selection. Since we don't use departments in this context you will see entries such as: Business Administration and Department None.
Note: Ignore the part of the selection regarding the Department.

The **ADD MORE** button is used for programs with concentrations. After selecting the concentration, press the **Submit** button.

Concentrations are used in the following programs:	
PROGRAM	CONCENTRATION
Criminal Justice-AA	Corrections
Criminal Justice-AA	General
Criminal Justice-AA	Law Enforcement
Criminal Justice-AA	Security
Computer Information Systems-C	CIS Database Analyst
Computer Information Systems-C	CIS System Administrator
Computer Information Systems-C	CIS Support Specialist
Computer Information Systems-AA	CIS Database Analyst
Computer Information Systems-AA	CIS System Administrator
Computer Information Systems-AA	CIS Support Specialist

- **Select: Evaluation Term**
This is the “ending” or “graduation” term.
The “Use in-progress courses” box should be checked if you want the currently registered courses used in the evaluation.

Refer to Displaying Degree Evaluation Results for specific information on the Display Options.

Displaying Degree Evaluation Results

Select from the following options to display specific results.

What will Display:

General Requirements

Program Information

Total credits used

Courses Used

*Note: * will be displayed in place of the grade when the course is in progress.*

Detail Requirements

Program Information

Total credits used

Required courses for the program

Courses Used

Source:

H = course has been graded and is in history

R = course is currently registered

T = course that was transferred

You may also access catalog and schedule information for any course that is required, but has not been completed.

For catalog information: Select the subject code of the required course.

For schedule information: Select the appropriate schedule type on the catalog information page.

Additional Information

Unused Courses

Unused Course Attributes (Attributes are used for courses in such categories as Core A, B, C.)

By selecting **Printer-friendly version** and one of the above 3 display options, you can print the selected output to your printer.