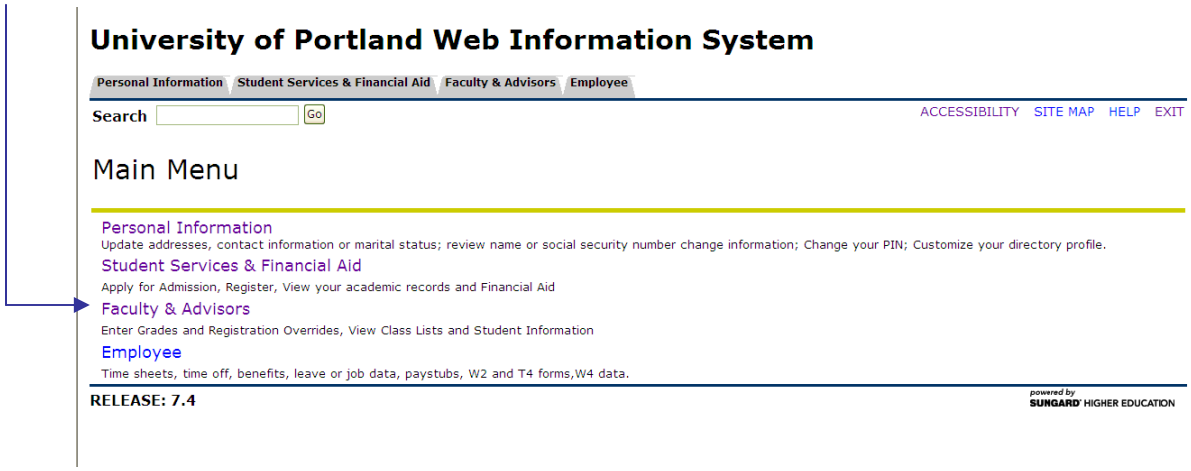
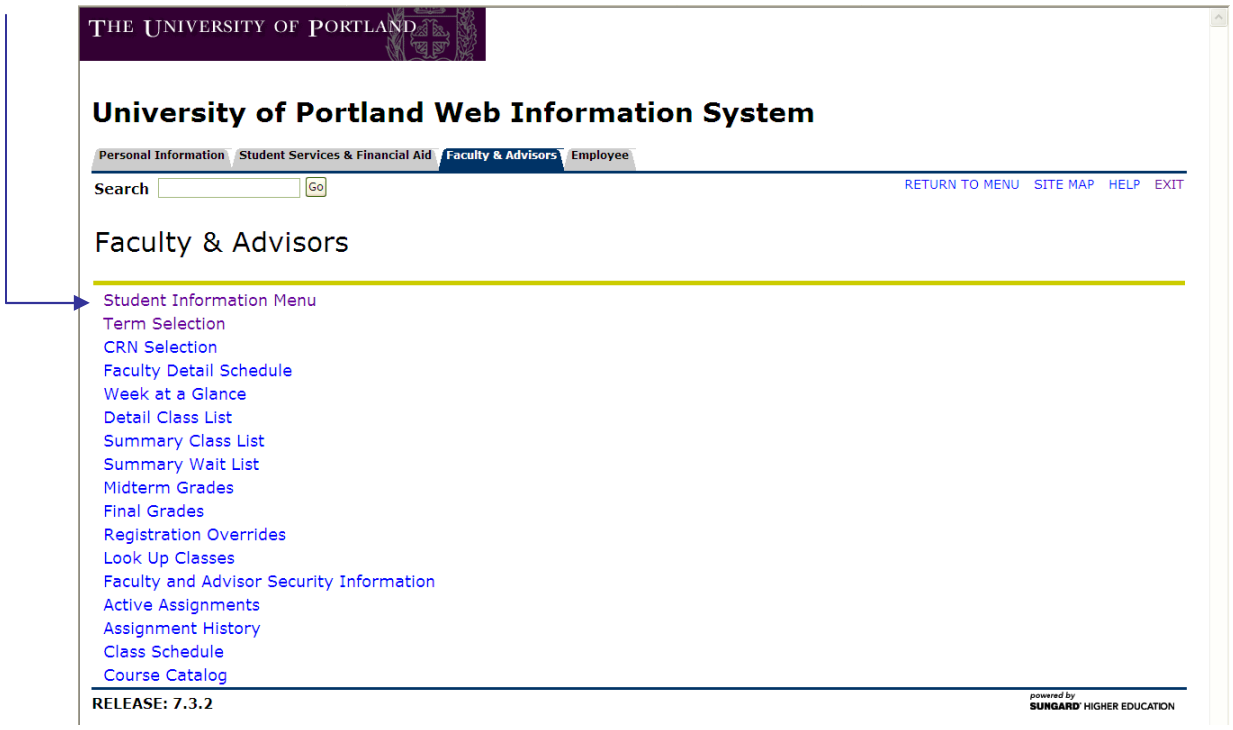
Faculty – Running a CAPP/ Degree Evaluation

1. Sign on to your PilotsUP account.
2. Log into your Self-Serve account..
3. Click on **Faculty & Advisors**.

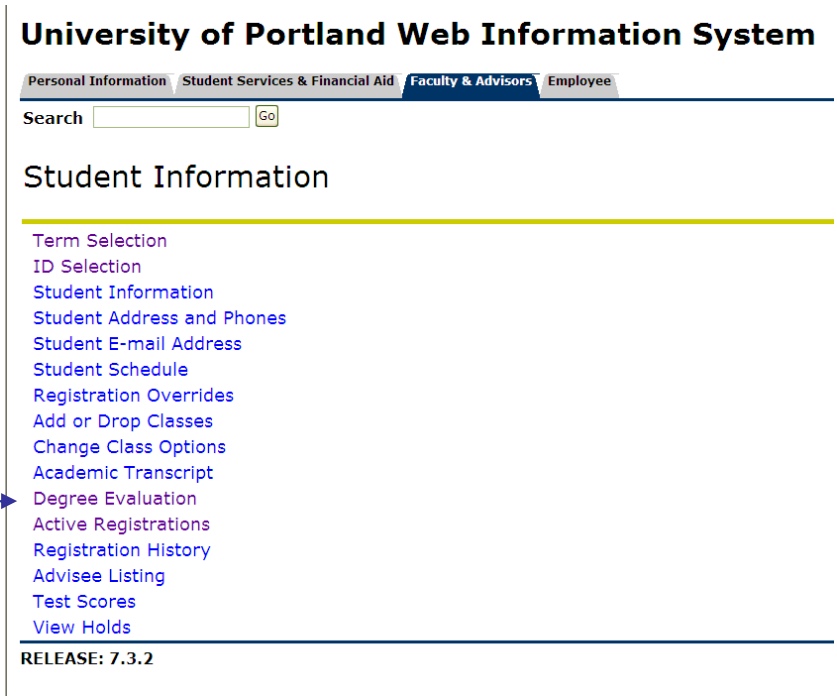


4. Select the **Student Information Menu**.



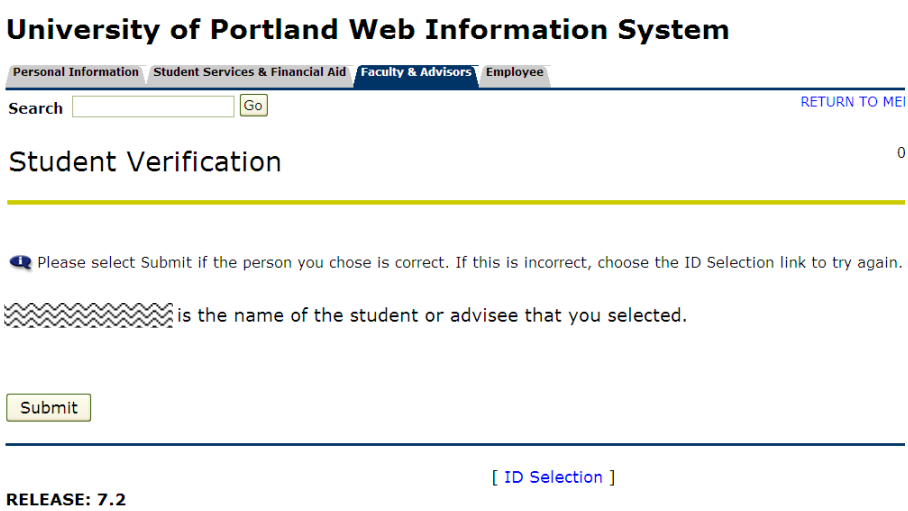
Faculty – Running a CAPP/ Degree Evaluation

5. Click on **Degree Evaluation**.

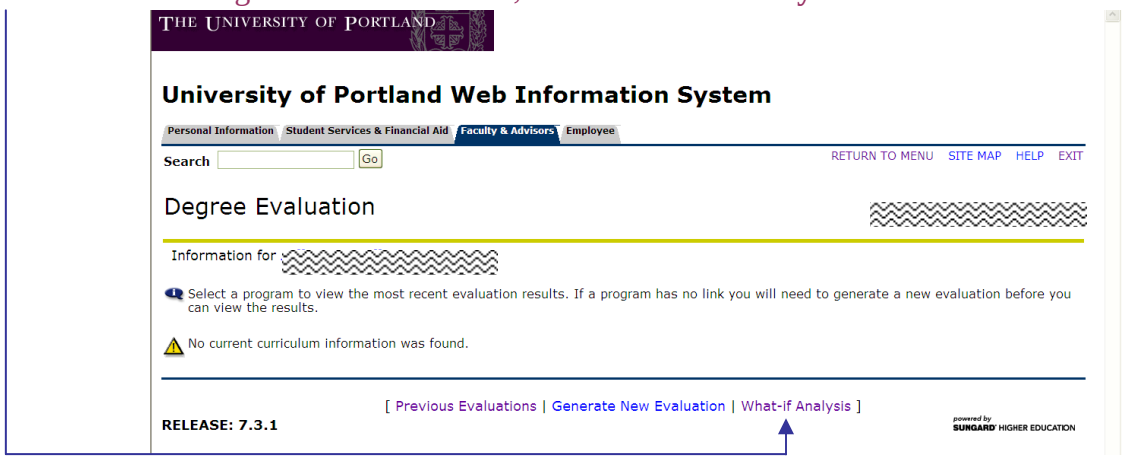


6. Select the current term. **Submit**.

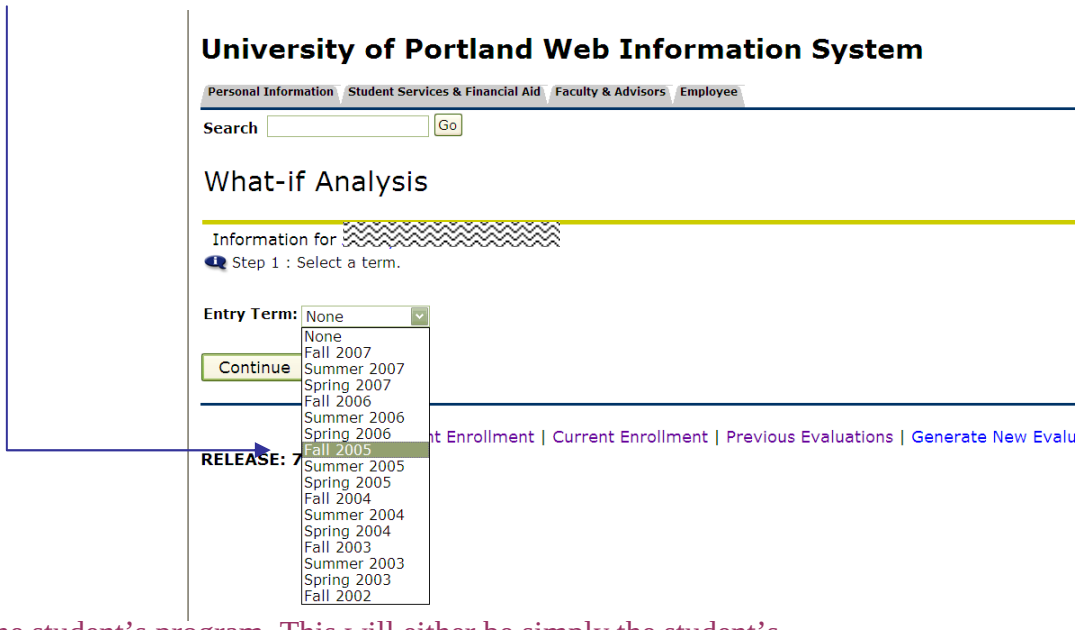
7. Search for your advisee by name or ID number. Select the student and hit **Submit**.



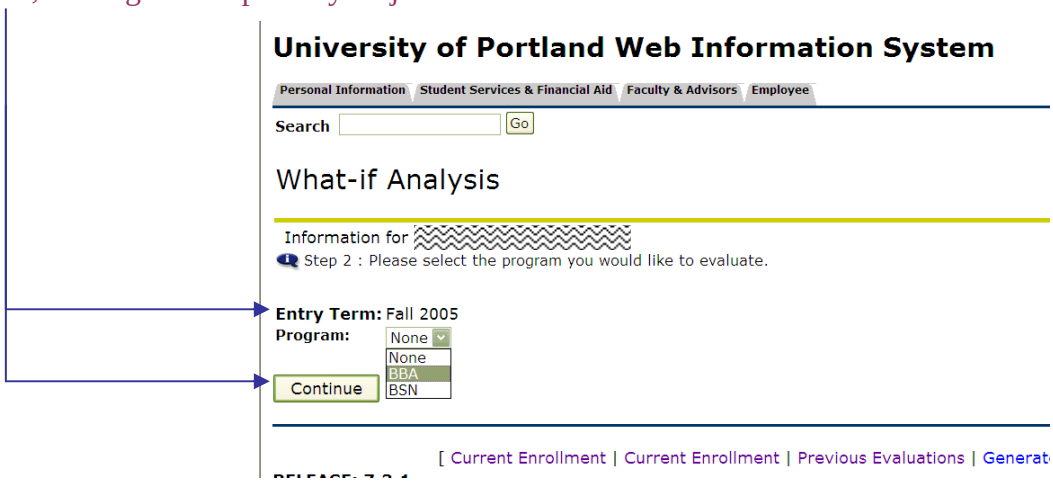
8. At the bottom of the Degree Evaluation Form, select **What-If-Analysis**.



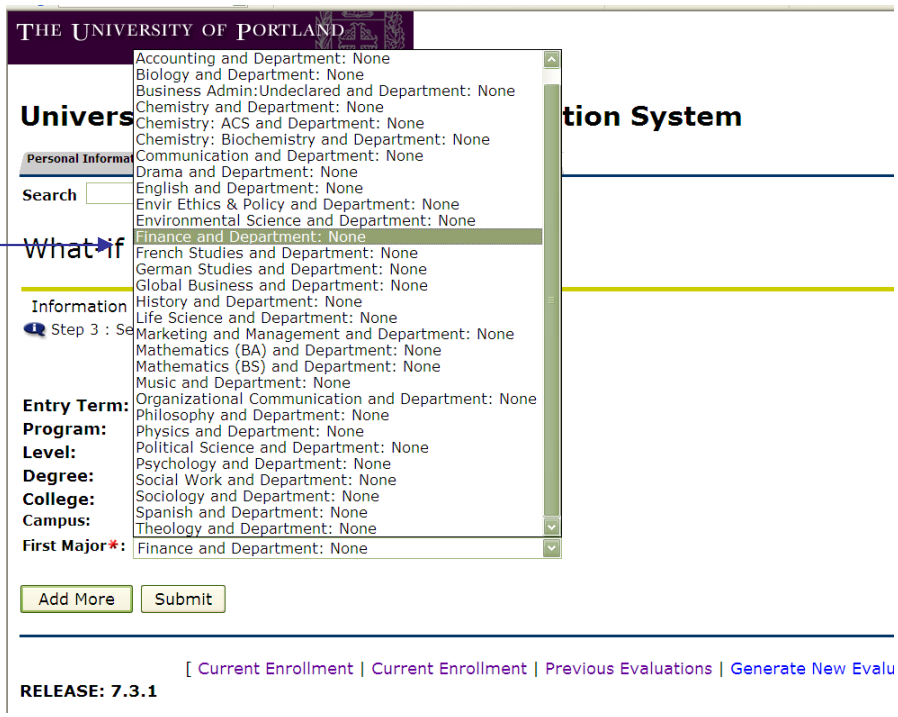
9. Select the term the student entered UP and click on **Continue**.



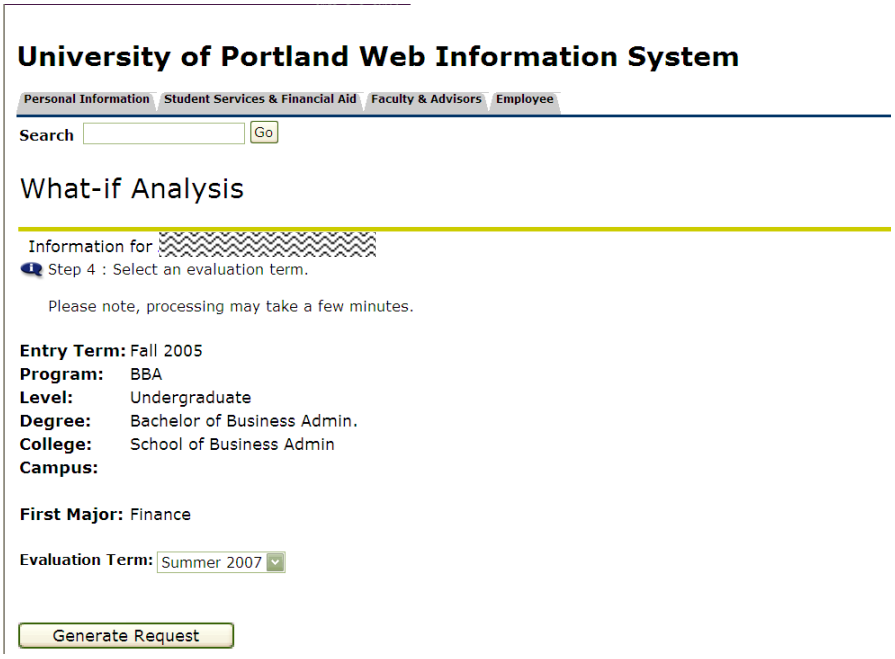
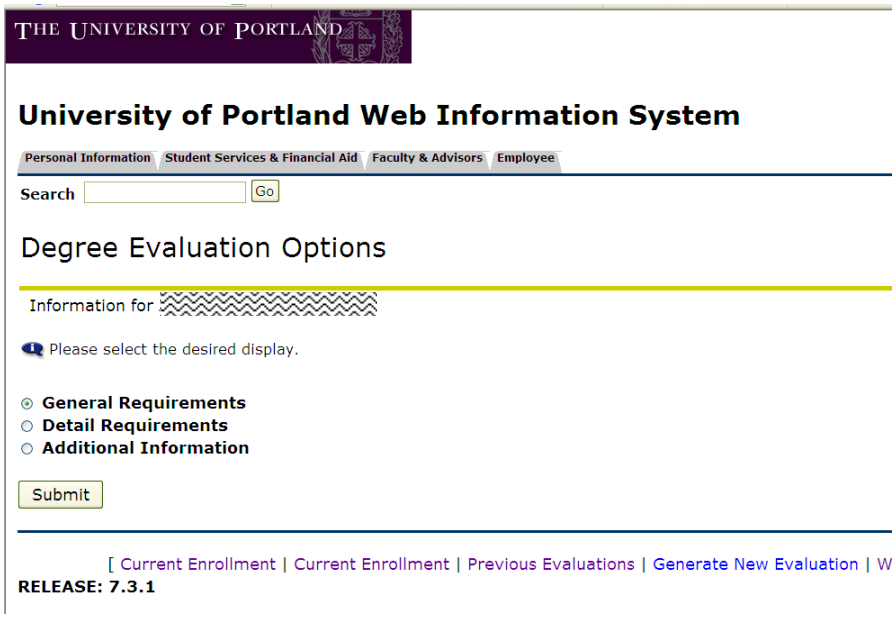
10. Select the student's program. This will either be simply the student's degree or if a BA, the degree and primary major. **Continue**.



11. Select the student's major (this is required for all programs). If the student has an additional major or minor, click on **Add More**. Continue to click on **Add More** until all of the student's majors and minors have been selected. (Note: If the student has multiple degrees you will need to run additional evaluations for each degree.) When finished, click on **Submit**.



12. Select the current term for the **Evaluation Term**. Click on **Generate Request**.



13. Once the evaluation has been generated, you may select the **General Requirements**, **Detail Requirements**, or **Additional Information**. General Requirements will display each of the areas of the program and whether they have been met or not, which courses were used to fulfill parts of the areas, and the area GPA. The Detail Requirement will show a list of all the classes that are required for each area with the courses that fulfilled the requirement beside it. Additional Information will display which courses were not used or rejected and also the list of courses that the student currently has in progress.