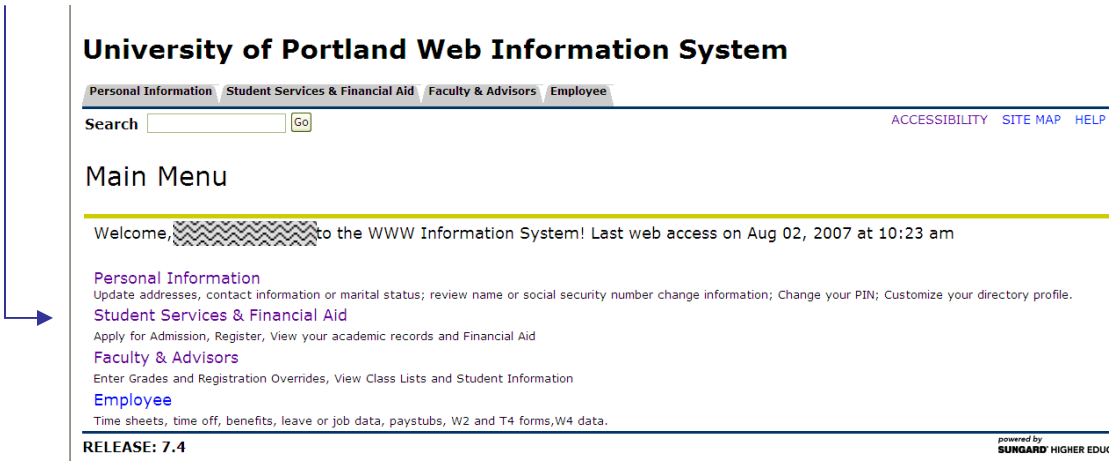
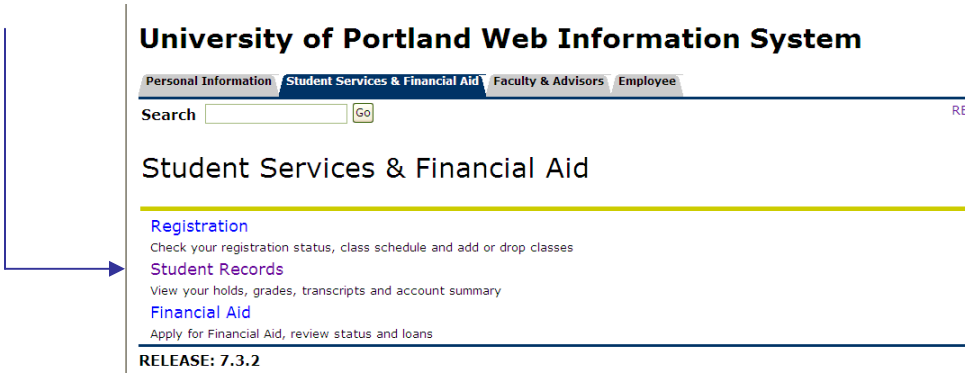
Student – Running a CAPP/ Degree Evaluation

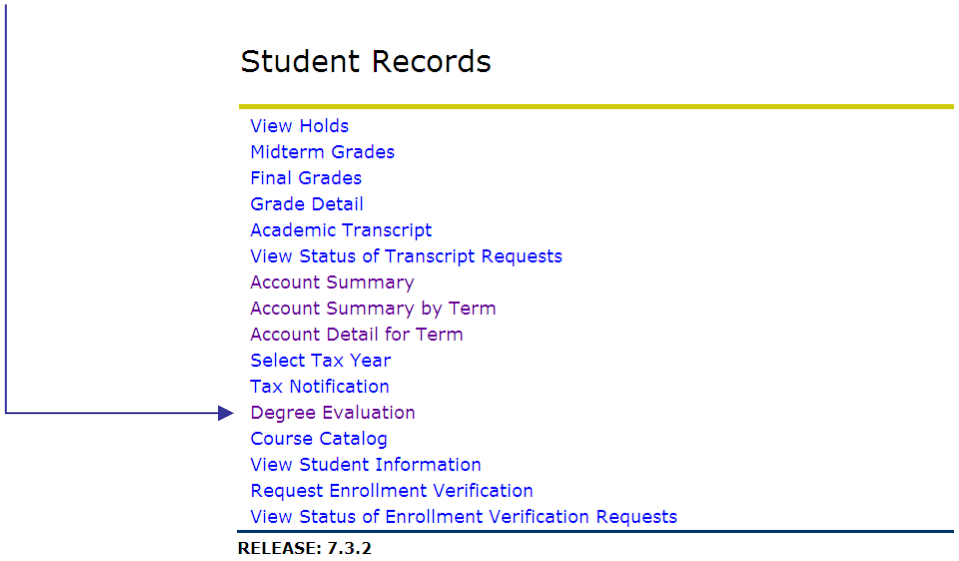
1. Sign on to your PilotsUP account.
2. Log into your Self-Serve account.
3. Click on **Student Services & Financial Aid**.



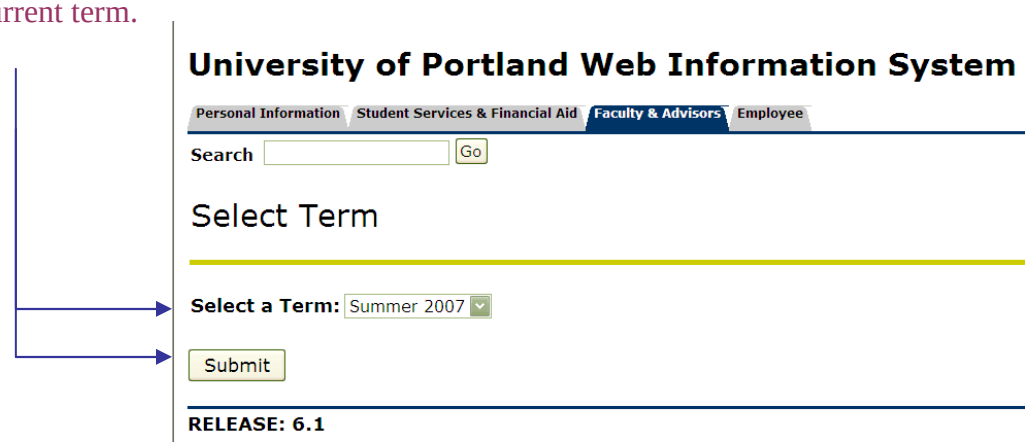
4. Select **Student Records**.



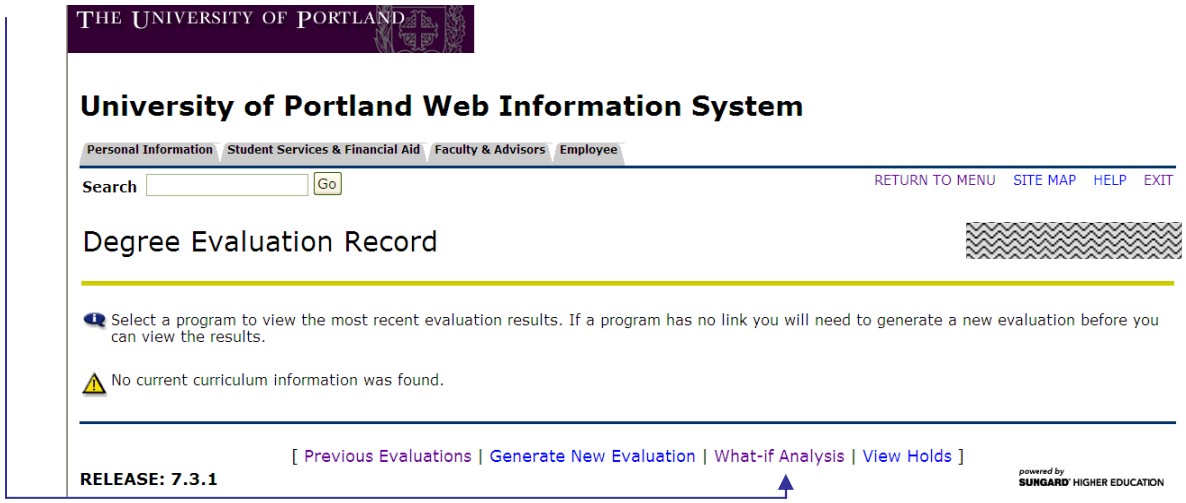
5. Click on **Degree Evaluation**.



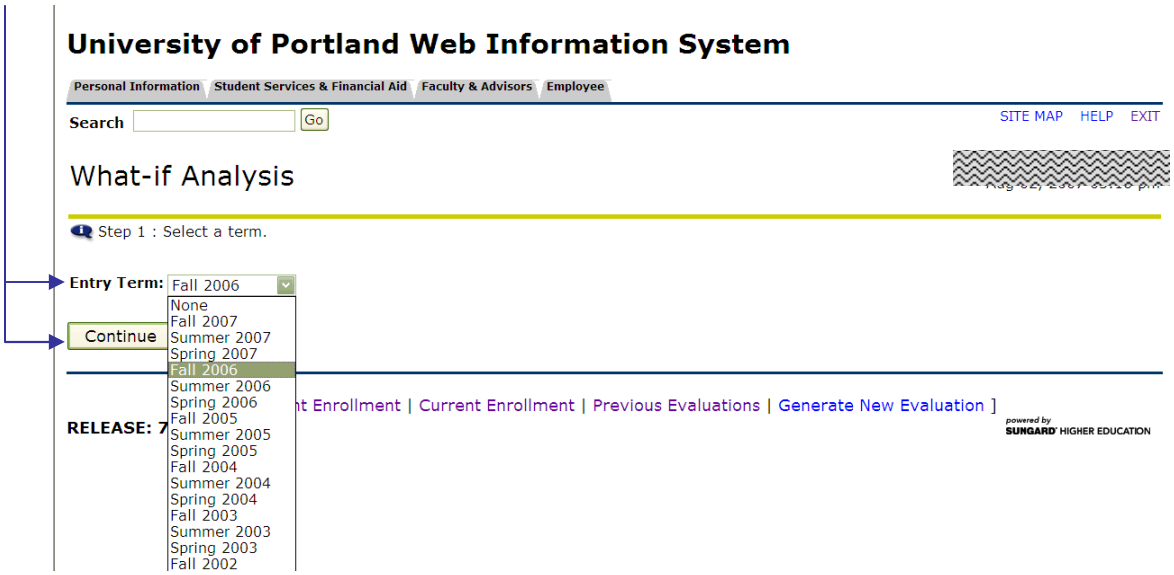
6. Select the current term. **Submit.**



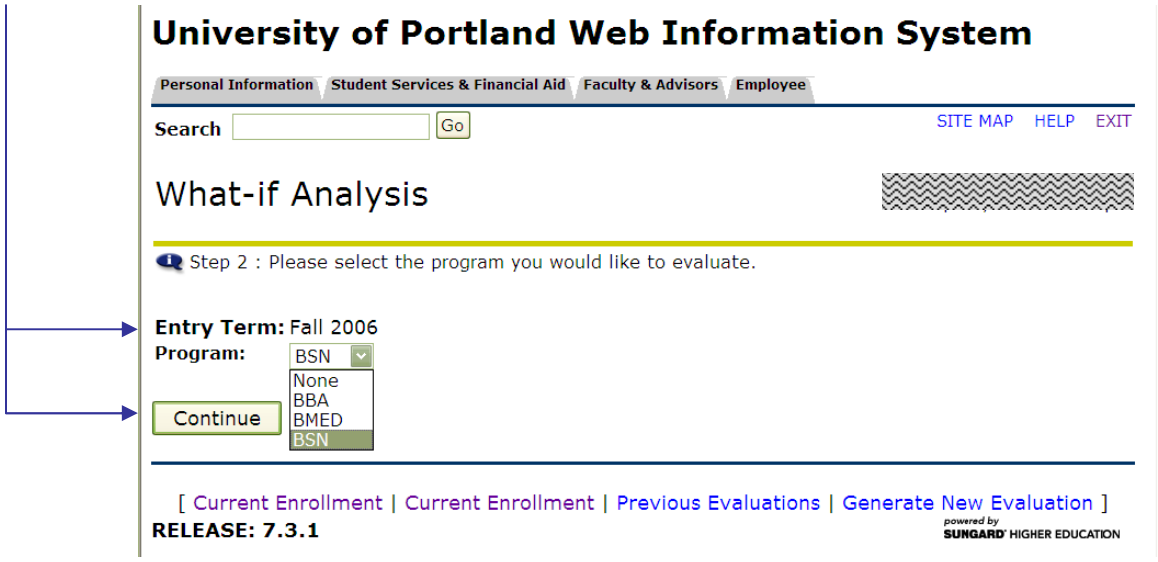
7. At the bottom of the Degree Evaluation Record page, select **What-If-Analysis**.



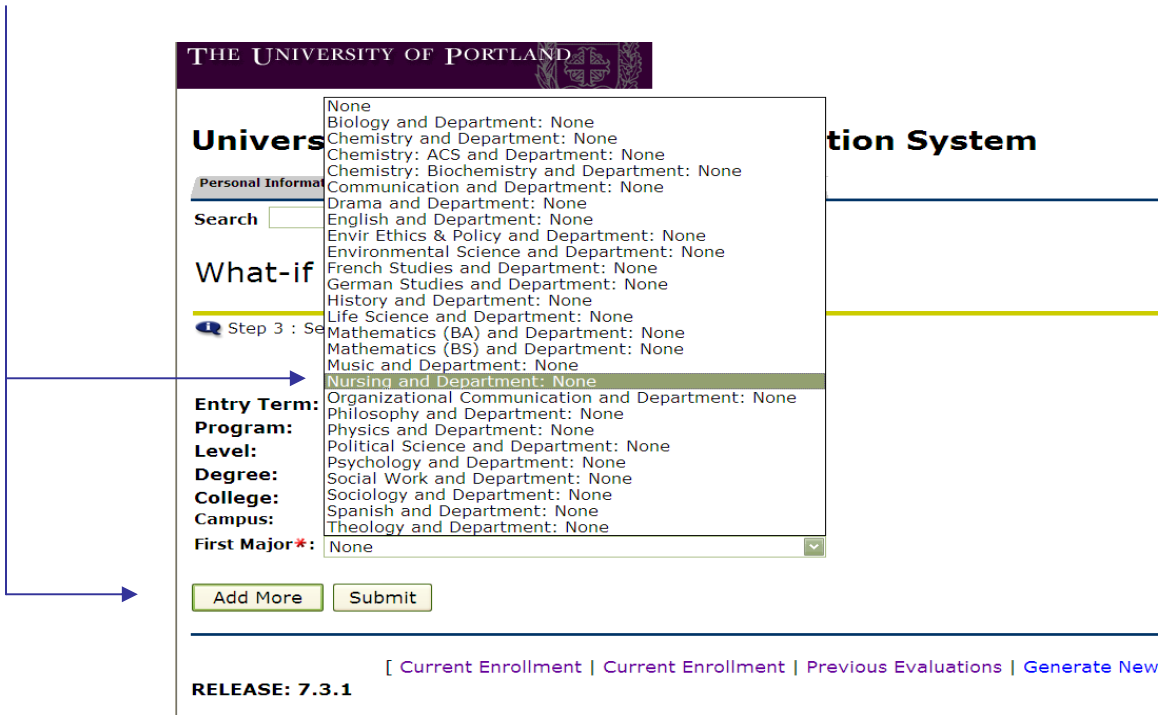
8. Select the term you entered UP and click on **Continue**.



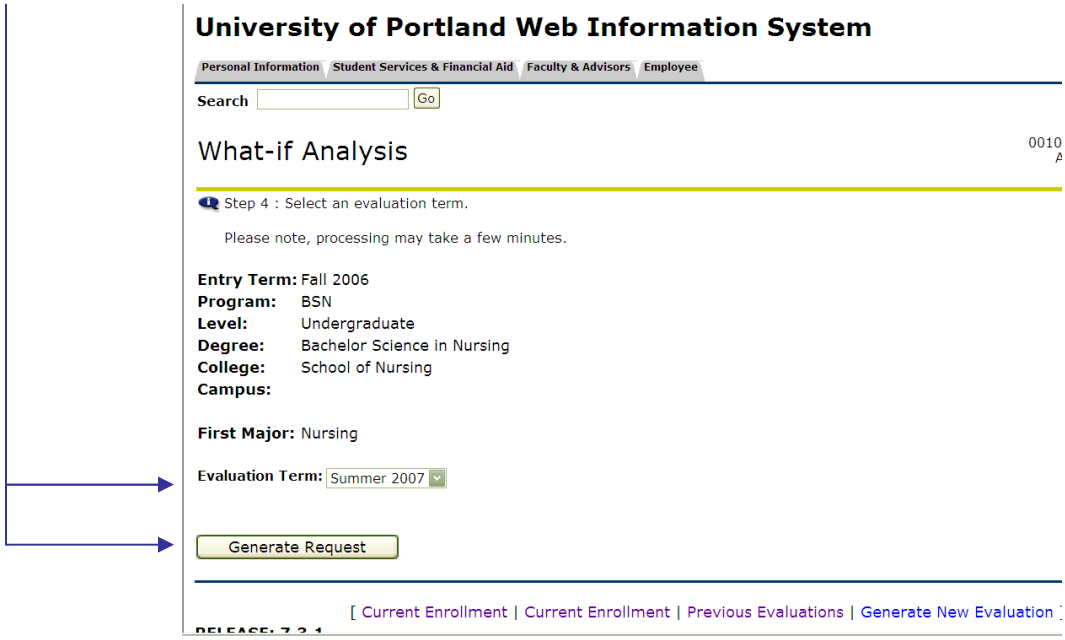
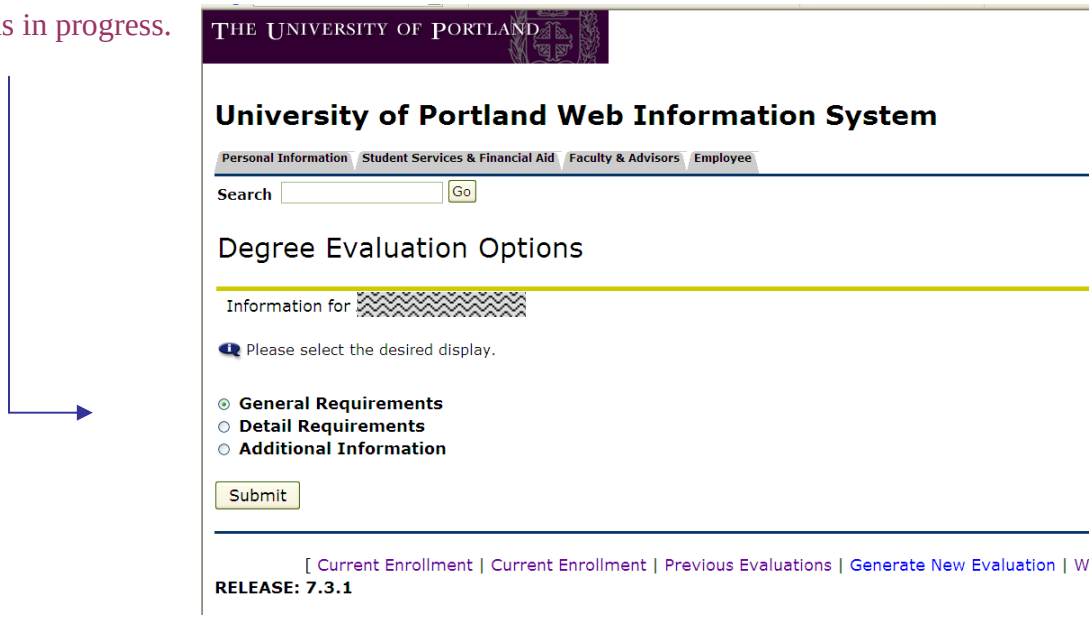
9. Select your program. This will either be simply your degree or if a BA, the degree and primary major. **Continue**.



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



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



12. 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.