

Student WEB CAPP Instructions

1. Log in **NOVASIS**.
2. Select **Student and Financial Aid, Student Records**, and then **Degree Evaluation – Preferred Format for Students of VSB, Engineering and PTS**.
3. Choose *an appropriate term* from the drop down menu, and then click the **Submit** button. Now you are in the **Degree Evaluation Record** page.
4. Select [**Generate New Evaluation – Engr., VSB, PTS**] at the bottom of the page.
5. Click on the *program* radio button to select the program.
6. Select *an anticipated graduation term* (also known as **Evaluation Term**) from the drop down menu, and then click the **Generate Request** button.
7. Choose **Detail Requirements** from the three available options, and then click the **Submit** button.
 - **Detail Requirements** displays all courses completed to date, current and next semester registration, and the remaining requirements that have not yet been fulfilled.
 - To view a list of all courses completed to date, and current and next semester registration, please choose **General Requirements**.
 - To view all in-progress courses (*current and next semester*) and any unused courses, please select **Additional Information**.

IMPORTANT INFORMATION:

- ❖ In both **Detail Requirements** and **General Requirements** views, the general info about your degree program is listed first, followed by the areas of study: **primary major** (*must always be listed as the first area*), **business core**, **arts & science core**, **non-business**, and **free electives**.
If you have a secondary major and/or any VSB minor(s), your secondary major area and/or your minor areas(s) are listed after free electives.
- ❖ The **Used** column listed on the top of the first page *only* includes the earned credits that count toward degree requirements.

STEPS TO USE WHAT-IF OPTION: **What-If Option** is used to run an on-line audit against a *different* major, minor, or double major combination.

1. Choose [**What-If Analysis – Engr., VSB, PTS**] at the bottom of the **Degree Evaluation Record** page.
2. Select an appropriate **Entry Term** (also known as **Catalog Term**), then click on the **Continue** button. *To find out your Catalog Term, please click on the **Current Enrollment** link at the bottom of the page.*
3. Select an appropriate **Program** code, **CSB**, **CACC**, **CBA-FIN** etc., and then click the **Continue** button.
4. Select an appropriate **Major** code that is corresponding to the *program* code selected above, ******then click the **Submit** button. *Example: **SB** major for CSB, **ACC** major for CACC, or **FIN** major for CBA-FIN.*
******To include a *secondary major and/or any VSB minor(s)*, please keep clicking on the **Add More** button until you add the appropriate *secondary major and/or minor(s)*, and then click the **Submit** button.
5. Repeated the Step #6 to Step #7 listed above.