How to Generate Student Degree Evaluations
For Faculty and Advisors

Generate a New Degree Evaluation Evaluate student’s coursework against the requirements of their current program of study.
1. Log into myCommNet, Click on Banner Student & Faculty Self-Service Link (Top Right Hand Box).
2. If prompted, Select Capital Community College.
3. Click on Faculty/Advisor Services.
4. Click Term Selection and click Submit – use current or next starting term.
5. Click on Student and Advising Box
6. Click on Select Student ID
7. Enter Name or Banner ID number and click Submit (staring with the “@” sign). If unsuccessful, use SSN/Name Search link at bottom of page.
8. Verify the student and Click Submit
9. Click on Perform Student Degree Evaluation.
10. Click on Generate New Evaluation.
11. Click the Radio Button on Program and Click on Generate Request
12. Select Radio Button for Detail Requirements and Click Submit.
13. Degree Evaluation will display.
14. To Print, select Landscape Orientation in Page Setup before printing from your web browser.

Generate a What-If Analysis Evaluate student’s coursework against a proposed change of curriculum.
1. Complete Steps 1 through 9 above.
2. Select What-If Analysis link at bottom of page.
3. Select Entry Term (Catalog Term) for the what-if evaluation. Since the student has not declared the “what-if” major yet, select current or next starting term and click Continue.
4. Select Program and click Continue.
5. Select Campus (Main Student Body), and Major (same as program) and click Submit.
6. Click on Generate Request.
7. Select Radio Button for Detail Requirements and Click Submit.
8. What-if analysis will display.
9. To Print, select Landscape Orientation in Page Setup before printing from your web browser.

CAPP questions? Contact the Registrar’s Office!
Argelio Marrero 906-5125 amarrero@capitalcc.edu
Waynette Arnum 906-5124 warnum@capitalcc.edu

*** All CAPP Degree Evaluations are UNOFFICIAL until certified by the Registrar’s Office***