

Registrar's Office

How to Generate Student Degree Evaluations Under CAPP 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**, proceed to "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 on **Student and Advising Box**.
5. Click on **Perform Student Degree Evaluation**.
6. Select Term and click submit.
7. Put in Student Banner ID number and click submit.
8. Verify name and click submit.
9. Click on **Generate New Evaluation**.
10. Confirm degree program by clicking in the radio button and then click **Generate Request**.
11. Click radio button for **Detail Requirements** and click submit.
12. To **Print**, select Click Here to Print the Detail Requirements and print.

Generate a What-If Analysis = Use DegreeWorks

CAPP questions? Contact the Registrar's Office!

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