How to Run Your Degree Audit - CAPP

These instructions are designed to walk you, the student, through running a CAPP degree audit in CSU X-Press. If you have any questions, we recommend you first follow-up with your Academic Advisor for support! Below the instructions is an FAQ section for reference.

NAVIGATE TO CSU X-PRESS:

1. Click here to login to CSU X-Press.
   a. URL: https://ssb.csu.edu/PROD/twbkwbsiP__WWWLogin
   b. To login, you need to enter your CSU ID (aka “900#”) and the PIN/password you set for yourself after your first login.

2. Upon logging in, you will see a “Student Menu” link where it notes you can view your academic records:
   a. Click on the link.
3. Under “Student Services” you will see a range of links; select “Student Records”

4. From the menu, select “Degree Evaluation” and on the next page select the appropriate term, then click “Submit.”
5. The page will then prompt you to select the current term. Note: always select the current term.
   a. Click “Submit.”

6. The overall summary of your student record will appear. At the bottom of the page, you will see four links for:
   b. To view the most up-to-date CAPP audit, you should always click on “Generate New Evaluation.”
7. Select the appropriate term, along with the program in question, and click “Generate Request.”
   a. **Note:** if you are double majoring or a dual degree student, your second program will also appear for selection.

8. After the request generates a new evaluation, there will be three display options available.
   a. You always want to click on “Detail Requirements” first.
   b. However, to see what coursework was either not used towards the degree audit, you can also click on “Additional Information.”

See next page for more information.
Screenshot for Sample Degree Evaluation:

Below is the top portion of a sample degree evaluation. It shows the overall curricula summary for a student, along with their Catalog year. It also includes the major areas needed to graduate and whether those have been met. The initial section of this audit gives summary level information. For example, in the screenshot below, the student in question has only used 113 credit hours towards the 120 credit hour requirement. However, the student has met the required 2.0 minimum GPA requirement.

Farther down in the degree evaluation, you can find the various “areas” that need to be met and whether you’ve met those areas or not.

For example, this Chemistry student has 48 required credit hours to complete in Chemistry and the first column shows whether the student has met these specific requirements or not.

You can also find the credit hours earned along with the grade in each class (if the course has been completed).
**What-If Analysis:**

If you are considering a change of major during your time at Chicago State University, we encourage you to first run a "What-If Analysis" (i.e. where you can see how you would meet degree requirements for a different program from the one they’re currently in).

To do so, click on the link called “What-If Analysis.” See below:

From there, you’ll be asked for your entry term (this is your Catalog year, which is generally the term you started at CSU). Here you will select your Catalog term:

After selecting “Continue,” you’ll enter the program (i.e. degree) you’d like to compare your coursework against:
The next page you will see will confirm the major. For example, under the English degree, you can select the major for “Literature.”

From there, click “submit” and then “Generate Request” on the final page.

This will show you the “What-If” analysis!

See next page for FAQs...
FAQs:

- **What is CAPP?** CAPP is a tool in CSU X-Press that shows advisors and students how well a student has met the degree requirements in a given program and major. This applies to both undergraduate and graduate students.

- **How does it audit your coursework for a degree?**
  - CAPP keeps a record of every course you’ve taken at CSU and every course you transferred in, if you took coursework elsewhere.
  - CAPP matches the courses you’ve taken against the requirements for your program.
  - CAPP shows the detail requirements for what courses you still need to take to earn your degree.

- **Why is CAPP important?**
  - When planning what coursework to take each semester, CAPP can help you:
    - Budget your Financial Aid.
    - Register for required courses that may not be offered each term.
    - Plan your time so you can balance work and family responsibilities.
    - Graduate as soon as possible!

- **Who should use CAPP?**
  - All students and advisors!
  - The Office of Evaluations also uses CAPP when you are being reviewed for graduation.

- **How often should I use CAPP?**
  - We recommend running a CAPP audit during each meeting with your Advisor and/or Department Chair to ensure you’re on track with your degree requirements.
  - It is particularly important to run CAPP as you earn 60 credit hours and 90 credit hours to ensure you have time to take needed coursework for graduation.

- **I earned credit for a course (or transferred a course into CSU), but I don’t see it under Detail Requirements. Where is that located?**
  - Anything not used by CAPP can be found under the “Additional Requirements” section.
  - For example, you can find, withdrawals, incompletes, and failed grades, etc. under the “Additional Requirements” section of the CAPP audit.