



CHICAGO STATE UNIVERSITY

How to Run a CAPP Degree Audit

These instructions are designed to walk Advisors through running a CAPP degree audit in CSU X-Press. If you have any questions, we recommend you first follow-up with the Directors of Advising: **Candy Bennett** (cbenne20@csu.edu) and/or **Dr. Darrell Darrisa** (ddarrisa@csu.edu).

For anything technical (e.g. CAPP audit not generating), please email the Registrar's Office at: capp-l@csu.edu.

NAVIGATE TO CSU X-PRESS:

1. [Click here to login to CSU X-Press.](#)
 - a. **URL:** https://ssb.csu.edu/PROD/twbkwbis.P_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 "**Faculty & Advisors**" link where it notes you can enter grades:
 - a. Click on the link.

Personal Information **Faculty Services** **Finance**

Search

Welcome to the CSU X-Press Last web access on May 04, 2022 at 11:23 am

Employee Menu
View benefits/deductions, job data, paystubs, W2 and W4 data.

Faculty Services [Faculty & Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

Personal Information
View address information; review name or social security number change information; Change your PIN; Participate in surveys on-line when available

Finance
Create or review financial documents, budget information, approvals.

Surveys
By providing survey information, you will help us to serve you better. The following surveys are currently available for your response. Click on the title

Student Comments

[Return to Homepage](#)

RELEASE: 8.9.1.3

3. Under “Faculty Services” you will see a range of links; select “Advisor Menu.”

The screenshot shows a web interface with three tabs: "Personal Information", "Faculty Services" (selected), and "Finance". Below the tabs is a search bar with the text "Search" and a "Go" button. A yellow horizontal line separates the tabs from the "Faculty Services" section, which is titled with a folder icon and the text "Faculty Services". A list of links follows: "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Detail Wait List", "Summary Wait List", "Mid Term Grades", "Final Grades", "Registration Overrides", "Registration Add/Drop", "Electronic Gradebook by Component", "Faculty and Advisor Security Information", "Student Menu", "Academic Warning", "Advisor Menu", "Connect/Edit Web Course Section", "Learning Suite Reports", "Administer Discussion", and "Create/Edit Web Course". The "Advisor Menu" link is highlighted with a red box, and a red arrow points to it from the left. Below the "Advisor Menu" link is a description: "View a student's transcript; View a student's grades; Display your security setup." The text "RELEASE: 8.9.1.3" is at the bottom.

Personal Information Faculty Services Finance

Search Go

Faculty Services

[Term Selection](#)
[CRN Selection](#)
[Faculty Detail Schedule](#)
[Faculty Schedule by Day and Time](#)
[Detail Class List](#)
[Summary Class List](#)
[Detail Wait List](#)
[Summary Wait List](#)
[Mid Term Grades](#)
[Final Grades](#)
[Registration Overrides](#)
[Registration Add/Drop](#)
[Electronic Gradebook by Component](#)
[Faculty and Advisor Security Information](#)
[Student Menu](#)
[Academic Warning](#)
[Advisor Menu](#)
[Connect/Edit Web Course Section](#)
[Learning Suite Reports](#)
[Administer Discussion](#)
[Create/Edit Web Course](#)

Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.
View a student's transcript; View a student's grades; Display your security setup.

RELEASE: 8.9.1.3

4. From the menu, select “Degree Evaluation” and on the next page select the appropriate term, then click “Submit.”

The screenshot shows a web interface with three tabs: "Personal Information", "Faculty Services" (selected), and "Finance". Below the tabs is a search bar with the text "Search" and a "Go" button. A yellow horizontal line separates the tabs from the "Faculty & Advisors" section, which is titled with a folder icon and the text "Faculty & Advisors". A list of links follows: "Term Selection", "ID Selection", "Student Academic Transcript", "Faculty & Advisor Security Information", "Degree Evaluation", "Student Comments", and "View Student PINs". The "Degree Evaluation" link is highlighted with a red box. The text "RELEASE: 8.9.1.3" is at the bottom.

Personal Information Faculty Services Finance

Search Go

Faculty & Advisors

[Term Selection](#)
[ID Selection](#)
[Student Academic Transcript](#)
[Faculty & Advisor Security Information](#)
[Degree Evaluation](#)
[Student Comments](#)
[View Student PINs](#)

RELEASE: 8.9.1.3

5. This will allow you to enter the CSU ID for the student you'd like to run the CAPP audit for.
- Once you input the name and/or CSU ID for the student, you will select the student in question and click "Submit."

Personal Information Faculty Services Finance

Search Go

Student/Advisee ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

RELEASE: 8.7.1

6. The overall summary of the student record will appear. At the bottom of the page, you will see four links for:
- "View Previous Evaluations"** **"Generate New Evaluation"** **"What-If Analysis"** and **"ID Selection"**
 - FYI - the last link for "ID selection" is to allow you to return to the previous page to run a new audit on a different student.
 - To view the most up-to-date CAPP audit, you should always click on "Generate New Evaluation."

Personal Information Faculty Services Finance

Search Go

Degree Evaluation

Information for [redacted]

You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

Curriculum Information

Primary Curriculum

Program: BS in Chemistry ✓

Catalog Term: Fall 2020 ✓

Level: Undergraduate ✓

Campus: ✓

College: College of Arts and Sciences ✓

Degree: Bachelor of Science ✓

First Major: Chemistry ✓

Email [redacted]

[[View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [ID Selection](#)]

RELEASE: 8.7.1

7. Select the appropriate term, along with the program in question, and click **“Generate Request.”**
 - a. *Note:* if a student is dual degree, the other program will also appear for selection.

8.

Generate New Evaluation

Information for [REDACTED]

To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request.

☒ **Program:** BA Adult Integrated Learning
Degree: Bachelor of Arts
Major: Adult Integrated Learning

Term: Fall 2022

Generate Request

[[Current Enrollment](#) | [View Previous Evaluations](#) | [What-If Analysis](#) | [ID Selection](#)]

RELEASE: 8.7.1

9. 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.”**

Personal Information Faculty Services Finance

Search [REDACTED] Go

Degree Evaluation Display Options

Information for [REDACTED]

Please select the desired display.

☐ General Requirements
☒ **Detail Requirements**
☐ Additional Information

Submit

RELEASE: 8.7.1

SCREENSHOT FOR SAMPLE DEGREE EVALUATION:

Below is the top portion of a sample degree evaluation. It shows the overall curricula summary for the student, along with their Catalog year. From there, 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.

Detail Requirements					
Information for [REDACTED]					
The completion of certain areas requirements on the degree evaluation does not necessarily constitute degree completion. Only the Office of Academic Evaluations & Advisement can supply a final official audit. Additional information regarding completion can be obtained through the academic departments.					
Program Evaluation					
Program :	BS in Chemistry		Catalog Term :	Fall 2020	
Campus :			Evaluation Term :	Fall 2022	
College :	College of Arts and Sciences		Expected Graduation Date :		
Degree :	Bachelor of Science		Request Number :	1	
Level :	Undergraduate		Results as of :	Oct 28, 2022	
Majors :	Chemistry		Minors :		
Departments :			Concentrations :		
	[Met]	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.000	113.000	44	
Last Number Institutional Required :	Yes	30.000	32.000	15	
...Out of Last Earned :	Yes	30.000	32.000	15	
Program GPA :	Yes	2.00	2.80		
Overall GPA :	Yes	2.00	2.81		
Other Course Information					
Transfer :			58.000	19	
In Progress :			11.000	4	
Unused :			38.000	14	

Farther down in the degree evaluation, you can find the various “areas” the student needs to meet and whether they’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 completed by the student).

BS CHEM Required Courses (48.000 credits) - Not Met																	
Area : Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
No			CHEM		1400												
No	AND		CHEM		1410												
No	AND		CHEM		1450												
No	AND		CHEM		1460												
Yes	AND		CHEM		2400				202009	CHEM	2400	Organic I Chem Lec		3.000	C	H	
Yes	AND		CHEM		2410				202009	CHEM	2410	Organic I Chem Lab		1.000	A	H	
Yes	AND		CHEM		2450				202101	CHEM	2450	Organic II Chem Lec		3.000	C	H	
Yes	AND		CHEM		2460				202101	CHEM	2460	Organic II Chem Lab		1.000	A	H	
Yes	AND		CHEM		2600				202009	CHEM	2600	Intro Chem Lab Pract		1.000	A	H	
Yes	AND		CHEM		2800				202109	CHEM	2800	Analytic Lecture		3.000	C	H	
Yes	AND		CHEM		2810				202109	CHEM	2810	Analytic Laboratory		1.000	B	H	
Yes	AND		CHEM		3240				202109	CHEM	3240	Inorganic Chem		3.000	C	H	
Yes	AND		CHEM		3600				202209	CHEM	3600	Sci Communications		2.000		R	
No	AND		CHEM		4210												
No	AND		CHEM		4250												
Yes	AND		CHEM		4270				202201	CHEM	4270	Advanced Laboratory		1.000	A	H	
Yes	AND		CHEM		4304				202201	CHEM	4304	Biochem I Laboratory		1.000	C	H	
Yes	AND		CHEM		4355				202209	CHEM	4355	Senior Thesis Chem		3.000		R	
Yes	AND		CHEM		4600				202201	CHEM	4600	Analytic II Lecture		1.000	A	H	
Yes	AND		CHEM		4610				202209	CHEM	4610	Analytic II Lab		3.000		R	

WHAT-IF ANALYSIS:

To run a “**What-If Analysis**” (i.e. where you can see how well a student meets degree requirements for a different program from the one they’re currently in), click on the link called “**What-If Analysis**.” See below:

The screenshot shows the 'Degree Evaluation' page. At the top are tabs for 'Personal Information', 'Faculty Services', and 'Finance'. Below is a search bar with a 'Go' button. The main heading is 'Degree Evaluation'. Under 'Information for [redacted]', there is a note: 'You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.' The 'Curriculum Information' section shows: 'Primary Curriculum', 'Program: BA in Individualized Curric', 'Catalog Term: Fall 2022', 'Level: Undergraduate', 'Campus:', 'College: Special Programs', 'Degree: Bachelor of Arts', and 'First Major: Individualized Curriculum - BA'. At the bottom, there is an 'Email [redacted]' field. A red star is placed next to the 'What-if Analysis' link in the footer navigation bar, with a red arrow pointing to it from the right.

Personal Information Faculty Services Finance

Search Go

Degree Evaluation

Information for [redacted]

You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

Curriculum Information

Primary Curriculum

Program: BA in Individualized Curric

Catalog Term: Fall 2022

Level: Undergraduate

Campus:

College: Special Programs

Degree: Bachelor of Arts

First Major: Individualized Curriculum - BA

Email [redacted]

[[View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [ID Selection](#)]

RELEASE: 8.7.1

From there, you’ll be asked for the student’s entry term. This is where you will select the student’s Catalog term.

The screenshot shows the 'What-if Analysis' page. It has the same top navigation tabs. Below is a search bar. The heading is 'What-if Analysis'. Under 'Information for [redacted]', there is a note: 'Select the Term for processing then press the Submit Term button.' A paragraph explains that the degree evaluation is based on requirements from catalogs 2002-2004 and beyond, and is advisory only. Below this, the 'Entry Term' is set to 'Fall 2020', which is circled in red. A 'Continue' button is at the bottom. The footer navigation bar is the same as the previous page.

What-if Analysis

Information for [redacted]

Select the Term for processing then press the Submit Term button.

The degree evaluation is based on requirements listed in the **catalogs 2002 - 2004 and beyond**. The audit generated is **ADVISORY ONLY** and is primarily used for determining if a student is on track for graduation in a particular program.

The completion of certain areas requirements on the degree evaluation does not necessarily constitute degree completion. Only a review done at the time of a graduation application submission can supply a final official audit. Additional information completion can be obtained through the academic departments.

Entry Term: Fall 2020

[Continue](#)

[[Current Enrollment](#) | [View Previous Evaluations](#) | [Generate New Evaluation](#) | [ID Selection](#)]

After selecting “Continue,” you’ll enter the program (i.e. degree) you’d like to review the student against:

The screenshot shows the 'What-if Analysis' page after clicking 'Continue'. The heading is 'What-if Analysis'. Under 'Information for [redacted]', there is a note: 'Step 2 : Please select the program you would like to evaluate.' Below this, the 'Entry Term' is set to 'Fall 2021' and the 'Program' is set to 'BA in English', both of which are circled in red. A 'Continue' button is at the bottom. The footer shows 'RELEASE: 8.7.1'.

What-if Analysis

Information for [redacted]

Step 2 : Please select the program you would like to evaluate.

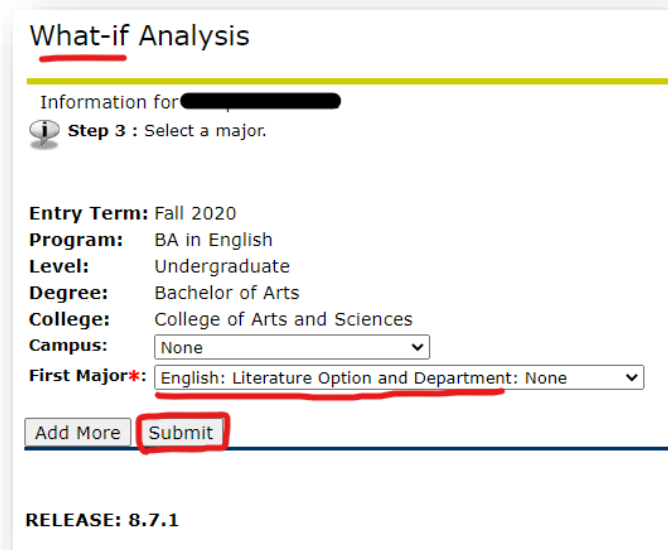
Entry Term: Fall 2021

Program: BA in English

[Continue](#)

RELEASE: 8.7.1

The next page you will see will confirm the major. For example, under the English degree, you can select the major for “Literature.”



The screenshot shows a web form titled "What-if Analysis". Below the title is a yellow horizontal line. The form contains the following fields and labels:

- Information for [redacted]
- Step 3 : Select a major.
- Entry Term: Fall 2020
- Program: BA in English
- Level: Undergraduate
- Degree: Bachelor of Arts
- College: College of Arts and Sciences
- Campus: None (dropdown menu)
- First Major*: English: Literature Option and Department: None (dropdown menu)

At the bottom of the form are two buttons: "Add More" and "Submit". The "Submit" button is highlighted with a red rectangle. Below the form, the text "RELEASE: 8.7.1" is visible.

From there, click “**submit**” and then “**Generate Request**” on the final page. This will show you the “What-If” analysis!

ADDITIONAL NOTES:

- Anything not used by compliance can be found under the “Additional Requirements” section. For example, you can find, withdrawals, incompletes, and failed grades, etc. on the students record under the “Additional Requirements” section of the CAPP audit.
- For students earning dual degrees or two credentials simultaneously, you would first select which audit you’d like to view.
- If you identify an error or concern about a degree audit, please email: capp-l@csu.edu