

DEGREE EVALUATION AND ONLINE ADVISING

A Reference Guide for Faculty using the Degree Evaluation and Advising Service (CAPP)

<http://www.fit.edu/paws>

WHAT IS THE DEGREE EVALUATION AND ADVISING SERVICE?

This is a powerful new online tool in PAWS that lets students and their advisers plan courses and view degree evaluations. It can also give your students a “what if” analysis if they are considering a change of major.

HOW DO I ACCESS THIS SERVICE?

Go to www.fit.edu/paws or the Florida Tech home page at www.fit.edu and log into PAWS using your TRACKS information.

WHAT DO ADVISERS AND THEIR STUDENTS GET FROM THE DEGREE EVALUATION?

This tool analyzes where your students are in terms of their major: what classes have been taken that will be applied to the degree and those classes that have not been used. You can view current enrollment, any previous evaluations that have been run for the student, generate a new evaluation, or find out how many courses would be needed if the student changed major or added a minor. Advisers can see the grades students have received for completed courses, and their program and overall grade point averages (GPA).

HOW DO I GENERATE A DEGREE EVALUATION?

Log into PAWS using your TRACKS information. If you have any questions about your username or password, please contact the Technology Support Center at (321) 674-7284, techsupport@fit.edu or www.it.fit.edu/support.

Once you are logged into PAWS, click on the *Faculty Services* tab then choose *Adviser Menu*.

LOGIN	Log into PAWS using your TRACKS username and password
SELECT	<i>Faculty Services</i> tab from top of the Welcome page
SELECT	<i>Adviser Menu</i> from the <i>Faculty Services</i> menu

This takes you to the [Faculty & Advisers Menu](#) where you will choose [Degree Evaluation](#).

SELECT *Degree Evaluation*

The following screen asks you to [Select a Term](#): where you will choose the *Current Term* and click *Submit*.

SELECT *Current Term* and click *Submit*

From there, the [Student and Advisee ID Selection](#) screen will ask you to select the student you wish to advise by inserting the student’s ID number in the [Student or Advisee ID](#): box, or execute a [Student and Advisee Query](#) by inserting the student’s [Last Name](#), [First Name](#) and [Search Type \(All\)](#) and click *Submit*. If you queried by name, the next screen, [Student Verification](#) will ask you to confirm your choice and click on *Submit*. If you inserted the student’s ID, the following screen will ask you to confirm the student’s name by clicking *Submit*.

INSERT	<i>Student or Advisee ID</i> or
INSERT	<i>Last Name, First Name</i> and <i>Search Type</i> and click <i>Submit</i>
SUBMIT	If <i>Student Verification</i> (student name / ID number) is correct and click <i>Submit</i> , or
SUBMIT	<i>Student and Advisee ID Selection</i> is correct and click <i>Submit</i>

This brings you to the Degree Evaluation screen for the student you requested. Under Curriculum Information, if previous evaluations have been performed, you can click on the link in the program name for review. If no previous evaluations have been performed, you will choose Generate New Evaluation from the options listed below the bottom bar to see where the student is in the selected program of study. Make sure the information that appears is as you expect, in regards to major, campus, catalog year and program of study.

CHECK	All information listed for the student is correct
SELECT	<i>Generate New Evaluation</i> from options located below bottom bar

While in the Generate New Evaluation screen you must enable the radio button next to the student's program, then select the correct *Term* (this term is the current term or the term you are evaluating, not the student's catalog year) and click **Generate Request**.

EVALUATION SUPPORT

If you are having difficulty generating or understanding a degree evaluation or what-if analysis, contact eval-help@fit.edu. Your e-mail will be answered as quickly as possible.

UNDERSTANDING YOUR EVALUATION

Once your evaluation has been created, you have a choice of Degree Evaluation Options:

- ✓ To display student progress only, select General Requirements
- ✓ To display the major program plan and student progress, select Detail Requirements
- ✓ To display in-progress courses and courses not used, select Additional Information
- ✓ Remember to use the current term in your selections
- ✓ Remember to check that all student information appears as you expect it. Errors should be corrected or brought to the attention of the student for clarification
- ✓ If courses the student has taken are not appearing in the term expected, you and the student may need to submit to the Office of the Registrar an Undergraduate Course Substitution for Degree Evaluation (CAPP) form with the required signatures (Academic Major Adviser, Academic Minor Adviser and Academic Unit Head). This form is available from www.fit.edu/registrar/documents/UG_Crse_Sub_CAPP.pdf
- ✓ Graduate students should complete the *Request for Change in Graduate Program Plan/Program of Study* from http://www.fit.edu/registrar/documents/RG-062-105ichng_grad_plan.pdf as soon as the need for substitution is identified. Once the proper signatures are in place, on-campus graduate students must submit the form to the Office of the Registrar and University College Extended Studies students to Extended Studies Division, University College.

- ✓ Advisers should note the Degree Evaluation **Program GPA** displayed along with the program information at the top of the screen that displays the results of your Degree Evaluation, does not include grades of D or F in its computation. The program GPA displayed may be higher than the overall GPA displayed. D and F grades *are* included both in the overall GPA and on the student transcript and could result in a lower actual program GPA than appears in the degree evaluation.

HOW DO I GENERATE A WHAT-IF ANALYSIS?

Once you are logged into PAWS, click on the **Faculty Services tab** then choose **Adviser Menu**.

LOGIN	Log into PAWS using your TRACKS username and password
SELECT	<i>Faculty Services</i> tab from top of the Welcome page
SELECT	<i>Adviser Menu</i> from the <i>Faculty Services</i> menu

From there, the Student and Advisee ID Selection screen will ask you to select the student you wish to advise by inserting the student's ID number in the Student or Advisee ID: box, or execute a Student and Advisee Query by inserting the student's Last Name:, First Name and Search Type (All) and click **Submit**. If you queried by name, the next box will ask you to confirm your choice. If you inserted the student's ID, the following screen will ask you to confirm the student's name by clicking **Submit**.

INSERT	<i>Student or Advisee ID</i> or
INSERT	<i>Last Name, First Name</i> and <i>Search Type</i> and click <i>Submit</i>
CHECK	Student name / ID number are correct and click <i>Submit</i>

This brings you to the Degree Evaluation screen. To run a What-if analysis for information about courses needed if the student changes their major or concentration of study, or adds a minor to their degree program, choose What-If Analysis from the options listed below the bottom bar.

SELECT	<i>What-If Analysis</i> from options located below bottom bar
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From here you select the correct *Entry Term* (this term is the catalog year that is being applied to your program, usually the first term of your attendance at Florida Tech and corresponding to the catalog year you are using for your program plan) and click **continue**.

SELECT	<i>Entry Term</i> (the term you started your degree program) and click <i>continue</i>
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This takes you to the screen where you select a *Program* you are interested in (for instance: BS Chemical Engineering) from the dropdown box and click **continue**.

SELECT	<i>Program</i> (from dropdown box) and click <i>continue</i>
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This screen asks you to select a major from the First Major* dropdown box. This information is the department that houses the student's program. This screen also gives a program description (semester credit hours required and the catalog year and pages where you can find the information in the printed catalog). To add a concentration to your current major, or to add a minor, click **Add more**.

SELECT	<i>First Major</i> (from dropdown box) and if desired, <i>Add More</i>
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This screen asks you to select a concentration from the Concentration 1: dropdown box. If you are adding a minor instead of a concentration, choose *None* and click **Add more**.

SELECT

None or concentration from the *Concentration 1*: dropdown box and click *Add more*

If you selected none, the next screen will ask you to select a First Minor from the dropdown box, then click **Submit**.

SELECT

Your choice of minor from the *First Minor* dropdown box and click **submit**

From this screen you will choose an Evaluation Term, which should be the current term, and click **Generate Request**.

EVALUATION SUPPORT

If you are having difficulty generating or understanding a degree evaluation or what-if analysis, contact eval-help@fit.edu. Your e-mail will be answered as quickly as possible.

UNDERSTANDING YOUR EVALUATION

Once your evaluation has been created, you have a choice of Display Options:

- ✓ To display your student progress only, select General Requirements
- ✓ To display your major program plan and your student progress, select Detail Requirements
- ✓ To display in-progress courses and courses not used, select Additional Information
- ✓ Remember to use the correct term (Evaluation term is the current term; Entry term is the student's catalog year) in your selections
- ✓ Remember to check that all student information appears as you expect it. Errors should be corrected or brought to the attention of the student for clarification
- ✓ If courses the student has taken are not appearing in the term expected, you and the student may need to submit to the Office of the Registrar an Undergraduate Course Substitution for Degree Evaluation (CAPP) form with the required signatures (Academic Major Adviser, Academic Minor Adviser and Academic Unit Head). This form is available from www.fit.edu/registrar/documents/UG_Crse_Sub_CAPP.pdf
- ✓ Graduate students should complete the *Request for Change in Graduate Program Plan/Program of Study* from http://www.fit.edu/registrar/documents/RG-062-105ichng_grad_plan.pdf as soon as the need for substitution is identified. Once the proper signatures are in place, on-campus graduate students must submit the form to the Office of the Registrar and University College Extended Studies students to Extended Studies Division, University College.
- ✓ Advisers should note the Degree Evaluation **Program GPA** displayed along with the program information at the top of the screen that displays the results of running a What-If Analysis, does not include grades of D or F in its computation. The program GPA displayed may be higher than the overall GPA displayed. D and F grades *are* included both in the overall GPA and on the student's transcript and could result in a lower actual program than appears in the results of the What-If Analysis.

WHEN SHOULD I USE THE DEGREE EVALUATION SERVICE?

For a Degree Audit when the student is ready to graduate from a program

For an Advising tool to plan courses and see progress toward a degree

If the student is considering a Change of Major (What-If Analysis)

To act as a Clearing function to assure that specific requirements have been met

To check Prerequisites, minimum grades, elective specifications

Use as a Notification function for students who transfer

To see all Courses accepted and Courses applied to program