DEGREE EVALUATION AND ONLINE ADVISING – FOR ADVISORS

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

https://access.fit.edu/web/home-community/welcome

WHAT IS THE DEGREE EVALUATION AND ADVISING SERVICE?

CAPP (Curriculum, Advising and Program Planning) is a powerful online tool in PAWS (through Florida Tech Access) that lets students and their advisors plan courses and view degree evaluations. It can also give students a “what if” analysis if they are considering changing their major or adding a concentration or minor.

HOW DO I ACCESS THIS SERVICE?

Go to Access Florida Tech home page at https://access.fit.edu/web/home-community/welcome and log in using your TRACKS username and password.

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

CAPP is used to compare in-progress courses, transfer credits and completed coursework against degree requirements published in the University catalog. It is used to determine what classes have been taken that will be applied to their 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. Advisors 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 in to Florida Tech Access using your TRACKS username and password. 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 Access, select the Work Tools tab. Then, under Links, click PAWS. Click on the Faculty Services tab then choose Advisor Menu.

LOGIN Log into Florida Tech Access using your TRACKS username and password

SELECT Work Tools tab, Click PAWS, then select Faculty Services tab

SELECT Advisor Menu from the Faculty Services menu

This takes you to the Faculty & Advisors Menu where you will choose Degree Evaluation (CAPP)

SELECT Degree Evaluation (CAPP)

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 from a drop-down box 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.
If Student Verification (student name / ID number) is correct and click Submit, or

Student and Advisee ID Selection is correct and click Submit

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.

All information listed for the student is correct

Generate New Evaluation 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.

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

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 the “Undergraduate” tab at www.fit.edu/registrar/forms.php.
✓ Graduate students should complete the Request for Change in Graduate Program Plan/Program of Study from the “Graduate” tab at www.fit.edu/registrar/forms.php 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 Extended Studies students to Extended Studies Division, Nathan M. Bisk College of Business.
✓ 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 Access Florida Tech, click on Work Tools Tab, Select PAWS, From PAWS click on the Faculty Services tab then choose Advisor Menu.

LOGIN Log into Florida Tech Access using your TRACKS username and password

SELECT Work Tools tab, Click PAWS, then select Faculty Services tab

SELECT Advisor Menu from the Faculty Services 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 from a drop-down box. If you inserted the student’s ID, the following screen will ask you to confirm the student’s name by clicking Submit.

INSERT Student or Advisee ID or

INSERT Last Name, First Name and Search Type and click Submit

CHECK Student name / ID number are correct and click Submit

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 What-If Analysis from options located below bottom bar

From here select the correct Entry Term (this term is the catalog year that is being applied to the student’s program, usually the first term of attendance at Florida Tech and corresponding to the catalog year that the student is using for their program plan) and click continue.

SELECT Entry Term (the term student started degree program) and click continue

This takes you to the screen where you select a Program that the student is interested in (for instance: BS Chemical Engineering) from the dropdown box and click continue.

SELECT Program (from dropdown box) and click continue

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 the current major, or to add a minor, click Add more.

SELECT First Major (from dropdown box) and if desired, Add More

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 evalhelp@fit.edu. Your e-mail will be answered as quickly as possible.

UNDERSTANDING YOUR EVALUATION

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

✓ To display student progress only, select General Requirements
✓ To display 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 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 the “Undergraduate” tab at www.fit.edu/registrar/forms.php.
✓ Graduate students should complete the Request for Change in Graduate Program Plan/Program of Study from the “Graduate” tab at www.fit.edu/registrar/forms.php 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 Extended Studies students to Extended Studies Division, Nathan M. Bisk College of Business.
✓ 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 it’s 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

IMPORTANT NOTE

When you have finished working with one student’s CAPP and wish to move on to another student, you will need to make a new ID Selection. Return to the Faculty Services Menu in PAWS. Open the Advisor Menu tab and then choose ID Selection. Follow the same instructions as listed above to select your new student by name or ID# and proceed with the remainder of the instructions for obtaining a degree evaluation. You will be required to perform this step for each new student you wish generate an evaluation for.