

## DEGREE EVALUATION AND ONLINE ADVISING – FOR STUDENTS

### A Student Reference Guide for 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 new 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 WILL I 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 where you are in terms of your major: what classes you’ve taken that will be applied to your degree and those classes you still need to take. You can view your current enrollment, any previous evaluations that have been run, generate a new evaluation, or find out how many courses you would need to take if you changed your major. You will even see the grades you have received for completed courses and your 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](mailto:techsupport@fit.edu) or [www.it.fit.edu/support](http://www.it.fit.edu/support).

Once you are logged into Access, click on the *Student Academics tab*, then Select *PAWS* under Resources. Open *Student Tab*, choose *Student Records*, then select *Degree Evaluation*.

**LOGIN** Login to Florida Tech Access using your TRACKS username and password

**SELECT** *Student Academics* tab, then Select *PAWS* under Resources

**SELECT** *Student tab*, then Choose *Student Records*

From there, select Degree Evaluation and then select the current (today’s) term or the term you wish to evaluate from the Select a Term dropdown list and click *Submit*.

**SELECT** *Degree Evaluation*

**SELECT** *Term* (current semester or one that you want to evaluate) and click *Submit*

This brings you to the [Degree Evaluation Record](#) screen. 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 you are in the selected program of study.

**CHECK** All information listed for you is correct

**SELECT** *Generate New Evaluation* from options located below bottom bar

While in the [Generate New Evaluation](#) screen you must enable the radio button next to your program, then select the correct *Term* (this term is the current term or the term you are evaluating, not your catalog year) 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](mailto:evalhelp@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 current term in your selections
- ✓ Remember to check that all your information appears as you expect it. Errors should be brought to the attention of your advisor
- ✓ If courses you have taken are not appearing in the term you expect, you may need to submit to the Office of the Registrar an Undergraduate Course Substitution for Degree Evaluation (CAPP) form with your adviser's signatures. This form is available from the "Undergraduate" tab at [www.fit.edu/registrar/forms.php](http://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](http://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.
- ✓ Students should be aware that 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 the *Student Academics tab*, then Select *PAWS* under Resources. Open *Student Tab*, choose *Student Records*, then select *Degree Evaluations*.

**LOGIN** Login to Florida Tech Access using your TRACKS username and password

**SELECT** *Student Academics* tab, then Select *PAWS* under Resources

**SELECT** *Student tab*, then Choose *Student Records*

From there, select Degree Evaluation and then select the current (today's) term or the term you wish to evaluate from the Select a Term dropdown list and click *Submit*.

**SELECT** *Degree Evaluation*

**SELECT** *Term* (current semester or one that you want to evaluate) and click *Submit*

This brings you to the Degree Evaluation Record screen. To run a What-if report for information about courses you need to take if you change your major, change your concentration of study or add a minor to your 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 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 your are using for your program plan) and click *continue*.

**SELECT** *Entry Term* (the term you started your degree program) and click *continue*

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** *Program* (from dropdown box) and click *continue*

This screen asks you to select a major from the First Major dropdown box. This screen also gives you information about your current major (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** *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 *submit*.

**SELECT** *None* or a concentration from the *Concentration 1*: dropdown box and click *submit*

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*.

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## WHEN SHOULD I USE THE DEGREE EVALUATION SERVICE?

- ✓ For your Degree Audit when you are ready to graduate from a program
- ✓ For an Advising tool to plan courses and see your progress toward your degree
- ✓ If you are considering a Change of Major (What-If Analysis)
- ✓ To act as a Clearing function to assure that you have met specific requirements
- ✓ To check minimum grades and elective specifications
- ✓ To see all Courses accepted and Courses applied to program