ACCESSING AND GENERATING THE ONLINE DEGREE EVALUATION “CAPP” FOR YOUR PRECEPTEES

Login to your account on the goStockton portal. Under the “Faculty” tab, locate “Faculty Advising Tools” in the lower left corner. You will see a list of choices of tools to help you.

Click “List Advisees” from the list and you will see all of your preceptees. The far right link gives you the student’s “CAPP.”

If you wish to run a “CAPP audit on a student who is NOT your preceptee, click the menu item “Degree Evaluation” from your Faculty Advising Tools. You will have to put in the student’s Z number or search for the student by name.

Tips on running the “CAPP” correctly are below.

Generate New Evaluation
1. If the program or “major” is listed correctly, scroll down to the bottom of the page and click “Generate New Evaluation.” If the major has a concentration, it will also be listed. Any minors that are declared will also be listed and evaluated. If the program or “major” is different than what is listed, you may wish to do a “What-if Analysis” to see how the credits will apply (instructions for the “What-if Analysis” are in step 4).
2. After you click “Generate New Evaluation” you must select the radio button for the displayed major and click the “Generate Request” button. The audit will use all courses currently enrolled for the semester.

3. You next have a choice of three radio buttons. Click “Detail Requirements” for the most detailed display of degree progress. Click “Submit” to see the degree audit. The “Additional Information” button will show courses, if any, that may not apply towards the degree.
4. If you wish to see how the credits work in a different major, or if you wish to change concentrations or add a minor, you may choose the “What-If Analysis” from the links at the bottom of the page.

5. Select the current term and hit “Continue.”

6. Choose the major you’d like to evaluate and hit “Continue.”
7. The “Add More” button will allow you to select a concentration.

8. Select “None” or “General” if you do not wish a specific concentration. If a concentration is available for your selected major, you may choose it at this time. Continue with the “Add More” button if you want to add up to two minors. If you don’t wish to choose a minor, just hit “Submit.”

Example of choosing minors after hitting “Add More.” Hit “Submit” after selecting your minor or minors.