



How to Run Your Degree Audit - CAPP

These instructions are designed to walk you, the student, through running a CAPP degree audit in CSU X-Press. If you have any questions, we recommend you first follow-up with your Academic Advisor for support! Below the instructions is an FAQ section for reference.


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 "**Student Menu**" link where it notes you can view your academic records:
 - a. Click on the link.


Personal Information **Student**

Search

Welcome to the CSU X-Press Last web access on Dec 08, 2022 at 04:35 pm

 **Student Menu** ←★
Apply for Admission, Register, View your academic records and Financial Aid

 **Personal Information**
View address information; review name or social security number change information; Change your PIN; Participate in surveys

 **Surveys**
By providing survey information, you will help us to serve you better. The following surveys are currently available for your res

[Return to Homepage](#)

3. Under “Student Services” you will see a range of links; select “Student Records”


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

5. The page will then prompt you to select the current term.
 - a. Click "Submit."

Personal Information **Student**

Search Go

Select Current Term

 Please select the current term.

The completion of certain areas requirements on the degree evaluation does not necessarily constitute degree completion. be obtained through the academic departments.

Select a Term: ▼

Submit

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6. The overall summary of your student record will appear. At the bottom of the page, you will see four links for:
 - a. "View Previous Evaluations," "Generate New Evaluation," and "What-If Analysis."
 - b. 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](#)]

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7. Select the appropriate term, along with the program in question, and click **“Generate Request.”**
 - a. *Note:* if you are double majoring or a dual degree student, your second program will also appear for selection.

Personal Information Faculty Services Finance

Search Go

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:

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

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8. 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 Go

Degree Evaluation Display Options

Information for [REDACTED]

Please select the desired display.

General Requirements

Detail Requirements ← *

Additional Information

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See next page for more information.

SCREENSHOT FOR SAMPLE DEGREE EVALUATION:

Below is the top portion of a sample degree evaluation. It shows the overall curricula summary for a student, along with their Catalog year. 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]					
<small>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.</small>					
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” that need to be met and whether you’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 the course has been completed).

Area :	BS CHEM Required Courses (48.000 credits) - Not Met				Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Met	Condition	Rule	Subject	Attribute												
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:

If you are considering a change of major during your time at Chicago State University, we encourage you to first run a “What-If Analysis” (i.e. where you can see how you would meet degree requirements for a different program from the one they’re currently in).

To do so, click on the link called “What-If Analysis.” See below:

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]

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From there, you’ll be asked for your entry term (this is your Catalog year, which is generally the term you started at CSU). Here you will select your Catalog term:

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

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

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

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

What-if Analysis

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
First Major*: English: Literature Option and Department: None

Add More **Submit**

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From there, click “**submit**” and then “**Generate Request**” on the final page.

This will show you the “**What-If**” analysis!

See next page for FAQs...

FAQs:

- *What is CAPP?* CAPP is a tool in CSU X-Press that shows advisors and students how well a student has met the degree requirements in a given program and major. This applies to both undergraduate and graduate students.
- *How does it audit your coursework for a degree?*
 - CAPP keeps a record of every course you've taken at CSU and every course you transferred in, if you took coursework elsewhere.
 - CAPP matches the courses you've taken against the requirements for your program.
 - CAPP shows the detail requirements for what courses you still need to take to earn your degree.
- *Why is CAPP important?*
 - When planning what coursework to take each semester, CAPP can help you:
 - Budget your Financial Aid.
 - Register for required courses that may not be offered each term.
 - Plan your time so you can balance work and family responsibilities.
 - Graduate as soon as possible!
- *Who should use CAPP?*
 - All students and advisors!
 - The Office of Evaluations also uses CAPP when you are being reviewed for graduation.
- *How often should I use CAPP?*
 - We recommend running a CAPP audit during each meeting with your Advisor and/or Department Chair to ensure you're on track with your degree requirements.
 - It is particularly important to run CAPP as you earn 60 credit hours and 90 credit hours to ensure you have time to take needed coursework for graduation.
- *I earned credit for a course (or transferred a course into CSU), but I don't see it under Detail Requirements. Where is that located?*
 - Anything not used by CAPP can be found under the "**Additional Requirements**" section.
 - For example, you can find, withdrawals, incompletes, and failed grades, etc. under the "Additional Requirements" section of the CAPP audit.