



Running an Evaluation

Sign in to **your Campus Pipeline account.**

Click **Access Your Online Services**

Click on the **Student tab**

Click on **Student Records**

Click **Degree Evaluation**

Select a Term = the compliance will use courses from term selected and back

If the program and catalog are *correct*

Click **Generate New Evaluation**

Click the **circle** next to the program name

Click Generate Request

To **print the compliance** – Set your printer to print **LANDSCAPE** so that all columns of the compliance will print on your paper. Print.

If the program and/or catalog are *incorrect*

Click **What-If Analysis at the bottom of the page** – allows students to compare current courses on your transcript to the requirements of different programs.

Step 1: **Catalog Term** = catalog you are meeting graduation requirements from

Click Continue

Step 2: **Program** - select your program from the drop down box

Click Continue

Step 3: **Campus** – leave blank

First major* – select your program from the drop down box

Click Submit

Step 4: **Evaluation Term** = All terms for which you have been enrolled will be used in the compliance by selecting the current term. Selecting the upcoming term (if early registered) will display all terms, including the upcoming term courses.

Click Generate Request

To **print the compliance** – Set your printer to print **LANDSCAPE** so that all columns of the compliance will print on your paper. Print.

To run a compliance for a different program or catalog year, click the What-If Analysis at the bottom of the page.

Tips for Understanding the CAPPS Compliance

- The compliance is comprised of areas and groups within each area.
- Courses taken which satisfy a group or area will be listed to the right of the required course. The last column under the heading "Source" will display whether the course was taken at Jefferson State (H), transferred in (T), currently registered (R) or old Jefferson State courses taken prior to summer 1988 (P). Transferred courses will have a "T" grade.
- Westi or old Jefferson State work will have a "P" grade with the course title as "Westi Credit".
- Transferred courses are not identified by the transfer institution on the compliance.
- The compliance does not work perfectly in some situations.
- Students who attended prior to summer 1988 will have their "old" classes included in the degree evaluation and the title of the course will be "Westi Credit".
- The evaluation displays hyperlinks to the course description for courses that have not been taken. To view course descriptions for other courses, go directly to the online catalog and follow the prompts there.