



Running a Web/Compliance/Degree Evaluation

Lesson: Job Aid

◀ Jump to TOC

Introduction

Once you have set up WebCAPP, faculty advisors and students can perform degree evaluations/compliances through the Self Service web by either students or faculty/advisors.

Our example will show a faculty advisor using SCT Banner Self Service for Faculty & Advisors. The online display shows general requirements and area requirements.

Screen image 1

An example of General Requirements in a WebCAPP online compliance/degree evaluation.

Address http://maldev19.sct.com:9100/s4b70/bwckapp.P_VerifyDispEvalViewOption Go Links

General Requirements 710000010 Preston J. Thomas
Jun 06, 2005 09:36 am

⚠ Confidential Information for Rose Ranson

i This is NOT an official evaluation.

Program Evaluation

Program :	Test of Adjustments ORI and AD	Catalog Term :	Fall 2002
Campus :	Main	Evaluation Term :	Fall 2002
College :	No college designated	Expected Graduation Date :	
Degree :	Bachelor of Science	Request Number :	19
Level :	Undergraduate	Results as of :	Aug 20, 2004
Majors :	Anthropology	Minors :	
Departments :	Anthropology	Concentrations :	

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	30.000	27.000		9
Program GPA :	Yes	.00	3.11		
Overall GPA :	Yes	.00	3.09		
Other Course Information					
Transfer :			0.000		0
Unused :		105.000		38	

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Running a Web/Compliance/Degree Evaluation

Lesson: Job Aid (Continued)

◀ Jump to TOC

Screen image 2

The area information displays when you scroll down the screen. Notice that each area indicated in red if the area is not met, lists the courses, credits, and grades that apply to that area. At the bottom of each area, the footer displays the number of credits and area GPA. You could also select to see details on your display which would also list the requirements that are still unmet.

This is NOT an official evaluation.

Area : **Test for adjustments (30.000 credits) - Not Met**

3.000 A 199310 - ANTH 2010 Origins of Culture
3.000 B 199410 - ANTH 3020 Principles of Archeology
3.000 A 199420 - ANTH 4080 Anthropological Theory
3.000 A 199510 - ANTH 2510 Folk Technology
3.000 C 199510 - ANTH 3030 The North American Indian
3.000 B 199510 - ANTH 3040 Indians of the American SE
3.000 B 199520 - ANTH 3100 The Dynamics of Culture
3.000 C 199520 - ANTH 3110 Principles of Ethnology
3.000 B 199520 - ANTH 4130 Museum/Historic Site Devel.

27.000 Credits 3.11 GPA

[Back to Display Options](#)

[[Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#) | [What-If Analysis](#)]

RELEASE: 7.1

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Procedure

Follow these steps to run a compliance/degree evaluation on the web as a faculty member.

Step	Action
1	Open your Web browser and go to the SCT Student Self-Service homepage. Your instructor will provide you with the correct URL.
2	Click the Enter Secure Area icon.
3	Enter the faculty advisor's SCT Banner ID in the User ID field and the PIN in the PIN field. <u>Note:</u> Depending upon institution settings, these fields may be case-sensitive. Your instructor will provide the User ID to use in class.



Running a Web/Compliance/Degree Evaluation

Lesson: Job Aid (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	<p>Enter a login verification security question and answer.</p> <p><u>Notes:</u> This question and answer will be entered into GOATPAD. When someone forgets their PIN, they can click the Forgot PIN? button on the initial login page, then enter the answer to the verification question. From there, they can enter a new PIN.</p> <p>You need to respond to these prompts only when the PIN Hint Question and PIN Hint Response fields on GOATPAD are blank.</p>
5	<p>If you see the Terms of Usage page, click the Continue button.</p> <p><u>Notes:</u> When you click this button, the Accepted check box on GOATPAD is automatically selected.</p> <p>Whether or not this page is displayed the first time a user logs in is determined by the Display Usage Page checkbox on WebTailor's Customize Web Rules page. If the box is selected, all users of any SCT Banner Self-Service product must accept the terms of usage before they may log in.</p>
6	Click the <u>Faculty & Advisors</u> link.
7	Click the <u>Student Information Menu</u> link.
8	Click the <u>Degree Evaluation</u> link.
9	Select a term from the Select a Term drop-down list.
10	Click the Submit button.
11	<p>Enter 210009506 (Anthony Abbe) in the Student or Advisee ID field.</p> <p><u>Note:</u> You can also use the Student and Advisee Query to find the student you want to review.</p>
12	Click the Submit button.
13	Click the Submit button to select the student.
14	Click the <u>Degree Evaluation</u> link.
15	Click the <u>What-if Analysis</u> link at the bottom of the screen.



Running a Web/Compliance/Degree Evaluation

Lesson: Job Aid (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
16	Select a term the student began taking classes in the Entry Term field.
17	Click the Continue button.
18	Select a program in the Program field.
19	Click the Continue button.
20	Select a major in the First Major field.
21	Click the Submit button.
22	Select the current term in the Evaluation Term field.
23	Click the Generate Request button.