

Curriculum Advising and Program Planning (CAPP)

Run your **Online Degree Evaluation** at any time

Track your progress toward the **completion of your degree** or certificate.

How to Run Degree Evaluation

1. Login to Webservices.essex.edu
2. Click "**Student Services & Financial Aid**" tab
3. Click "**Student Records**"
4. Click "**Degree Evaluation**"
5. Select **Term**
6. Click "**Generate New Evaluation**" at the bottom of the screen.
7. Check the radio button (left of Program), and Click '**Generate Request**'.
8. **Degree Evaluation Report** will be displayed.

Note: Degree Evaluation is a tool for you to use in advising sessions with your academic advisor. It is **NOT** a replacement for regular academic advising by a faculty advisor. Your academic advisor is the best source for information about degree and certificate requirements and interpreting your evaluation. **If you have any questions about your degree evaluation, please see academic advisor in the department of your major.**

If you want to see how your courses apply in another major, you can generate a degree evaluation using the '**What-if-Analysis**' option.

How to Run 'What-if' Degree Evaluation

1. Login to Webservices.essex.edu
2. Click "**Student Services & Financial Aid**" tab
3. Click "**Student Records**"
4. Click "**Degree Evaluation**"
5. Click '**What-if-Analysis**' at the bottom of screen.
6. Select **Entry Term** and Click "**Continue**".
7. Select program you would like to evaluate by clicking on the "**Program**" drop down box, and Click "**Continue**"
8. Select **Major** in drop down box to the right of "**First Major**" and click "**Submit**". Campus is **not needed**.
9. Click "**Generate Request**"
10. **Degree Evaluation Report** will be displayed.