

# Curriculum Advising and Program Planning (CAPP)

## Generating Online Degree Evaluation

Login to **MyECC** portal and click on the **Web Services** tab

### Running a New Degree Evaluation

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

### Running a 'What-if' Degree Evaluation

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

### Viewing a Previously Run Degree Evaluation

1. Click "**Student Services & Financial Aid**" tab
2. Click "**Student Records**"
3. Click "**Degree Evaluation**"
4. Select **View Previous Evaluation** from the bottom of the screen.
5. Select desired evaluation.
6. Degree Evaluation Report will display.

### Deleting Previously Run Degree Evaluation

1. Click "**Student Services & Financial Aid**" tab
2. Click "**Student Records**"
3. Click "**Degree Evaluation**"
4. Select **View Previous Evaluation** from the bottom of the screen
5. Select desired evaluation.
6. Click the box under the **Delete column** next to the program you wish to delete.
7. Scroll down and click "**Delete Requests**".