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](http://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](http://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.